Date Approved:_____

Submitted By: Josh Chase, Assistant Town Planner

Ashland Planning Board Meeting Minutes

September 22, 2016

Board of Selectmen Meeting Room, Second Floor of Town Hall

Planning Board Members in Attendance: Preston Crow (Chair), Mike Mokey, Dale Buchanan

Mr. Crow, Chair called the meeting to order at 7:18PM.

Item #1: Hillside Estates – Covenant Approval

Mr. Stephen Hickey stated that the board did approve and sign the original covenant but was incorrect due to names not being printed below the signature. A new covenant with the same wording was presented with the addition of the Planning Board names printed below the lines for signatures.

Mr. Crow asked to confirm that the covenant was to provide security for the subdivision, to which Mr. Hickey responded in the affirmative.

Mr. Crow asked if there were any questions from the board. There were none. Mr. Crow asked if there were any questions from the public. There were none.

Motion made by Mr. Buchanan to approve the covenant. The motion was seconded by Mr. Mokey. The motion passed 3-0.

Item #2: 200 Homer St. – Site Plan Review

Mr. Jeff Walker (one of the owners of 200 Homer St.) presented a plan to sell an area of the parking lot. The area in question is currently being rented by a bus company, and the bus company plans to purchase the lot. Mr. Walker stated that the building does not need the parking spaces in question as they have rented the spaces to the bus company for a long time and 200 Homer has never had a shortage in parking.

Mr. Crow asked to confirm that the applicant has more than enough parking for the current and future uses, as well as current zoning, to which Mr. Walked responded in the affirmative.

Mr. Mokey asked about the condition of the parking lot along the railroad, to which Mr. Walker stated that they are planning on improving the lot.

Mr. Mokey also asked on the condition of the buffer between the new lots, to which Mr. Walker responded that there is currently a chain link fence.

Mr. Crow asked if there were any questions from the board. There were none. Mr. Crow asked if there were any questions from the public. There were none.

Motion made by Mr. Buchanan to approve the site plan. The motion was seconded by Mr. Mokey. The motion passed 3-0.

Item #3: 125 Union St. – Public Hearing on Flood Plain Permit and Public Discussion on Site Plan Modification

Mr. Crow stated that because there were only 3 members of the Planning Board were present, but because of legal questions as to the number of voting members in the board and members present, the board would not be voting on the special permit at this time.

Al Micale from Ayoub Engineering stated that the project is in a flood plain, and the average change due construction and grading will be cut by 3-6", with a total 500-600ft^3, but the total flood storage for the site will be improved. The project is going to be presented to the Conservation Commission the following Monday (26 September, 2016) and they have requested the Planning Board's review process.

The modification of the project is a 336ft^2 addition in place of the basement that was not allowed due to the project being in a flood plain. The addition will be used for dry storage.

Mr. Mokey asked for clarification if the board had voted on the original project, which they had, and approved.

Mr. Mokey also asked if the modification will change the appearance of the building. Mr. Micale responded that it would, but there will be a very minimal change.

Mr. Mokey confirmed that there is an egress in the back of the building, to which Mr. Micale responded in the affirmative.

Motion made by Mr. Buchanan to approve the site plan modification. The motion was seconded by Mr. Mokey. The motion passed 3-0.

Mr. Crow asked if the site had flooded in the past, to which Mr. Micale responded that there was no history of flooding.

The board asked for clarification on what would happen to the tanks in the case of the site flooding, to which Mr. Micale gave assurances, and gave details on, that there are safeguards in place.

The board discussed with Mr. Micale that they were unsure if they could vote on the special permit, but they decided to extend the hearing until 7:15 on 13 October, 2016.

Mr. Mokey made the motion, which was seconded by Mr. Buchanan. The motion passed 3-0.

Item #4: Signature Estates II – Public Hearing on Site Plan Modification

Mr. Crow read the public notice for the public hearing.

Ms. Mainini from Guerriere & Halnon, Inc. stated that the modification of the plan was on Lot 2. The modification was to improve the stormwater drainage on Lot 2. The modification included a change in the design of the driveway and the addition of a berm between the driveway and the adjacent lot.

Mr. Buchanan asked how much longer the driveway would be, to which Ms. Mainini responded that she guessed that the driveway modification added 40' more driveway to the site. While there would be more impervious surface and therefore more stormwater runoff, she thought that the change would be very minor.

Mr. Crow, stating that he had been to the site recently, asked for clarification of what the current drainage situation is. Ms. Mainini stated that currently the berm is in place, as is the swale between the berm and the driveway. Mr. Crow confirmed that what was on the ground currently was close to the final plans. Ms. Mainini confirmed that it was.

Mr. Mokey asked for clarification on what triggered the site plan modification process, given how small the change was. Ms. Mainini responded that there were concerns in the change in the drainage.

After Mr. Crow asked if the public had any comments, Ms. Gillan, 23 Tower Rd., responded that she is concerned that the berm in its current state is built over the property line and that the berm will in fact direct stormwater onto 23 Tower Rd. Ms. Mainini stated that they can recheck the property lines to make sure the berm is not over the property line. In reference to the direction of the stormwater, Ms. Mainini said that they can analyze the topography and make sure the drainage is not being directed onto 23 Tower. There was also a concern that the berm may erode, but Ms. Mainini responded that the site is still under construction and that the berm may not be completed. In addition, the drainage with and without the curbs in the subdivision installed was asked for.

The board asked for Ms. Mainini to make sure the berm was stabilized and was not encroaching onto 23 Tower, to review the temporary drainage conditions during construction, and to see the volumetric calculations for the water flow of the lot under construction.

Ms. Volke of 11 Tower Rd. asked if the additional house to be constructed will change the drainage in the subdivision, to which the board assured her that the original plans will have the total drainage calculations.

A motion was made to continue the hearing until 13 October 2016 at 7:30 by Mr. Buchanan. Mr. Mokey seconded the motion, and the motion was approved 3-0.

Item #5: 118 Main St. – Site Plan Review

Ms. Allen from Catanzaro and Allen presented a plan for site plan review and a request for two waivers, for fees and for the parking plan. Mr. Curlett, from Cedar St. Kids Club presented the plans to start a

child care facility in the Federated Church at 188 Main St. The board and the applicants discussed the security protocols that will be in place, the use of the property during the time the child care facility would be open, and the parking requirements. The applicant stated that because there was a plan for a staggered drop off time, there would not be any back up onto Main St. There was discussion on the proposed outside play area.

Mr. Ellsworth from the Federated Church spoke about the history of the area where the child care facility would be, along with the upkeep of the church. He also mentioned that there is an area behind the church where additional parking could be used. In addition, there were concerns about Nyanza related problem, but Mr. Ellsworth stated that the EPA had said that there were none.

Mr. Mokey asked about concerns of large playground equipment ruining the character of Main St. Mr. Curlett responded that there would be no playground equipment, but there would be some temporary shade structures when appropriate. Mr. Mokey asked for a condition regarding what is allowed in the outside play area.

In discussion of the fee waiver, the board was unsure of what additional fees there were, and were reluctant to waive fees when they were unsure what those fees were.

The board discussed the need for a height restriction excluding sun shade. Mr. Mokey made a motion for the Assistant Planner to draw up a condition for a 6' limit in the outside play area, excluding sunshades, along with the continuance of the site plan review until 13 October 2016. Mr. Buchanan seconded, and the motion passed 3-0.

Item #6: 81 West Union St. – Site Plan Review

Mr. Marbieri from Fletcher Tilton presented the plans for a storage facility on 81 West Union St. Architectural plans were also submitted. The engineer on the project then presented the plans in detail.

Mr. Mokey requested that the town send the plans out for peer review.

The board and the applicant discussed the construction materials, with emphasis on fire and safety. There was also discussion on the impact to the middle school, specifically the view from the driveway to the middle school.

The consensus was to schedule the next hearing for the meeting on 27 October 2016 due to the need for the peer review process. Mr. Buchanan made a motion to continue the hearing on 27 October 2016. Mr. Mokey seconded the motion, and it passed 3-0.

Item #7: 73 Olive St. – Continued Public Hearing for a Subdivision

The representative for 73 Olive St. presented a traffic study for the project.

The board discussed the results of the study and proposed a speed of 34mph northbound and 33mph southbound to set the sight distances on Olive St.

Mr. Buchanan made a motion to set the sight distance speeds as above and to continue the hearing to 27 October 2016. Mr. Mokey seconded the motion and the motion passed 3-0.

Administrative Items.

Mr. Crow stated that there are two vacancies on the Design Review Committee and encouraged the public to apply if they are interested.

Mr. Mokey added that he felt the plans for 81 West Union St. should be brought before the Design Review Committee, to which there was a consensus.

Mr. Buchanan moved to adjourn the meeting at 10:07. Mr. Mokey seconded the motion which passed 3-0.