



# Town of Ashland

MASSACHUSETTS

## Planning Board Meeting Minutes

Remote via Zoom Video Conferencing

July 28, 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 Kevin McClean  
6  
7 Absent: Marcelo Arjona  
8  
9 Others: Peter Matchak, Town Planner  
10 Emma Snelling, Asst. Town Planner  
11

### **Call to Order**

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

### **100 Chestnut Street Special Permit and Site Plan Review – Continued from June 23, 2022, meeting**

17 Mr. Matchak summarized the project status. He reported that the applicant submitted revised civil  
18 and stormwater plans that were re-reviewed by the third-party consultant GCG Consulting. He  
19 noted that the consultant's comments were summarized in a letter, dated July 21, 2022, and  
20 circulated. Mr. Matchak also reported that per the review engineer, all of the project's civil and  
21 engineering elements have been brought up to par. He stated that the outstanding items include  
22 parking and the stormwater detention basin, and that the applicant submitted updated elevation,  
23 parking, site, planting, and photometric plans.  
24

25 Ms. Kendall explained that the focus of tonight's meeting is the engineering report.  
26

27 Roy MacDowell, from Baystone Development, introduced Matt Marotta, from ICON Architecture,  
28 and Matt Leidner, from Civil Design Group, and Todd MacDowell from Baystone Development.  
29

30 Mr. Leidner summarized the response to GCG Consulting's letter, dated June 21, 2022, that  
31 included their comments concerning the project's stormwater management plan. He explained  
32 that GCG did not agree with the project's fundamental approach to stormwater, due to the amount  
33 of credit that was taken for some of the existing stormwater infrastructure. To address GCG's  
34 concerns Mr. Leidner said on July 1, 2022, the revised stormwater management plan sent to GCG  
35 can stand on its own, and more than doubled the size of the infiltration system, improved the  
36 water treatment quality, and it brought the system up to current standards. He said GCG was on  
37 board with the updated system, with the exception of a few engineering clarifications, and the  
38 inclusion of a requirement to perform an additional soil test pit within the footprint of the  
39 proposed system to confirm the soil and groundwater conditions. Mr. Leider reviewed the  
40 stormwater site plan and showed the members where the area was expanded.  
41

42 Regarding the new lighting plan, Roy MacDowell explained that they reduced the height of the  
43 poles from 22 ft. to 15 ft., and as a result, the new photometric required additional fixtures. He  
44 also mentioned that the revised planting plan significantly increased the amount of indigenous  
45 planting to 75%.  
46

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48 Mr. Leidner reviewed the site plan and pointed out modifications made to the driveway access  
49 points to Queen Isabella Way and the onsite parking.  
50  
51 The members asked the applicant to review all of the follow-up comments included in their letter  
52 to GCG dated July 21, 2022, that were not already discussed.  
53  
54 Roy MacDowell explained that the detention basin's operation and maintenance had been  
55 neglected for a number of years, which he brought to the attention of the Fafard Co. and the condo  
56 association management, as it would be their responsibility to correct those issues. Roy  
57 MacDowell agreed with GCG's recommendation to include the corrections in the approval process,  
58 so the project system works as intended.  
59  
60 Todd MacDowell explained GCG's comments related to the Fafard ANR that was discussed with  
61 Town Counsel at a previous Planning Board meeting. He reviewed the comment concerning  
62 parking and concluded that the number of spaces exceed the parking requirement. Regarding the  
63 commercial hours of operation, he agreed with imposing the limit of 6:00 am to midnight in the  
64 approval conditions.  
65  
66 Mr. Leidner addressed GCG's comment concerning the proposed pedestrian walkway connection  
67 to Queen Isabella Way and explained that the connection was intentionally eliminated due to the  
68 wishes of the residents to the rear of the site.  
69  
70 Mr. Matchak explained the comment concerning the entranceway markings.  
71  
72 Regarding the recommended booster pump to address water pressure and capacity issues, Roy  
73 MacDowell stated that it was not warranted, and their consultant's report would be forwarded to  
74 GCG.  
75  
76 Mr. Leidner reviewed the comment concerning cleaning the catch basin grates and noted that the  
77 basin cleaning process would address the concern.  
78  
79 The 2007 approval conditions for 100 Chestnut St. were cited, however, Roy MacDowell stressed  
80 that the conditions pertained to a different project and not to the project before the board.  
81 However, the conditions were reviewed and discussed, given some were potentially germane to  
82 the project. Roy MacDowell stated that they would be willing to abide by any condition from that  
83 approval that was still relevant to the current project.  
84  
85 Regarding visuals, Mr. Marotta reviewed the changes and explained that the wood color on the  
86 second building was changed to a lighter tone in response to comments from the board. The board  
87 asked for additional views of the commercial space without the tree cover.  
88  
89 With respect to parking, the members discussed GCG's recommendation to limit the commercial  
90 space hours of operations when residents are typically at home. The members felt shared parking  
91 spaces were acceptable.  
92  
93 Roy MacDowell stated that a complete package of the updated plans, including the parking data,  
94 and the report resulting from GCG's comments would be provided to the Planning Office and the  
95 board early next week. The members asked for a presentation of all of the criteria, so the status of  
96 all open items could be discussed. Roy MacDowell noted that he hoped to have the board's  
97 decision by the end of August 2022.  
98  
99 Mr. Kendall opened the meeting for public comments.  
100  
101 Cathy Rooney asked, and Mr. Leidner responded that the stormwater system is designed to  
102 withstand a 100-year storm or 8 to 9 inches of rain per hour. Also, the snow storage area is  
103 connected to the infiltration system.  
104

105 Mark Dassoni commented on the limited time allowed for public comments.

106

107 Joan Gonfrade asked, and Ms. Kendall responded that four-story buildings are permitted in this  
108 location, as it is in the Wildwood District.

109

110 Ms. Kendall made a motion to continue the 100 Chestnut St. Special Permit and Site Plan review  
111 until August 11, 2022, at 7:15 pm. The motion was seconded by Ms. Tesmenitsky; Venkat-aye,  
112 Tesmenitsky-aye, Jurczyk-aye, McClean-aye, and Kendall-aye; with a vote of 5-0-0.

113

114 **501 Pond Street Special Permit and Site Plan Review – Continued from June 23, 2022, meeting**

115 Anna Tesmenitsky is an abutter and therefore has recused herself from the hearing. Kevin  
116 McClean, the associate Planning Board member, filled the fifth voting member seat.

117

118 The applicant Mr. Stevens requested an extension, given Mr. Arjona was not in attendance.

119

120 Ms. Jurczyk made a motion to recognize Mr. Stevens' concern and continue the 501 Pond St.  
121 Special Permit and Site Plan review until August 11, 2022, at 7:15 pm. The motion was seconded by  
122 Ms. Kendall; Venkat-aye, Jurczyk-aye, McClean-aye, and Kendall-aye; with a vote of 4-0-0.

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124 **12 Pond St. - Review of Exterior Colors and Façade Material**

125 Ms. Jurczyk is an abutter and therefore recused herself from the discussion.

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127 Ms. Kendall reported that the letter the board recently received regarding 12 Pond St. was not  
128 related to this discussion, however, Mr. Matchak indicated that he would make a site visit to  
129 address the stated concerns.

130

131 Mr. Matchak summarized activities to correct open items that the applicant, Mr. Zammuto is  
132 currently addressing, including the paint colors, the sidewalks, and outside areas.

133

134 The members reviewed pictures of the building's existing exterior. She explained that the siding  
135 was installed before the colors were approved and that Ms. Venkat and she recommended  
136 extending the gray and tan siding and the white dormer trim on the front to the other sides.

137

138 Ms. Venkat made a motion to approve the 12 Pond St. exterior colors as presented on the July 12,  
139 2022, renderings. The motion was seconded by Ms. Kendall; Venkat-aye, Tesmenitsky-aye,  
140 McClean-aye, and Kendall-aye; with a vote of 4-0-0.

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142 **Economic Impact Tool**

143 Mr. Matchak explained that the Economic Impact Tool was initially developed by Craig Seymour,  
144 from RKG Associates. The tool is comprised of a data set, with several variables that measure the  
145 impact on the community and forecast property taxes a development would generate.

146

147 Mr. Seymour is no longer with RKG Associates and is currently working with the developer of the  
148 10-50 Main St. development. However, he recently updated the impact tool and is scheduled to  
149 meet with Mr. Matchak and Ms. Snelling next week to review the spreadsheet and explain how it  
150 can be used to evaluate future projects.

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152 The members also discussed the need to also understand the accuracy of the tool and how it  
153 compares with other tools and methods of analysis.

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

156 **Sustainability Committee**

157 There was no new update.

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159 **Design Review Committee (DRC)**

160 Ms. Kendall said there was nothing new to report.

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Comprehensive Plan

Mr. Matchak reported that the draft updated by the Chair and Co-Chair was sent to the Town Manager and the Select Board this week.

Inclusionary Zoning

Ms. Kendall reported that an Inclusionary Zoning Committee meeting was held last week, and the group is working on drafting a list of frequently asked questions regarding the proposal. They are also planning to schedule a series of meetings with the Planning Board and forums to disseminate information and educate the community about the inclusionary zoning proposal.

Ms. Kendall explained that she had asked Mr. Matchak to report on the affordable housing unit inventory, specifically how units are included and removed, given as of next week the town is out of safe harbor concerning 40B developments.

Community Preservation Committee (CPC)

Ms. Kendall mentioned again that her term as the board's CPC representative ends on August 31, 2022, and asked the other board members to let her know if they have an interest in taking on the position. If not, she indicated that she would nominate herself to continue on the committee.

Scenic Roads Outreach

Mr. Matchak reported that he is working with Roy Carrera and the DPW regarding town-owned trees along scenic roads, and this item will come before the board at some point.

MBTA Communities

Mr. Matchak reported that the town is one of 350 communities awaiting the state's revised guidelines.

Ashland Zoning Bylaws Section 9.4.5.3

The member discussed the basis of the bylaw Section 9.4.5.3 which requires the Planning Board to schedule a fact-finding and public information meeting up to 30-days before a public hearing. It also stipulates that the applicant would participate and provide information about the project to assist with answering questions posed by the public.

Although the 10-50 Main St. public hearing is scheduled for August 25, 2022, the members agreed to include this topic in the August 11<sup>th</sup> meeting to discuss the possibility of scheduling a public information meeting prior to the hearing. If an information meeting is scheduled, they expressed interest in having other related groups, such as the Historical Society participate.

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

Applications received

None.

Update on virtual public meeting extension

No new updates.

**Approval of Minutes**

The minutes were not distributed prior to the meeting for review.

**Other Items**

Ms. Kendall encouraged the members to submit agenda items that they are interested in discussing to Mr. Matchak and herself, so they can be considered for a future meeting or retreat topic.

**Adjournment**

Ms. Kendall made a motion to adjourn the meeting. The motion was seconded by Ms. Jurczyk; Venkat-aye, Tesmenitsky-aye, Jurczyk-aye, McClean-aye, and Kendall-aye; with a vote of 5-0-0.