



Town of Ashland

MASSACHUSETTS

Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

April 22, 2021 at 7:15 PM – Approved at May 27, 2021 meeting

1 ***Call to Order***

2 Dale Buchanan, Planning Board Chair, called the meeting to order at 7:15 PM and reviewed the
3 meeting agenda. Tricia Kendall, Joe Rubertone and Deepa Venkat were present. Peter
4 Matchak, Town Planner, was also present. Emma Snellings, Assistant Planner, explained that
5 the meeting was being held via Zoom recorded by WACA TV and provided instructions on how
6 to access the video conference meeting access numbers and passcodes.

7
8 **Public Hearing – 0 Megunko Site Plan Review**

9 Peter Matchak explained that the applicant requested a continuance to allow additional time to
10 provide the required project documents.

11
12 Mr. Rubertone made a motion to continue the 0 Megunko public hearing until May 13, 2021, at
13 7:15 pm. The motion was seconded by Ms. Kendall; Kendall-aye, Venkat-aye, Rubertone-aye,
14 Buchanan-aye; with a vote of 4-0-0.

15
16 **Public Hearing – Covered Porch Bylaw Amendment**

17 Mr. Buchanan opened the hearing and read the public notice.

18
19 The proposal is to amend Section 4 – Dimensional Requirements of Chapter 282 of the Town of
20 Ashland Zoning Bylaw by adding a new section 4.1.6 – Covered Open Air Front Porch. This
21 section will allow the addition of a front porch into the existing front setback without a Special
22 Permit.

23
24 Mark Dassoni asked what the allowed maximum width of a porch would be. Mr. Buchanan
25 responded that it would depend on the width of the house. 90% of the porch would be
26 required to be in the front and cannot violate the side setback lines. Mr. Matchak indicated
27 that the Planning Office would review front porch requests, in order to ensure the plan aligns
28 with the spirit of the bylaw.

29
30 Catherine Jurczyk questioned how a front porch could potentially expand the footprint of the
31 residence. She also expressed interest in ensuring the addition of a porch would only be
32 allowed if it maintained the character of the neighborhood.

33
34 There was a discussion about when the bylaw would apply based on the year a residence was
35 built. Also, if uncovered stairs would be included in the setback, and whether the porch would
36 be grandfathered into the footprint of the existing house if the dwelling were razed and future
37 reconstruction of a residence on the existing lot was considered. The board members
38 discussed adding a stipulation to the bylaw that states it does not apply, by right, to homes
39 constructed, rebuilt, or the front altered after a certain date.

40
41 Ms. Kendall made a motion to continue the Covered Porch Bylaw Amendment public hearing
42 until May 13, 2021, at 7:15 pm. The motion was seconded by Mr. Rubertone; Kendall-aye,
43 Venkat-aye, Rubertone-aye, Buchanan-aye; with a vote of 4-0-0.

44
45 **Public Hearing – Design Review Trigger**

46 Mr. Buchanan opened the hearing and read the public notice.

47
48 Mr. Buchanan explained that the proposed Chapter 282 Section 9.4.1.7 is correcting a mistyped
49 reference in the Zoning bylaw.

50
51 Ms. Kendall made a motion to close the Design Review Trigger public hearing. The motion was
52 seconded by Mr. Rubertone; Kendall-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a
53 vote of 4-0-0.

54
55 Ms. Kendall made a motion to support the Design Review Trigger as presented. The motion
56 was seconded by Mr. Rubertone; Kendall-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with
57 a vote of 4-0-0.

58
59 **12 Pond St. Review**

60 Mr. Buchanan explained that the review of the 12 Pond St. building colors and windows will be
61 rescheduled until the next meeting, as the project developers were unable to attend tonight's
62 meeting.

63
64 **Downtown Zoning Amendment Discussion**

65 Mr. Matchak explained that an open item from the last meeting was to confirm allowed roof
66 pitch by right and those requiring a Special Permit. The board members reviewed roof pitch
67 measurements and building diagrams that depicted various pitches.

68
69 The board determined that a roof equal to or greater than a 7/12 pitch would be allowed by
70 right, and a roof less than 7/12 would require a Special Permit. Mr. Matchak mentioned that
71 the Town Hall roof has a pitch of 8/12.

72
73 Mr. Matchak indicated the next step would be to finalize the draft amended and advertising the
74 proposed change.

75
76 **28 South St. Approval Not Required (ANR)**

77 Mr. Matchak explained that the board approved an ANR for agricultural restrictions at 28
78 South St., which is 99% located in the Town of Holliston. The Registry of Deeds rejected the
79 ANR plan because there was a scrivener's technical error on the plan. The engineer on the
80 project sent a revised ANR plan for 28 South St. to the Planning Board for their review,
81 approval, and re-signing.

82
83 Ms. Kendall made a motion to approve the ANR for 28 South St. The motion was seconded by
84 Mr. Rubertone; Kendall-aye, ~~Krishnan-aye~~, Venkat-aye, Rubertone-aye, Buchanan-aye; with a
85 vote of 5-0-0.

86
87 **Review and Approval of Minutes**

88 Mr. Rubertone made a motion to approve the minutes from February 24, 2021, as amended. The
89 motion was seconded by Ms. Kendall; Kendall-aye, Venkat-aye, Rubertone-aye, Buchanan-aye;
90 with a vote of 4-0-0.

91
92 The approval of the minutes from March 25, 2021 was postponed.

93
94 **Administrative Matters: future meetings, public hearings**

95 The next Planning Board meeting is scheduled for May 13, 2021.

96
97 **Report from Board Members and Town Planner**

98 **Peter Matchak**

99 Mr. Matchak provided the following updates.

100
101 The potential developer for the parcel at 501 Pond St. has withdrawn their interest.

102
103 The Town Hall front steps are completed, and the original brass handrails will be installed
104 shortly.

105
106 ***Adjournment***

107 Ms. Kendall made a motion to adjourn the meeting at 8:51 pm. The motion was seconded by
108 Mr. Rubertone.; Kendall-aye, Venkat-aye, Rubertone-aye, Buchanan-aye; with a vote of 4-0-0.

109
110 ***Documents***

- 111 1. April 22, 2021 agenda
112 2. 0 Megunko Continuance Request
113 3. Covered Porch Bylaw amendment legal notice and proposed amendment

- 114 4. Design Review Trigger amendment legal notice and proposed amendment
- 115 5. Roof pitch diagram
- 116 6. 28 South Street Revised ANR Plan
- 117 7. February 24, 2021 draft minutes
- 118 8. March 25, 2021 draft minutes