

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, June 2, 2021**

- CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:30 PM. The meeting was conducted via Zoom video and teleconference.
- MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Paula Hancock, Andrew Fitch, BOS representative, Susan MacLeod, Land Use Assistant
- OTHERS PRESENT: John Valpey, owner of 14 Winter Street, Tony Guyotte, contractor for the project
- RIGHT TO KNOW LAW: Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

2021-04 SITE PLAN REVIEW COMMERCE PROPERTIES LLC, 14 WINTER STREET (T/M/L 017-005-008) APPLICATION AND PUBLIC HEARING

Kathleen DeWolfe made a motion to accept the application for 2021-04 as complete. Andy Fitch seconded the motion. Roll call vote Kathleen DeWolfe yes; Andy Fitch yes, Mardean Badger yes, and Paula Hancock yes. The motion passed.

Mardean Badger opened the Public Hearing at 6:32 PM. Earlier in the day, at 4 PM, the Planning Board members Andy Fitch, Kathleen DeWolfe, Mardean Badger and Paula Hancock did a Site Walk of the property at 14 Winter Street (T/M/L 017-005-008). Tony Guyotte, contractor for the project took the Planning Board members on a tour/walk around the property

John Valpey briefly described his proposal for the property. Mr. Valpey made the following points:

- Construct 4 single level two unit accessible and affordable apartment buildings at the rear of the 14 Winter Street property.
- Each rental unit will be 780 square feet with two bedrooms on a foundation.
- The project will incorporate universal design features; wide doorways, accessible switches, single level, to accommodate a tenant's limitations.
- All current buildings as well as the proposed buildings will cover only 9% of the property.
- Access to the property is by a driveway; all utilities are in place on the property: water, sewer and electric.
- The water line runs behind the buildings; the power line and sewer line run in front of the buildings; there are 22 parking spaces in place for the project.
- The Planning Board made a recommendation for the developer to meet with the Fire Chief and the Building Inspector to work out the details on the numbering of the new units for the 911 system.
- The Planning Board made a recommendation for adequate exterior lighting to the new units; this can be done by using the electric pole already on the property. The lighting must not interfere with the neighbors.
- To prevent any issues with drainage/erosion control on the slope behind the proposed units, silt fencing should be put in place during construction.

Mardean Badger summarized the project: there will be 2 parking spaces per unit (22); the project meets the minimum requirement of 750 square feet per dwelling unit; plans are in place for the water, sewer and electric systems; the driveway will remain gravel insuring proper drainage. The developer has met with the fire chief who advises that the fire truck will stay on the paved road and not venture onto the property; there is plenty of room to accommodate a rescue vehicle/ambulance if needed. All construction will take place inside the setbacks for the property.

John Valpey was asked about his proposed timeline for the project. He advised that obtaining the proper amount of building supplies at this time will be difficult. Tony Guyotte advised that it may not be until the winter of 2021 before prices for building materials will change.

The Planning Board made the following points:

- The Zoning Ordinance states that approval of a Site Plan by the Planning Board will be valid for 1 year from the date of approval or for such time as the Planning Board designates at the time of approval.; the developer can return to the Planning Board and request an extension.
- The building permits allow for six months to start work and 18 months for the completion of the exterior.
- The project can be done in phases.
- Any change in the layout of the site the developer will need to come back to the Planning Board; the site plan can be amended.
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Mardean Badger closed the Public Hearing at 6:55 PM.

Andy Fitch inquired if the initial approval for the project could be for two years given the difficulty of obtaining proper building materials.

Kathleen DeWolfe made the following motion: To approve the Site Plan for a two-year period with the following conditions:

- Put Silt fencing in place on the slope behind the new units for drainage/erosion control
- Get DES approve the placement of the proposed fourth building which is close to two monitoring wells.

Roll call vote: Andy Fitch yes; Paula Hancock yes; Kathleen DeWolfe yes; Mardean Badger yes. The Site Plan is approved for two years with the stated conditions.

DISPOSITION OF MINUTES

Kathleen DeWolfe made a motion to accept the draft of the minutes of the Wednesday, May 26, 2021, meeting as amended. Andy Fitch seconded the motion. With 4 yes roll call votes, the motion passed. The minutes were approved.

LETTER TO NEW BUSINESSES

The Planning Board reviewed the draft of a letter to new businesses. The letter briefly explains the processes that new businesses need to complete. The letter recommends that the new business owner meet with the Planning Board in an informal conversation/consultation to explain his/her plans for their business. Andy Fitch made the motion to accept this draft as standard procedure. Kathleen DeWolfe seconded the motion. Roll call vote: Kathleen DeWolfe yes; Paula Hancock yes; Andy Fitch yes; Mardean Badger, yes. The motion was passed.

PLANNING BOARD UPDATES

- Every year the Office of State Planning sends out a survey relative to our land use regulations.

We have received this year's survey. The survey is requesting land use facts rather than opinions. The survey needs to be completed by June 30, 2021. We will need to include our update of our Excavation Regulations.

- The Planning Board will send all appropriate information relative to the Farnham Towing/Recovery business to Scott Vien, Code Enforcement Officer to create a memo. He will send this memo to the Selectboard for any action.

MEETING UPDATE

The next Planning Board meeting will be Wednesday, June 23, 2021, at 6:30 PM.

ADJOURNMENT

Kathleen DeWolfe made a motion to adjourn. Andy Fitch seconded the motion. The motion passed. The meeting adjourned at 7:17 PM.

Minutes submitted by Paula Hancock