



Town of Ashland

MASSACHUSETTS

Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

March 25, 2021, at 7:15 PM – Approved at June 24, 2021 meeting

1 Present: Dale Buchanan
2 Tricia Kendall
3 Lakshmi Krishnan
4 Joe Rubertone
5 Deepa Venkat
6
7 Others: Peter Matchak, Town Planner
8 Emma Snellings, Assistant Town Planner
9

10 *Call to Order*

11 Dale Buchanan, Planning Board Chair, called the meeting to order at 7:15 PM and reviewed the
12 meeting agenda.
13

14 Public Hearing – 0 Megunko Site Plan Review

15 Mr. Matchak explained that George Connors, the Attorney representing the applicant,
16 requested a continuance to allow the applicant additional time to provide the requested
17 updated site renderings.
18

19 Ms. Kendall made a motion to continue the 0 Megunko public hearing until April 8, 2021, at
20 7:15 pm. The motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye,
21 Rubertone-aye, Buchanan-aye; with a vote of 5-0-0.
22

23 Downtown Zoning Tour and Zoning Amendment Discussion

24 Mr. Matchak explained that Chris Kuschel, Consultant from the Metropolitan Area Planning
25 Council (MAPC), reviewed the Planning Board's March 11th meeting video and the members'
26 comments concerning downtown zoning changes, and then prepared a technical memorandum
27 dated March 18th and a memo outlining next steps.
28

29 Mr. Matchak suggested the board clarify the downtown zone architectural design, setbacks,
30 and height specification details.
31

32 The members reviewed a downtown zoning dimensional graphic prepared by Emma Snellings
33 that compared and contrasted 128 Main St., 21 Main St., and Town Hall. Based on these
34 properties and the board's discussion, the specifications noted below were considered for the
35 proposed bylaw for the Ashland Downtown District (ADD), zones A-C, but no final conclusion
36 was made.
37

38
39 Setback Requirements: Minimum 8 ft. and maximum 15 ft. Multi-level structures, the
40 setback distance is from the level furthest extended.
41

42 Building Height: Maximum 4-Stories or 45 ft. With a Special Permit height can exceed
43 45 ft. to accommodate a special roofline feature, i.e., a pinnacle, cupola, clocktower,
44 widow's walk, etc.
45

46 Building Design Standards – Massing: Horizontal dimension 60 ft. or greater in width
47 along the public right-of-way, vertical articulation at a minimum every 45 ft.
48

49 Building Design Standards – Building Details: Concerning bylaw 8.5.12, Section 4, a
50 Special Permit to allow a flat roof. The proposed zoning change: A building shall have
51 one of the following roof types, flat gable, front gable, side-gable, mansard, or hip roof.
52 The Planning Board may grant a Special Permit for a flat roof or other roof styles if the
53 applicant can demonstrate that a proposed design will enhance the character of the

54 neighborhood through inclusions of historical and appropriate details such as cornice
55 moldings and others of the like.

56
57 Lot sizes: District A - 35,000 sq. ft.; District B – 20,000 sq. ft., District C – 8,000 sq. ft.
58 With a Special Permit allow lots that do not meet the required minimum sq. footage.

59
60 Floor Area Ratio (FAR): The Board briefly discussed the current Floor Area Ratio
61 requirements which range in the Downtown district from 1.5 to 2.0.

62
63 Mr. Matchak stated that he would follow up with the MAPC consultant and prepare the final
64 bylaw wording for the board’s review at the next meeting.

65
66 **Discussion of possible zoning bylaw amendments, including:**
67 Covered Porch Bylaw – Ms. Snellings reported that the final language is under review by
68 Town Counsel and the public hearing is scheduled for the second Planning Board
69 meeting in April.

70
71 Design Review Trigger Correction – Ms. Snellings indicated that the design review
72 trigger correction would remain paired with the porch bylaw to allow both public
73 hearings to be scheduled on the same day.

74
75 **Review and Approval of Minutes**
76 Ms. Kendall made a motion to approve the minutes from January 28, 2021, as amended. The
77 motion was seconded by Ms. Krishnan; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye,
78 Buchanan-aye; with a vote of 5-0-0.

79
80 Ms. Kendall made a motion to approve the minutes from February 25, 2021, as amended. The
81 motion was seconded by Ms. Krishnan.; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-
82 aye, Buchanan-aye; with a vote of 5-0-0.

83
84 **Administrative Matters: future meetings, public hearings**
85 Regarding 501 Pond St., Mr. Matchak reported that the developer has proposed a plan to
86 develop the site with 125 to 145 residential units.

87
88 The next Planning Board meeting is scheduled for April 8, 2021.

89
90 **Report from Board Members and Town Planner**
91 None.

92
93 ***Adjournment***
94 Ms. Kendall made a motion to adjourn the meeting at 10:05 pm. The motion was seconded by
95 Ms. Krishnan.; Kendall-aye, Krishnan-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a
96 vote of 5-0-0.

97
98 ***Documents***
99 1. March 25, 2021 Agenda
100 2. 0 Megunko Continuance Request
101 3. MAPC Technical Memo on Downtown Zoning dated March 18, 2021
102 4. Downtown Zoning Dimensional Comparison handout
103 5. Draft Minutes for January 28, 2021
104 6. Draft Minutes for February 25, 2021

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