Call to Order

Preston Crow, Chair called the meeting to order at 7:19 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.

Public Hearing – 81 West Union Street Phase II Site Review

Mr. Crow reopened the hearing continued from the August 22, 2019 meeting, and read a letter the board received from the applicant requesting a continuance to October 10th.

Mr. Rubertone made a motion to continue the 81 W. Union St. public hearing until October 10, 2019 at 7:30 pm. The motion was seconded by Mr. Buchanan with a vote of 5-0-0.

Public Hearing – Site Plan Review for 310-320 Pond Street

Mr. Crow reopened the hearing continued from the September 12, 2019 meeting.

Nathaniel Mahonen, of Bohler Engineering, representing the applicant appeared and provided an update on the proposed plans to renovate the building located at 310 and 320 Pond Street which was the former Blockbuster Video Store site. The building will be converted to a 145-seat restaurant, 120 interior seats and 25 exterior seats.

Mr. Mahonen explained changes made to the exterior plans, including a vestibule, a loading area with truck turning space, and existing parking will remain. He explained the rights to access Spy Glass Hill from the egress cannot be changed, and MassDOT are finalizing their plans for the improvements to the Rte. 126/Pond St. corridor that will include a round-a-bout from Pond St. to Spy Glass.

Mr. Mahonen reported that the applicant included the commitment to limit refuse pick-up between the hours of 7:00 am to 7:00 pm is included in the submitted revised plans.

Mr. Mahonen reported on their meeting with Design Review Committee (DRC) that covered the three site plan recommendations, including additional landscaping at the core, a bollard for additional protection at the loading area, and a sidewalk connection at Pond St. which will be done by eliminating one parking space.

Mr. Crow asked, and Mr. Mahonen responded that the preexisting parking is two feet too short, to which Mr. Crow questioned the board’s jurisdiction to approve a waiver. The board discussed using signage to deem the spaces for “compact cars”.

Mr. Crow asked the applicant to re-strip the parking spaces in the open asphalt areas.

The board discussed a condition to limit 18-wheeler deliveries between the hours of 9:00 am to 11:00 am, when the restaurant is closed or has limited activities, pending the abutting day-care pick-up, drop-off hours. The board also asked the board to consider signage that directs truck where truck can enter and exit.

The board confirmed the rendering of the exterior of the building were presented to the DRC.
Mr. Crow asked for comments from the public.

Nancy Berry, 1 Trailside Way who stated her concerns regarding the applicant’s resistance to change the curb-cut at Pond St. and Spy Glass Hill, asked about the window design plan, which Mr. Mahonen explained are double-pane.

Nancy Leary, 14 Fatima Dr. expressed her support of the proposed restaurant and the use of the site.

Mr. Crow indicated the hearing will be held open and asked Mr. Matchak to draft a proposed decision.

The board reviewed comments #4 and #6 from Bohler Engineering’s letter dated September 19, 2019 and the proposed waivers, including the existing parking, the length of the loading area which is 40 ft. and not 65 ft., the additional landscaping, a bollard at the loading area, and a sidewalk connection at Pond St.

Mr. Rubertone made a motion continue the 310-320 Pond St. public hearing until October 10, 2019 at 8:00 pm. The motion was seconded by Ms. Kendall with a vote of 5-0-0.

**Planning Board Lot Release: Brogden Road Extension - Plan #537 of 2018, Lot 1 and 2**

Mr. Matchak explained the site is a two lot sub-division approved by the board in 2017. The Building Dept. issued building permits, but no surety or lot releases were submitted. Mr. Matchak noted that he has secured surety for the remaining work.

Mr. Rubertone made a motion to release the Brogden Rd Extension Lot 1 and 2. The motion was seconded by Mr. Buchanan with a vote of 5-0-0.

**Design Review Committee Discussion**

The Planning Board and Design Review Committee discussed the DRC’s objectives, roles and responsibilities, and future coordination.

Patrick McKelvey, Chair of the DRC appeared to explain the committee’s concerns regarding the delayed timing of when they are included in vetting submitted projects and their interest improving that scheduling.

The board reconfirmed the DRC’s value to the process and discussed changing the committee’s role from advisory to binding or strengthening its role by requiring applicants to meet the criteria of the DRC unless the Planning Board overrules for good cause.

Mr. McKelvey mentioned several projects the DRC did not comment on and suggested including the DRC in the YMCA and Public Safety Building review process. Ms. Kendall disclosed that she is on the MetroWest YMCA Board of Directors.

The board discussed the existing zoning bylaw and the four criteria that mandates design review and potential changes to expand DRC’s input, as well as developing a town master plan. They also stressed the importance for the DRC to set regularly scheduled meetings.

Mark Dassoni questioned changes to the bylaw to satisfy the DRC and the intricacies of the zoning bylaws.

**Zoning changes for Fall and Spring Town Meetings Discussion**

Mr. Matchak distributed and reviewed a document including previously discussed zoning changes. He also explained that the document has been reviewed by Town Counsel and forwarded to the Assistant Town Manager.

**2021 IECC Voting Process Discussion**

Mr. Crow noted that the board voted in the spring to join the International Code Council (ICC), based on the size of the community the board has four votes. Those votes were assigned to
board members not up for reelection. Therefore, the board will have four votes on issues such as pending updates to the 2021 International Energy Conservation Code.

**CoUrbanize Discussion**

Mr. Matchak explained that CoUrbanize is typically used for master planning events, however Ashland has been using the tool to post project planning documentation for a cost of $450.00 that is added to the application fee as well as the town’s $4,950.00 annual subscription rate.

The board discussed their preference to move from posting new projects on CoUrbanize to posting on the town’s website. The board asked Mr. Matchak to update the Town Manager on their opinion to ensure he agrees.

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

Mr. Crow suggested inviting associate member Mike Mokey to sit on the 12 Pond St. hearing as an alternate.

Mr. Matchak provided an update on the Cirrus Apartment retention basin modifications, the solar project on the MBTA Access Rd. and the Joe for Sun and Citizen’s Energy subsidy program, and the downtown overlay district project.

Ms. Snelling provided an update on the application process for a grant from the Massachusetts Office of Disabilities.

**Review and Approve Minutes**

Mr. Rubertone made a motion to approve the minutes of July 11, 2019 as amended with the inclusion of the list of documents. The motion was seconded by Mr. Buchanan with a vote of 5-0-0.

Mr. Rubertone made a motion to approve the minutes of March 28, 2019 as amended. The motion was seconded by Mr. Buchanan with a vote of 4-0-1 (Kendall).

Mr. Rubertone made a motion to approve the minutes of February 14, 2019 as amended. The motion was seconded by Mr. Buchanan with a vote of 4-0-1 (Kendall).

**Adjournment**

Mr. Buchanan made a motion to adjourn the meeting at 10:03 pm. The motion was seconded by Mr. Rubertone with a vote of 5-0-0.

**Documents Presented**

1. Agenda
2. 320 Pond Updated Site Plans Revised 9/20/19
3. Peer Review Letter from GCG
4. Response to Peer Review from Bohler Engineering
5. Response to Planning Board comments from Bohler Engineering
6. Letter from Jerry Effren
7. Public Comments on 320 Pond Street application
8. CoUrbanize Agreement
9. Minutes from 2/14/19, 3/28/19, and 7/11/2019