



Town of Ashland

MASSACHUSETTS

Design Review Committee Meeting Minutes

Zoom Video Conference

Town Hall, 101 Main Street, Ashland Massachusetts 01721

June 3, 2021

1 ***Call to Order***

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

5

6 **Update and discussion on changes to the Design Review Guidelines parking lot**
7 **recommendations**

8 Ms. Snellings asked for feedback on the parking guidelines, as well as pictures of parking lots
9 with sustainable features. Mr. Savage and Ms. Rooney offered to send pictures of parking lots to
10 Ms. Snellings. Ms. Rooney noted that there is a very good example of a parking lot with green
11 infrastructure in Newport RI. A brief discussion of the sustainable parking guidelines followed,
12 regarding parking lot run off, green infrastructure, and edits to the guidelines. Ms. Snellings will
13 add a note to the guidelines encouraging consideration and mitigation of parking lot run off. Ms.
14 Rooney noted that having solar canopies does not mean a project cannot do other green
15 infrastructure. Ms. Snellings stated that using multiple approaches can be added to the
16 guidelines.

17

18 Mark Dassoni, resident, asked about the process to approve the guidelines, and Ms. Snellings
19 explained that the proposed guidelines will be on a Planning Board agenda and the Planning
20 Board will vote on the agenda, but will not go to Town Meeting because it is a regulation not a
21 bylaw. Mr. Dassoni asked if the discussion of run off included flow concerns, and Ms. Rooney
22 replied that the run off concerns do involve flow concerns, and discussed where storm water in
23 Ashland ends up. Mr. Dassoni asked if the guidelines effects the size of the parking spaces, and
24 Ms. Snellings clarified that the guidelines do not deal with the sizes.

25

26 **Discussion of possible Parking Bylaw Working Group**

27 The Committee discussed who should represent the Committee on a Parking Bylaw Working
28 Group. Ms. Snellings explained that the group will assess the bylaw and see if there are
29 modifications possible to make future parking lots more sustainable, and the group will bring
30 proposed amendments to the Planning Board for consideration at a future Town Meeting. The
31 Committee agreed that Bill Novakowski will be in the group, and Cathy Rooney will consult
32 with the group as needed.

33

34 A brief discussion about the concurrent meeting with the Planning Board in July followed. Ms.
35 Snellings will send the draft guideline changes out, and the Committee should send any
36 comments on the preamble to Ms. Snellings.

37

38 Ms. Snellings stated that a polished draft of the sustainability additions for parking guidelines
39 will be shared at next meeting. Ms. Snellings shared that the next concurrent meeting with the
40 Planning Board will be in July, and that forming the working group to assess the parking bylaw
41 is still in progress.

42

43 **Review and Approval of Minutes**

44 The Committee reviewed and approved the minutes from May 6, 2021 as amended with a vote of
45 4-0-0.

46

47 **Staff Updates and Administrative Matters**

48 Ms. Snellings shared that a design review case is expected for the meeting on June 17, that there
49 will be three zoning amendments at Town Meeting this month and that she will send the
50 landscaping plan submitted for the 0 Memorial out to the Committee. The Committee briefly
51 discussed whether future meetings should be remote or in person, and decided to wait for more
52 information.

53

54 The meeting was adjourned at 7:52 PM.