



# Town of Ashland

MASSACHUSETTS

## Design Review Committee Meeting Minutes

Zoom Video Conference

Town Hall, 101 Main Street, Ashland Massachusetts 01721

March 18, 2021 – Approved at April 15, 2021

1 ***Call to Order***

2 Bill Savage, Chair, called the meeting to order at 7:00PM. Bill Novakowski, member and Ujwala  
3 Pawnarkar, member were present. Emma Snellings, Assistant Town Planner, recorded the  
4 meeting.

5

6 **Staff Updates and Administrative Matters**

7 Mr. Savage and Ms. Rooney sent a letter after the last meeting with questions about the proposed  
8 40R Design Review Board to Michael Herbert. Mr. Savage reported that Mr. Herbert will get  
9 back to Mr. Savage with more information.

10

11 **Discussion of possible changes to the Design Review Bylaw and Design Review Guidelines,**  
12 **including recommended planting list and Design Review triggers**

13

14 *Square Footage Trigger*

15 Ms. Snellings presented the draft square footage trigger. The Committee had no comments on the  
16 draft. Ms. Snellings outlined the next steps in the bylaw amendment process, and stated that she  
17 will check in with Mr. Matchak, Town Planner, about the timing for the Town Meeting.

18

19 *Application Requirements*

20 Mr. Savage presented his edits to the application requirements, which the rest of the Committee  
21 agreed to integrate into the draft. Ms. Snellings will prepare an updated draft.

22

23 *Planting Guidelines*

24 Ms. Snellings stated that she is working on integrating the new material into the Design Review  
25 Guidelines, and she will send a draft when it is ready.

26

27 *Parking Guidelines*

28 Ms. Snellings will distribute Mr. Nakashian's best practices in advance of the next meeting.

29

30 **Review and Approval of Minutes**

31 The minutes were tabled until the next meeting.

32

33 The meeting was adjourned at 8:15 PM.