

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, March 23, 2022**

CALL TO ORDER: Mardean Badger, Chair of the Board, called the meeting to order at 6:35 PM

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

OTHERS PRESENT: Sal Steven-Hubbard, for Lakes Region Community Development; Rebecca Bryant, for Lakes Region Community Services

INFORMAL CONSULTATION RELATIVE TO THE ST. AGNES CHURCH PROPERTY 19 HILL AVENUE (T/M/L 017-004-021)

Sal Steven-Hubbard, representative for the Lakes Region Community Developers (LRCD), and Rebecca Bryant, representative for the Lakes Region Community Services (LRCS), met with the Planning Board for an informal consultation to discuss their proposed plans for the former St. Agnes Church property at 19 Hill Avenue (T/M/L 017-004-021). Ms. Steven-Hubbard and Ms. Rebecca Bryant provided floor plans for the project and made the following points:

- This is not transitional, or short-term housing. This site will address housing needs for individuals who can't live independently but are not in need of a traditional group home setting. The proposed property will be used as a site for **supportive housing for eleven clients with developmental/intellectual disabilities or acquired brain disorders**, likely in the 18-34 age range. The individuals have finished their schooling and are now ready to move out of their family setting, into an environment which meets their growing needs for some independence suited to their individual abilities.
- The proposal is to renovate the present three buildings on the St. Agnes Church property: the rectory connected to the church building and a parish hall facility standing separately. There will be a total of 11 client apartments, 1 manager apartment, and community space.
  - The former rectory building (3 levels) will be converted into 5 1-bedroom client apartments and 1 efficiency client apartment.
  - The church (1 level) will be converted into 2 1-bedroom client apartments and 2 efficiency client apartments.
  - The upper level of the parish hall building will be converted into 1 3-bedroom apartment for the on-site manager (with family) and 1 client efficiency apartment.
  - The lower level of the parish hall building will be converted into a community room with bathroom facilities, storage facilities, laundry facilities and mechanical facilities. The community room will include kitchen facilities for cooking lessons.
- Each client will have an individual lease for his/her living unit. The individual leases will come with oversight and with client responsibilities for taking care of his/her own living space, similar to a typical resident's lease responsibilities. Each client will have a goal of obtaining a job, for which transportation will be provided.
- The housing costs (including rent, utilities, etc.) are covered by each client's Social Security

benefits. The costs of supportive services are covered by each client's Medicaid benefits.

- The buildings will be fully renovated within the current building footprints. The buildings will be equipped with a current sprinkler system, be energy efficient and meet all building and life safety codes. Lakes Region Community Developers previously worked very closely with local building and life safety code officials in the recent total renovation of the Ames Brook Apartments on Ledgewood Lane. They will also work closely with those officials on this project.
- The proposal includes 24 parking spaces, which meets the Ashland Zoning Ordinance requirement of 2 parking spaces per unit. However, the clients housed in the living units are not drivers.
- The kitchen in the community space will be used for training the residents with cooking skills. The individual units will include a kitchenette with microwaves, small electric appliances and small refrigerators, bathroom with shower.
- The proposed apartment units will measure from approximately 275 square feet to 480 square feet.
- Financing will include grant funds from the NH Housing Finance Authority (application already submitted) and from CDFA/CDBG (application in process). The CDFA/CDBG funding process requires the support of the local Board of Selectmen. Note: the expression of BOS support does not involve any actual funding by the BOS or town. The Northway Bank has expressed interest in providing the acquisition loan and the construction/permanent loan.
- Lakes Region Community Developers (LRCD) will own the property, will provide the property management and will lease the units to the individual clients. The manager's apartment will be leased to Lakes Region Community Services (LRCS).
- This proposal will mean that the property owners will need to come before the Planning Board to apply for a Site Plan Review/Change of Use and before the ZBA for a variance. The variance will allow the smaller unit square footage because the Zoning Ordinance only allows for living units measuring a minimum 750 square feet.
- The members of the Planning Board recommended that the applicants provide the BOS with a presentation describing the project and the clientele, as they have provided for the Planning Board at this meeting.

### OLD BUSINESS

The Planning Board tabled their review/discussion of proposed revisions to the Planning Board Rules of Procedure for this meeting. The review/discussion will be scheduled for a future meeting. The Planning Board reviewed-briefly some issues that will be coming before the Planning Board in the coming months.

### DISPOSITION OF MINUTES

The Board reviewed the minutes of the Wednesday, March 2, 2022, Planning Board meeting. Kathleen DeWolfe made a motion to accept the Wednesday, March 2, 2022, minutes as presented. Mardean Badger seconded the motion. The motion passed on a 3 yes votes and 1 abstention (Andy Fitch) roll

call vote.

ADJOURNMENT

Kathleen DeWolfe made a motion to adjourn. Mardean seconded the motion. The motion passed on a 3-0 roll call vote. The meeting adjourned at 8:10 PM. The next meeting of the Planning Board will be Wednesday, April 6, 2022, at 6:30 PM in the Conference Room at 6 Collins Street.

*Minutes submitted by Paula Hancock*