

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, September 25, 2019**

CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:30 PM.

MEMBERS PRESENT: Mardean Badger, Susan MacLeod and Kathleen DeWolfe

OTHERS PRESENT: Kaitlyn Morse, Land Use Assistant, Paula Hancock, recording secretary, John Kwiatkowski, owner of Highlife Building Company, Inc., and an NHTI student there as a class assignment.

DISPOSITION OF MINUTES

The Planning Board reviewed the Wednesday, August 28, 2019, minutes as well as the Wednesday, September 4, 2019, minutes. Kathleen made a motion to approve the minutes of the August 28 meeting as amended. Susan seconded the motion. The motion passed by a 3-0 vote. Kathleen made a motion to approve the minutes of the September 4 meeting as amended. Susan seconded the motion. The motion passed by a vote of 3-0.

LEAVITT HILL PAVING PROJECT

Barry Gaw notified the Planning Board that the Leavitt Hill Paving Project will commence on Friday, September 27, 2019.

CASE 2019-10 ASHLAND HISTORICAL SOCIETY, AUGUST 7

Ms. Jane Sawyer of the Ashland Historical Society received a letter from Mr. Louis Barker of the NH DOT dated August 26, 2019 of a proposed lease agreement between the State of NH and the Ashland Historical Society. He requested that the proposed lease agreement be signed and witnessed; there needs to be a document sent to the NH DOT certifying a vote and a separate document certifying insurance.

The 65-day time limit for the Planning Board to reach a decision on the extension of the plattform will be ending on October 11, 2019. The next Planning Board meeting is scheduled for Wednesday, October 2, 2019. The Planning Board Chair will contact Jane Sawyer asking her as the applicant to waive the time period beyond the 65-day limit.

Kathleen made a motion to continue Case 2019-10 Ashland Historical Society to Wednesday, October 2, 2019, at 6:30 PM at the Water and Sewer Conference Room at 6 Collins Street. Susan seconded the motion. The motion passed by a 3-0 vote.

2020 LAND USE BUDGET

In the proposed 2020 Budget, the Planning Board requested \$1,000 for legal fees for the 2020 calendar year. The ZBA requested \$3,000 for the same line item. The request for the 2020 Budget will remain at \$3,000 for all legal fees.

## CONSULTATION

Mr. John Kwiatkowski, owner of Highlife Building Company, Inc. had a consultation meeting with the Planning Board concerning a property on the corner of Winter Street and Main Street. This property contains two separate lots. He would like to combine the lots. He would come before the Planning Board for a lot merger which would erase the existing lot line. He would like to construct a building which would have three individual condos over a retail or restaurant space. Mr. Kwiatkowski proposes to construct a covered parking area for his tenants. His concern was about the parking area's proximity to the property line. The owner of record for the property is considered the applicant. This owner of record could send a Letter of Authorization to make Mr. John Kwiatkowski their agent and able to speak on their behalf. The proposed building would be mixed use.

Mr. Kwiatkowski should meet with the Tax Collector relative to any present tax questions about the property. He should meet with the ZBA for a variance for the construction of a viable building on the property relative to present setbacks and proposed setback changes to zero feet. He will need to submit an application to the ZBA that must include a Certified Site Plan that includes all features pertaining to the proposed property and proposed building.

Main Street is a State Highway so the State should be asked about any highway easements along Main Street. Any proposed driveway or curb cuts off Main Street will need a DOT permit. Any proposed driveway or curb cuts off Winter Street will need a permit from the town.

## WATER QUALITY SUMMARY

Susan advised the Planning Board that a memo relative to the water quality plan was distributed. The memo sets the goals of the Water Quality Plan for the next 10 years. A grant will be applied for to follow up with collection of data to add to the Watershed Plan. More funding will be sought for a survey of all existing development along the shoreline. The Water Quality Committee is officially retired, but members are urged to continue to participate. The five towns that surround Squam Lake will impact Ashland and the Little Squam Lake Watershed by their activities.

## LRPC MEETING UPDATE

LRPC met on Monday, September 23, 2019 at the Plymouth Regional Senior Center for their meeting. LRPC approved the 2019-2020 Budget. They approved the town membership fees for the coming year. Ashland's membership fee has been decreased by \$10. The speaker was Steve Taylor speaking on the development of roads in NH through history.

## HOME OCCUPATION AND ADU LEGAL RECOMMENDATIONS

The Planning Board reviewed the recommendations of the Town Attorney relative to Home Occupation and ADU regulations. The recommendations are:

- The phrase “no new entrance for Home Occupation.” The Planning Board decided to leave the original wording as is.
- Combined Floor Area. The Planning Board decided to delete the word “combined.”
- The Board would like Section 4.3B to read: “There will only be one ADU on the property.”  
Cross out the word attached.

## BUILDING REGULATIONS

The Planning Board is proposing to remove the list of permit fees from the Building Regulations. The fee schedule will be attached to the application(s). The Building Permit fees are approved by the Board of Selectmen. At the next meeting the Planning Board will draft the proposed language.

## STATE OF NH LIST OF ADOPTED BUILDING AND FIRE CODES

The Planning Board reviewed the State of NH List of Adopted Building and Fire Codes and compared them to the approved code list in Ashland's Building Regulations. The Board tabled their discussion until the Chair, Mardean Badger, meets with Steve Heath to address the Planning Board's concerns and questions.

## TENTATIVE HEARING DATES FOR WARRANT ARTICLES

Mardean Badger, Chair of the Planning Board, will review the tentative public hearing dates for warrant articles.

## COMMERCIAL EXCAVATION REGULATIONS REVIEW

The Planning Board decided to table this issue until their next meeting.

## OTHER BUSINESS

The Planning Board was contacted about a property on Pease Road, just off Leavitt Hill Road. The property owner wants to rebuild a deck. The original deck has been taken down. There were questions about setbacks, grandfathered property and other relative issues. The Planning Board will advise the property owners that they need to go to the ZBA to resolve these and other issues.

## UPCOMING EVENTS

- Saturday, October 5 Land Use Law Conference in Concord. Mardean will be attending this conference.

## ADJOURNMENT

Mardean made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 8:10 PM. The next Planning Board meeting will be Wednesday, October 2, 2019 at 6:30 PM at the Water and Sewer Department Conference Room at 6 Collins Street.

*Minutes submitted by Paula Hancock*