



# Town of Ashland

MASSACHUSETTS

## Design Review Committee Meeting Minutes

Remote via Zoom Video Conferencing

April 28, 2022

Attendance: Cathy Rooney, Ujwala Pawnarkar, Kevin Mowatt

Meeting opened by Cathy Rooney at 9:15pm.

### **Concurrent meeting with the Planning Board**

The members of the Planning Board and the Design Review Committee (DRC) discussed the proposed bylaw amendments concerning changes to the design review triggers (Section 9.6) and the site plan review application requirements (Section 9.4). They talked over the triggers such as a square footage range, and six or more parking spaces that would require a site plan and design review, with the exception of single and two-family residences. They also discussed several adjustments to the process the DRC and the Planning Board follows to vet projects, to ensure the DRC's guidelines are understood and there is a clear mechanism to incorporate the DRC's recommendations into project approvals. The members asked that DCR meeting minutes are provided ahead of Planning Board meetings.

There was a brief discussion concerning options to enforce conditions and requirements, such as levying a fee if developers do not comply. Mr. Matchak responded that enforcement is within the Planning Office and the Building Commissioner's purview, and he cited the case when the Main St. developer was held accountable to correct several design discrepancies in order to comply with the approved plans.

The members agreed to continue the discussion in order to get the process worked out.