Planning Board Meeting Minutes
Board of Selectmen Meeting Room
Town Hall, 101 Main Street, Ashland Massachusetts 01721

August 22, 2019

Call to Order
Preston Crow, Chair called the meeting to order at 7:15 pm. Joe Rubertone, Member; Tricia Kendall, Member; Dale Buchanan, Member; Phillip Williams, Member were present. Peter Matchak, Town Planner and Emma Snellings, Assistant Planner were also present.

Mr. Crow announced that the meeting is being recorded and broadcast by WACA TV. Mr. Crow reviewed the meeting agenda.

Mr. Crow apologized that he failed to act on a request made by a few residents for an informal discussion concerning the 12 Pond St. development, therefore that item is not included in today's agenda.

Continuance of public hearing – Village at Clocktown, 12 and 16 Union Street and 1 East Union Street

Mr. Crow asked that the applicant submit a revised letter that correctly states that they are requesting to withdraw the Site Plan and Special Permit application filed with the Town Clerk on June 5, 2019, as opposed to a Preliminary Sub-division Plan as misstated in the original letter received by the board.

Mr. Buchanan made a motion to accept the applicant’s request to withdraw without prejudice the Site Plan and Special Permit application for the Village at Clocktown filed with the Town Clerk on June 5, 2019, pending receipt of the applicant’s revised letter. The motion was seconded by Ms. Kendall with a vote of 5-0-0.

Mr. Buchanan made a motion to continue the Village at Clocktown public hearing until September 12, 2019 at 7:15 pm. The motion was seconded by Ms. Kendall with a vote of 5-0-0.

Public Hearing – 81 West Union Street Phase II Site Review

Mr. Crow opened the public hearing by reading the public notice.

The Ashland Planning Board will hold a Public Hearing to hear the petition of 81 West Union Street, LLC, c/o Peter B. Barbieri, Esquire, 70 Bartzak Drive, Holliston, MA 01746, requesting Design Plan Review and Site Plan Review per Chapter 40A, Section 6 of the Massachusetts Zoning Act and Chapter 282, Sections 9.6 (Design Plan Review) and 9.4 (Site Plan Review) of the Ashland Bylaws.

The applicant is proposing the development of three new buildings totaling 26,905 sq. ft., parking, and storm water infrastructure. Building one (1) is proposed for non-medical office and retail space. The building will be three stories in height and have a footprint of 5,620 sq. ft. Buildings two (2) and three (3) are proposed contractor's facilities/landscape buildings. The footprint for building two (2) is 8,580 sq. ft. Building three’s (3) footprint will be 12,705 sq. ft. Building two (2) and building three (3) will be one (1) story in height and include a mezzanine space. The proposed project includes the development of parking and stormwater collection system infrastructure.
Mr. Matchak mentioned that all documents submitted by the applicant are available on the town's website under the Planning Board's current projects page.

Peter Barbieri, of Fletcher Tilton, the attorney representing the applicant appeared. Mr. Barbieri provided an overview of the proposed plan including the current site and the Phase II development. Mr. Barbieri noted that they have met with the Conservation Commission and the Design Review Committee and have additional meetings pending.

Darren Grady, of Grady Consultants, appeared and provided an overview of the project's engineering details, including the utilities and lighting plans. Mr. Grady reported that the Fire Dept. has asked the applicant to relocate four parking spaces south of building 1 to ensure fire equipment access to the site. He also mentioned that the Design Review Board asked for a modified denser landscaping plan.

There was discussion regarding access to the site during school hours and why the proposed site usage will generate less traffic. The site usage will generate less traffic than potential other uses.

The applicant described the proposed building design, which is a modern structure with an asphalt roof and two egresses. The third floor and basement will be used for storage by tenants and house the mechanicals for the rest of the building. The board requested the Design Review Committee's list of final finishes.

Regarding the single-story condominium storage buildings, the applicant indicated the height will be 44 ft. and described the building layout which includes indoor vehicle bays, a mezzanine level office and storage space, garage door and an outside parking space to accommodate loading. Mr. Barbieri clarified the intent of the "condominium" is to be commercial only with uses allowed under the zoning bylaw.

Mr. Barbieri explained that the photometric study included in the Site Plan will require changes to the lighting plan.

The applicant explained that building one will be a wood constructed building, however buildings two and three will be metal with metal roofs.

The board discussed whether adding windows would improve the buildings' esthetics but questioned if windows would invade the abutter's privacy. They also asked the applicant to consider reducing the overall building height, to add screening and to bring in an architect to mediate the design to ensure it is appropriate and considerate of the locality.

Concerning the stormwater system, Mr. Grady responded to questions regarding the three retention catch basins and the failover plan in the event of a one-hundred-year storm. He explained that spillover of last resort will be into the parking lot and wetlands area.

The board encouraged the applicant to tighten the pavement lines depicted on the site plan, consider roof solar panels and raised concern whether bark mulch storage is appropriate for the area.

Regarding the hours for construction Mr. Matchak clarified 7:00 am to 7:00 pm, excluding Sundays and federal holidays. However, given the buildings are condominiums there were comments that the nature of the owner's business may not comply with specific hours.

Mr. Barbieri explained that the buildings may or may not be air conditioned, however building code requirements, condominium rules and regulations would prohibit vehicles from idling while parked inside.

Mr. Crow asked for comments from the public.
Several members of the public appeared including Emery Bond, 59 W. Union St.; Tom Ferris, 73 W. Union St.; Mark Dassoni, 49 Hawthorn Rd.; and Mary O’Brien. They raised concern regarding the boarder wall and screening behind building 3, the height of the buildings and that solar panels will reduce the esthetics, accessibility. Questions were also presented regarding how the ledge will be handled, the date of the traffic study, the length of the construction cycle, the site security and maintenance, dust mitigation, and removal of the large oak tree that straddles the lots.

Bill Rodenhiser, Contractor representing 81 W. Union, explained that he expressed concern in writing to the town regarding the site’s security and that he will address the dust mitigation plan. Mr. Matchak indicated that he will follow up on these issues, and suggested that he, the board and the abutters conduct a site visit. He also explained that the Planning Dept. hosted a tech review for the applicant and summarized the comments made by various town depts.

Ms. Kendall made a motion to accept the applicant’s request to continue the 81 W. Union St. public hearing until September 26, 2019 at 7:15 pm. The motion was seconded by Mr. Buchanan with a vote of 5-0-0.

Ashland Solar LLC Bond

Mr. Rubertone made a motion to accept the bond in the amount of $80,494.00 per Condition 4 of the Planning Board’s decision regarding 0 MBTA Access Road solar installation filed with the Town Clerk on September 18, 2018. The motion was seconded by Mr. Buchanan with a vote of 5-0-0.

CoUrbanize Discussion

Mr. Matchak explained that the town incurs a fee for the use of CoUrbanize and the town website, however he and Emma Snelling have access to the town website to upload documents as well as comments made on projects to make them available to the public. The board agreed to terminate the subscription to CoUrbanize and discussed the need to review a posting fee structure that reflects the work involved in maintaining project information on the Planning Board and Planning Dept. pages on the town’s website.

Report from Board Members and Town Planner

Peter Matchak

Mr. Matchak reported on pre-construction meetings concerning the Robert Hill Way project, the Solar Farm Development that will begin tree clearing in the next few weeks, and the 128 Main St. development that will begin demo after Labor Day. Regarding 128 Main St., Mr. Rubertone reminded all about the condition to protect the large tree on the Santander Property.

Mr. Matchak also provided an update on Citizen Energy’s solar voucher program, and mentioned an application received for a proposed restaurant at 310 Pond St.

Mr. Crow asked to have an item added to the September 12th board meeting agenda to discuss the fall Town Meeting Warrant and a zoning Articles for Use Table changes and building height restrictions.

Administrative Matters: future meetings, public hearings

The board discussed instituting a Consent Agenda into the Board’s agenda to streamline approval of miscellaneous items and meeting minutes. They agreed to revisit the idea at a future meeting.

Review and Approve Minutes

Approval of minutes was carried over to the next meeting.

Adjournment
Mr. Buchanan made a motion to adjourn the 9:42 pm. The motion was seconded by Ms. Kendall with a vote of 5-0-0.