

Design Review Committee – Meeting Minutes

Date of Meeting: 03/22/2016 Time of Meeting: 7:45 p.m. – 9:30 p.m.

Location: Ashland Town Hall – Meeting Room C

| Design Review Committee Members in Attendance | | |
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| Name: | Position: | Present: |
| Patrick McKelvey | Chairman | X |
| Sara Hines | Vice-Chairman | |
| Raffe Khazadian | Member | X |
| Bill Savage | Member | X |
| Catherine Rooney | Member | X |
| Applicants for Design Review | | |
| 1. 166 Pond Street – Vehicle Storage Area | | |
| 2. 0 Megunko Road – Contractor Garage Storage Area | | |
| Town of Ashland Residents Present: Yes | | |

| Meeting Minutes | | | |
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| Item No: | Discussion | Vote | |
| | | Yes | No |
| 1: | Presentation by Mike Kane and George Connors - 166 Pond Street – 126 Self Storage Vehicle Storage Area | | |
| 2: | <u>Project History - Design Summary:</u> Project includes: <ul style="list-style-type: none"> • Gravel covered site on RT. 126. • This is an interim project until RT. 126 is redesigned in the future. • Relocate vehicle parking. • This is a temporary use for the site. • Parking for recreational vehicles. • Control access into the site through the 126 self-storage area. | | |
| 3: | <u>Presentation Notes:</u> <ul style="list-style-type: none"> • Controlled exit at Sewell Street. • Large vehicles will exit on Sewell Street. Smaller cars will exit through the drive at 126 Self Storage. • Site lighting will be provided. • The presenter provides a lighting study. • The presenter provides landscaping and planting photographs. • The planning board has approved the site plan. • Minimal grading will be provided. • Landscaping, salt resistant plants will be provided. • 8 Japanese lilacs will be provided and planting beds will be provided. | | |

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| | <ul style="list-style-type: none"> • The fence will be a 6 foot high cedar fence (stained / painted light grey) with decorative posts and a caps. • The owner has a landscaping plan to maintain planters. • Planting beds and fence are coordinated with future 126 improvements that includes a sidewalk. • Currently all storm water runs off the property. The property is totally impervious. • Dark sky friendly light fixtures will be provided. The lighting will be security light levels at night. • There will be no additional signs. | | |
| 4: | <p><u>Design Review Committee Comments:</u></p> <ul style="list-style-type: none"> • The DRC suggests a pervious paving material. • Decorative posts will not be required. • Landscaping is everything for this project. The problem with creating a berm is that irrigation will be tough. • DRC suggests providing additional ground cover. • This is an important area to the town and should be maintained. • Site plan review with the Planning Board this Thursday, 3/24/2016. | | |
| 5: | <p><u>Public Comments:</u></p> <p>Karen Gerard: Algonquin Trail: Question: Plants look great. Photographs show a straight top fence vs a scalloped top fence. Answer: Straight fence will cover more of the parked cars.</p> | | |
| 6: | <p><u>Design Review Committee Decisions:</u></p> <ul style="list-style-type: none"> • <u>Design is approved as is.</u> • N/A <p><u>Design is approved with the following recommendations:</u></p> <ul style="list-style-type: none"> • The DRC will provide the applicant with a list of preferred salt resistant ground cover that will be included in the project planting scheme. <p><u>Design requires second presentation to the DRC with the following presentation deliverables:</u></p> <ul style="list-style-type: none"> • N/A | 4 | 0 |
| 7 | Presentation by George Connors – 0 Megunko Road – Contractor Garage Storage Area | | |
| 8 | <p><u>Project History - Design Summary:</u></p> <p>Proposed contractors garage. Project includes:</p> <ul style="list-style-type: none"> • Metal Structure Building for rental / Lease. • 2 new driveways. • Vacant gravel lot is 20% of the site. | | |
| 9 | <p><u>Presentation Notes:</u></p> <ul style="list-style-type: none"> • Owner and Attorney are present. | | |

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| | <ul style="list-style-type: none"> • Sewer will be run up to the site. • Several changes requested by the site: • Improvements to Cherry Street. Widen road. Include sidewalk. • 70,000 SF Site. • West side of site has a ditch that the EPA has lined as part of the Nyanza Superfund Site. This area will not be touched. • Gravel area near Cherry Street. • Fencing and trees will be on the Northern edge of the site. • The site will have some cut / fill associated with it to eliminate steep land sloping for larger vehicles. The site will be raised approximately 2 feet. • No water is running out to Cherry Street. All storm water will be captured on site. • Crushed rock base beneath pavement at parking areas. • Landscaping plan is being provided per DPW guidelines. • Garages will have doors in both the front and back of the bays. Both overhead doors and man doors adjacent. • Gooseneck type fixtures over each garage door. • Placard sign on each unit, as well as a main sign at the street corner. • The building will have a 4 foot high concrete block base and then the metal skin would be above that. The purpose of the concrete block base is to eliminate damage to the metal skin. | | |
| <p>10</p> | <p><u>Design Review Committee Comments:</u></p> <p>SITE:</p> <ul style="list-style-type: none"> • Is there a landscaping list? The DRC has objections to the use of Callery Pear Trees due to the brittleness of the tree in winter weather. • Other plant species specified (Eastern or Columnar arborvitae) are prone to being eaten by deer. The DRC recommends non-deer edible plants. • Submitted trees as shown on the plan are acceptable, but the additional 14 trees/shrubs shown in pictures brought to the meeting need to be incorporated into the submitted plans to the town. <p>BUILDING:</p> <ul style="list-style-type: none"> • Color: Tan or Light Grey • The building will be constantly lit at night. • There will be bathrooms, but no mechanicals on the roof. • The garage will have power in them so contractors could be performing work within the garage that generates a certain level of noise. • The applicant suggests that there will be solar panels on the roof of the building. • The applicant shall consider introducing glazing in the garage doors. | | |

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| | <ul style="list-style-type: none"> • Parking spaces will not be allowed for over-flow storage of contractor materials. • Shutters are expected to be used at building office space associated with the garage area. • Have you explored other materials other than a vertical metal panel? Horizontal hardi-plank? No. Only considering vertical metal panels. • Have you looked at any thin stone covering over the CMU base. The applicant is considering a stone veneer or split-cmu. • DRC wants provided plant species incorporated into the design. • The project is headed to the planning board for site review on Thursday 3/24/2016. | | |
| 11 | <p><u>Public Comments:</u></p> <p>Michael Brogin – East Point Properties – Ashland House – 119 main street:</p> <ul style="list-style-type: none"> • Drainage is all coming West. There is a big drainage problem. The project is not adding any drainage to Cherry Street because the Cherry Street drainage is inadequate. All drainage will go into the ditch on the West side of the building. • Flooding occurs on site because ditch has a 36” pipe with a screen on it that gets clogged. The town does not regularly clean it, the applicant is not responsible for cleaning it. • Answer: The property will be raised to eliminate flooding of the site. This project will not add to the flooding problem. | | |
| 12 | <p><u>Design Review Committee Decisions:</u></p> <ul style="list-style-type: none"> • Design is approved as is. • N/A <p><u>Design is approved with the following recommendations:</u></p> <ul style="list-style-type: none"> • Submitted shrubs are acceptable, but they need to be incorporated into the submitted plans to the town with additional screening on the Cherry Street side. • The applicant shall consider introducing glazing in the garage doors or above. • The applicant shall consider a stone veneer or split-cmu at the building base. • The applicant shall consider horizontal siding options vs. vertical metal panel. • Plant screening shall be measurable to the 14 photographs of planting species presented to the DRC. <p>Design requires second presentation to the DRC with the following presentation deliverables:</p> <ul style="list-style-type: none"> • N/A | 4 | 0 |
| 13 | DRC Meeting Adjourns: Time: | | |

These meeting minutes are assumed correct as recorded if no comments are received within (3) days of distribution.

Next Design Review Committee Meeting: To Be Determined
(To be confirmed with formal agenda approval)

Next Meeting time: To Be Determined
(To be confirmed with formal agenda approval)

Next Meeting Location: Ashland Town Hall
(Meeting Room to be confirmed with formal agenda approval)

Distribution to:
Design Review Committee Members
Nathaniel Strosberg – Ashland Town Planner
Karen Martin - Ashland Town Assistant Planner
Town of Ashland – Town Hall
(Pending any comments within 3 days of distribution)

These Meeting Minutes were prepared and distributed by **Patrick McKelvey – Design Review Chairman** on 3/23/2016.