

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, March 2, 2022**

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

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Paula Hancock, (Andy Fitch, absent)

OTHERS PRESENT: Jon Kwiatkowski

DISPOSITION OF MINUTES

The Board reviewed the minutes of the Wednesday, February 23, 2022, Planning Board meeting. Kathleen DeWolfe made a motion to accept the Wednesday, February 23, 2022, minutes as presented. Mardean Badger seconded the motion. The motion passed unanimously on a 3-0 roll call vote.

INFORMAL CONSULTATION WITH JON KWIATKOWSKI HIGH LIFE BUILDING COMPANY MAIN AND WINTER STREETS (T/M/L 017-005-011 AND T/M/L 017-005-012)

Jon Kwiatkowski met with the Planning Board for an informal consultation to discuss his proposed plans for his property. Mr. Kwiatkowski made the following points:

- Three condos would be built on the site. Two condos will be built slightly smaller, in size while the third condo would have a slightly larger floor plan.
- The floor plans for the smaller condos would include two floors with two bedrooms and one and a half baths. In the larger condo, the floor plan would include two bedrooms with two full baths, and an additional room that could be used as home office space.
- There would be parking at the rear of the building beneath each unit. There will be a set of stairs to the first and second levels of the condo as well as stairs to access a storage area and garage space in the lower level.
- In the proposed plan there would be a paved area outside the parking area at the rear of the building. This area would be large enough for the resident to pull out of his/her parking area, be able to maneuver their car and not have to back out into oncoming traffic on Winter Street.
- The heating for the condos would be electric baseboard heat which would use a heat pump in the condo units. The larger condo will use a heat pump and a gas stove unit for their heat source. The proposal would include propane tanks located at the exterior of the building to fuel both heating systems.
- The proposal includes the installation of up to three windows on the second level of each condo. The exterior of the building would be vinyl siding that can be easily installed and easily painted. The proposal includes faux chimneys on each unit as well as the installation of an asphalt roof.
- The height of the entire building would fall well within the height requirements for buildings in the commercial zone.
- Each unit would have a small patio area (balcony) for private use. The patios would be accessed from each unit.

- Trash removal will be the responsibility of the individual tenant. This would make a dumpster unnecessary.
- The sign that exists on the property in the proposal would be reconstructed and display the numerical address of the condos.
- The lighting for the proposed building would be installed in the parking area beneath each unit for added security. There would be no need for town lighting on the property.
- Any snow removal would be deposited at the end of the paved parking lot adjacent to the Chiasson property. The paving would eliminate the removal of soil during the plowing process.
- The proposal indicates the building of an above ground concrete wall at the edge of the paved area adjacent to the Chiasson property to insure that plowed snow and seasonal runoff is not deposited on the abutter's property.
- The proposal includes a driveway whose specific placement is unclear at this time.
- There will be proposed green space. It is not clear at this time where the green space will be located.

The Planning Board made the following suggestions:

- Before any development takes place on the property the two pieces of property need to be merged.
- Mr. Kwiatkowski must meet with the Water and Sewer Commission relative to the placement of existing water and sewer lines as well as proposed water and sewer lines for the building.
- Mr. Kwiatkowski must meet with the Electric Department to discuss rules/regulations pertaining to proposed electric use in the building.
- Mr. Kwiatkowski must meet with Craig Moore of the Department of Public Works relative to drainage issues for the project; to discuss the proposed placement of a driveway on the property and the regulations/permits specific to the installation of a driveway
- Mr. Kwiatkowski must address drainage and runoff issues from the Kwiatkowski property on to abutters properties located below the property.
- The Planning Board will require a detailed and full Site Plan. The Site Plan will indicate/show the exact placement of the building on the property according to the setbacks as approved by the Zoning Board on February 10, 2022. The Site Plan will include contours and elevations on the property.
- The Site Plan needs to show the placement of all water and sewer lines.
- Mr. Kwiatkowski must meet with Craig Moore to discuss traffic patterns relative to the corner of Main and Winter Streets to avoid any traffic congestion in that area.
- Mr. Kwiatkowski must meet with the State DOT relative to any State ordinances/regulations relative to the property frontage on Main Street
- Mr. Kwiatkowski must meet with the Town relative to any proposed outdoor lighting
- Mr. Kwiatkowski must meet with the Fire Chief relative to any life safety ordinances/regulations that would impact the proposed construction

The Planning Board advised Mr. Kwiatkowski that the Site Plan Review Regulations, Section 3.3 Site Plan Requirements states that the site plan shall be drawn accurately and to scale, and it shall show the following:

- Title, date, and zoning district
- Name of the owner, developer, and designer.
- Scale of the plan (1" = 20' preferred), North arrow and location map
- Boundaries, abutters names, all easements, water bodies and water courses
- Building outlines showing the location of steps, entries and loading platforms
- Location of parking, loading spaces, and solid waste disposal facilities
- Location and width of walks, streets, and other ways within and around the site
- Location of septic systems, wells, and catch basins and other surface drainage facilities
- Location and size of fences, retaining walls, signs, and outdoor lighting
- Proposed grading and filling
- Proposed landscaping, including the location, height, and type of vegetation with an indication of existing vegetation to be retained
- Contour lines and surveyed boundaries, if required by the Planning Board

The Planning Board also advised Mr. Kwiatkowski to review Article 2 of the Site Plan Review Regulations, which lists standards that the Planning Board will also consider in the site plan review process.

RESCIND HOME OCCUPATION APPROVAL FOR YVONNE DOWNES 6 MILL POND LANE (T/M/L 017-005-003)

The Planning Board briefly reviewed an approved temporary home occupation office for an auto sales business owned by Yvonne Downes at 6 Mill Pond Lane (T/M/L 017-005-003) in Ashland. The temporary home occupation approval has the following timeline:

- The original approval was granted on February 28, 2018. At the time of the original approval Ms. Downes was asked to update the Planning Board as circumstances warranted.
- On March 6, 2019, Ms. Downes notified the Planning Board that she would be relocating her auto sales business outside of Ashland.
- On March 2, 2022, Kathleen DeWolfe made the following motion: To rescind the temporary approval of a home occupation of an auto sales business because the business has moved out of Ashland. Mardean Badger seconded the motion. The motion passed unanimously on a 3-0 roll call vote.

OLD BUSINESS

Scott Viens, Building Inspector and Code Enforcement Officer has tendered his resignation effective Thursday, March 3, 2022.

ADJOURNMENT

Mardean Badger made a motion to adjourn. Kathleen DeWolfe seconded the motion. The motion passed. The meeting adjourned at 7:40 PM.

Minutes submitted by Paula Hancock