



Town of Ashland

MASSACHUSETTS

Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

July 14, 2022, at 7:15 PM

Minutes Approved September 8, 2022

1 Present: Tricia Kendall, Chair
2 Anna Tesmenitsky, Vice-Chair
3 Catherine Jurczyk, Clerk
4 Deepa Venkat
5 Marcelo Arjona
6 Kevin McClean, Associate
7

8 Others: Peter Matchak, Town Planner
9 Emma Snellings, Asst. Town Planner
10 Matthew Marshquist, Sustainability Committee
11 Margy Gassel, Sustainability Committee
12
13

14 *Call to Order*

15 Tricia Kendall called the meeting to order and reviewed the meeting agenda.
16

17 **40 Summer Street Special Permit**

18 Mr. Matchak explained that the recorded decision of the Planning Boards approval of this case 40
19 Summer Street dated May 6, 2022 listed the wrong Planning Board findings in the recorded
20 decision. Due to this error the solution for this matter is for the Planning Board and the applicant to
21 hold a public hearing to rehear the application. The public hearing was therefore advertised and
22 public hearing notices were sent to all abutters.
23

24 On July 14th the Planning Board opened the public hearing for 40 Summer Street and read the public
25 notice into the record.
26

27 Mr. Matchak introduced the applicant, AJ Thomas, the owner, and operator of Uppercuts Boxing
28 Club located downtown Ashland's ADD Overlay A district. Mr. Thomas is proposing a relocation
29 of Uppercuts to 40 Summer St., which is in the ADD C zoning district.
30

31 Uppercuts has been in business in downtown Ashland since 2015. The application proposes the
32 relocation of his business to 40 Summer St. A Special permit is being sought because 40 Summer
33 Street is within the Ashland Downtown District C.
34

35 Ms. Tesmenitsky made a motion to approve the Special Permit for 40 Summer St. for the indoor
36 commercial recreational space. The motion was seconded by Mr. Arjona; Arjona-aye, Venkat-aye,
37 Tesmenitsky-aye, Jurczyk – abstained, and Kendall–aye; with a vote of 4-0-1.

38
39 **100 Chestnut Street Special Permit and Site Plan Review** – Continued from June 23, 2022.
40 Mr. Matchak explained that the applicant requested a continuance within an email dated July 13 and
41 filed with the Town Clerks office. The applicant stated the request is being made to grant additional
42 time to respond to comments from GCG third party review.

43
44 Ms. Kendall made a motion to continue the 100 Chestnut St. Special Permit and Site Plan review
45 until July 28, 2022, at 7:15 pm. The motion was seconded by Mr. Arjona; Venkat-aye, Tesmenitsky-
46 aye, Arjona-aye, Jurczyk-aye, and Kendall–aye; with a vote of 5-0-0.

47
48 **225 Pond Street Special Permit and Site Plan Review** – Continued from June 23, 2022.
49 Mr. Matchak explained that the 225 Pond St. hearing concerning the McDonald’s drive-through
50 would be continued, as the applicant requested additional time to consult with McDonald’s Corp.
51 and the Conservation Commission.

52
53 Ms. Jurczyk asked, and Mr. Matchak responded that he would arrange to have the Dept of
54 Transportation (DOT) curb cut at the location reviewed.

55
56 Ms. Kendall made a motion to continue the 225 Pond St. Special Permit and Site Plan review until
57 August 11, 2022. The motion was seconded by Ms. Tesmenitsky; Venkat-aye, Tesmenitsky-aye,
58 Arjona-aye, Jurczyk-aye, and Kendall–aye; with a vote of 5-0-0.

59
60 **501 Pond Street Special Permit and Site Plan Review** – Continued from June 23, 2022.
61 Mr. Matchak explained that the applicant requested a continuance as they respond to comments from
62 GCG and finalize their stormwater plan.

63
64 Anna Tesmenitsky is an abutter and therefore temporarily stepped out of the meeting.

65
66 Ms. Jurczyk asked, and Mr. Matchak responded that he would ensure that the bylaw requirement for
67 islands/trees within the parking area is reviewed by the applicant before it comes back to the
68 Planning Board.

69
70 Ms. Kendall made a motion to continue the 501 Pond St. Special Permit and Site Plan review until
71 July 28, 2022. The motion was seconded by Mr. Arjona; Venkat-aye, Arjona-aye, Jurczyk-aye,
72 McClean-aye, and Kendall–aye; with a vote of 5-0-0.

73
74 **12 Pond St. - Review of Exterior Colors and Façade Material**
75 Ms. Kendall reported that given she and Ms. Venkat were involved with the initial hearing, they
76 conducted a site visit, reviewed the renderings and color samples, and provided feedback for the
77 applicant.

78
79 The members agreed to put this item on the next meeting agenda.

80

81 Ms. Jurczyk recused herself from the discussion and review of the follow-up materials.

82

83 **Reports from Board Members and Town Planner**

84 Sustainability Committee

85 Members of the Sustainability Committee, Matthew Marshquist and Margy Gassel were in
86 attendance. Mr. Marshquist reviewed the priority items included in the Net Zero document that
87 aligns with the town's Net Zero resolution, entitled Net Zero Sustainability and Planning Action
88 Items. He explained that the more aggressive goal to achieve net zero town emissions by 2040, as
89 opposed to 2050, is an attempt to maintain Massachusetts as a leader in renewable energy and
90 sustainability programs.

91

92 Mr. Marshquist said planning-related items noted in the Metropolitan Area Planning Council
93 (MAPC) Net Zero Playbook, the Acton Net Zero Blueprint, and the list of ideas generated by
94 Ashland are included in the action item list. He explained that the one-page list distributed to the
95 board is a pared-down version of the list and is meant to serve as a reference.

96

97 The members reviewed several of the items, specifically the ones that have a near-term due date.
98 They discussed the possibility of adding the items to the Planning Board application checklist to
99 drive developers to support the town's sustainability goals, consulting with experts in related topics
100 to help with making decisions, and understanding how these changes will impact the business
101 community.

102

103 Mr. Matchak mentioned that the town hired a Sustainability Program Manager who is scheduled to
104 begin on August 1st.

105

106 Ms. Kendall summarized the next steps which included developing the checklist and understanding
107 the longer-term zoning issues.

108

109 Design Review Committee (DRC)

110 Ms. Kendall reported that the relationship with the DRC was discussed at the retreat and the goal
111 was to find a consistent way of working together. Members asked for the DRC to provide their
112 thoughts in writing regarding how they envision their role and the preferred process to collaborate
113 with the Planning Board. It was noted that a simple, and efficient process is desired, and the
114 Planning Board also needs to have an outline of goals and expectations for the DRC.

115

116 Ms. Kendall noted that Mr. Matchak has reached out to DRC Chair Cathy Rooney to schedule a
117 meeting with Ms. Rooney, Mr. Matchak, Ms. Snelling, and herself to document the open issues and
118 help facilitate solidifying the process.

119

120 Comprehensive Plan

121 Ms. Tesmenitsky reported that at the retreat the board reviewed the majority of the Comprehensive
122 Plan drafted by Michael Herbert and several suggested changes were documented and forwarded to
123 the Planning Office.

124

125 The members continued their review of the draft plan and discussed several more changes to the
126 sections titled Drafting Phase and Approval Process, Project Management Team, and Steering

127 Committee. They concluded that the updates would be reviewed by Ms. Kendall and Ms.
128 Tesmenitsky before forwarding the edited document to the Select Board, and an ongoing discussion
129 and or an additional joint meeting with the Select Board is needed to confirm the changes.
130

131 Ms. Jurczyk made a motion to have the Chair and Co-Chair finalize the draft to send to the Select
132 Board as soon as possible of the comments to post-Michael Herbert's plan. The motion was
133 seconded by Ms. Tesmenitsky; Venkat-aye, Tesmenitsky-aye, Arjona-aye, Jurczyk-aye, McClean-
134 aye, and Kendall-aye; with a vote of 6-0-0.
135

136 Inclusionary Zoning

137 Ms. Kendall noted that a Doodle Poll was sent out to decide on the next Ashland For All Committee
138 meeting dates to further the Inclusionary Zoning initiative discussions.
139

140 CPC

141 Ms. Kendall reported that the Community Preservation Committee (CPC) did not meet, due to not
142 having a quorum. She mentioned again that her term as the board's CPC representative ends on
143 August 31, 2022, and invited the other board members to let her know if they have interest in taking
144 on the position.
145

146 Scenic Roads Outreach

147 Ms. Kendall explained that Mr. Matchak responded to an email the Planning Board received about
148 cutting down trees on Franklin Rd., which is a scenic road. Mr. Matchak noted that the new
149 Sustainability Director would continue to develop an outreach letter regarding scenic roads. Ms.
150 Tesmenitsky asked that the outreach be tied to the tree to be planted on Winter Street, that the
151 Planning Board review the letter, and that it includes the signature of the Chair.
152

153 Mr. Matchak mentioned that developing scenic road policy educational documentation and a tree
154 planting schedule are pending initiatives the new Sustainability Program Manager will handle.
155

156 MBTA Communities

157 Mr. Matchak reported that the town is awaiting the state's revised guidelines for MBTA
158 communities.
159

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

161 Applications received

162 Mr. Matchak reported that there are no new applications. However, he expects the application for
163 10-50 Main Street next week and that an application for a Starbucks is currently before the Zoning
164 Board of Appeals and that project will also come to the Planning Board for approval.
165
166

167 Update on virtual public meeting extension

168 Mr. Matchak reported that the Massachusetts legislature has not extended virtual public meetings,
169 and the previous extension expires on July 15, 2022. If an extension is not approved within the next
170 few weeks the next Planning Board meeting, scheduled on July 28, 2022, will be in person.
171

172 **Approval of Minutes**

173 Ms. Kendall made a motion to approve the minutes of May 26, 2022, as drafted. The motion was
174 seconded by Ms. Tesmenitsky; Venkat-aye, Tesmenitsky-aye, Arjona-aye, Jurczyk-aye, and
175 Kendall-aye; with a vote of 5-0-0.

176

177 **Other Items**

178 Ms. Kendall encouraged the members to submit agenda items to the Chair or to Mr. Matchak that
179 they are interested in discussing at upcoming meetings.

180

181 ***Adjournment***

182 Ms. Kendall made a motion to adjourn the meeting. The motion was seconded by Ms. Tesmenitsky;
183 Venkat-aye, Tesmenitsky-aye, Arjona-aye, Jurczyk-aye, McClean-aye, and Kendall-aye; with a vote
184 of 6-0-0.

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186