

**Ashland Planning Board
Ashland Zoning Board of Adjustment
Joint Meeting
Amended Meeting Minutes
Wednesday, July 6, 2022**

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

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

OTHERS PRESENT: Jon Kwiatkowski, owner, High Life Building Company, applicant
Charlie Bozzello, Chair of the Zoning Board
Alan Cilley, member of the Zoning Board

PUBLIC HEARING FOR SITE PLAN REVIEW FOR HIGH LIFE BUILDING COMPANY MAIN AND WINTER STREETS, FORMERLY T/M/L 017-005-011 AND T/M/L 017-005-012 NOW MERGED

Mardean Badger opened the Public Hearing for a Site Plan Review for the High Life Building Company at the corner of Main and Winter Streets at 6:31 PM. The Planning Board reviewed the Site Plan Review Application 2022-06 submitted by Jon Kwiatkowski, owner of High Life Building Company. Kathleen DeWolfe made a motion to accept the application as complete. Andy Fitch seconded the motion. The motion passed on a 4-0 roll call vote in the affirmative.

Jon Kwiatkowski came before the Planning Board to present his proposal for a three-unit residential building at the corner of Main and Winter Streets, T/M/L 017-005-011 and T/M/L 017-005-012 that are now merged. Mr. Kwiatkowski made the following points:

- Each unit will have its own parking and storage area on the basement/ground level.
- An interior set of stairs from each parking area will access the upper 2 floors of each unit.
- Each unit will be heated with a heat pump, electric heat; propane will be available for gas stoves and gas fireplaces; the propane tanks will be located at the corner of the building.
- Each unit will have security lighting in the unit's parking area and outside each unit's front door.
- A driveway will be constructed from the parking area to the edge of the town sidewalk that runs the length of Winter Street; the driveway will not interfere with the town sidewalk.
- Drainage from the roof will run from the edge of the building's roof down a pipe and be deposited in the dry well.
- A dry well will be installed along the side of the building and will be filled in with stones to draw water away from the building and roadway and into the ground.
- The parking area will be paved and sloped toward the swale on Winter Street; a retaining wall 36" in height will be put at the end of the parking area to keep water runoff from running onto the Chiasson property.
- Electrical lines will be located underground to each unit; a panel of electrical meters will be installed between the electrical pole and the building which will meter the electrical use for each unit
- The setbacks meet the limits established by the Zoning Board of Adjustment on February 10, 2022.

- Each tenant will be responsible for his/her own trash
- The tenants would form a condominium association

There was a discussion about proper drainage of the property. The following concerns were raised:

- Concern was raised about water collecting at the base of the 36” retaining wall, possible damage to the base of the wall due to accumulated water.
 - Mr. Kwiatkowski stated that the slope of the driveway will direct any accumulation of water toward the existing swale along Winter Street. He will also consider additional drainage elements in the surface of the driveway.
- Concern was raised about winter snow removal, and concern about the weight of snowdrift on the retaining wall
 - Depending on the winter, excess snow buildup may have to be removed.
- Concern was raised about the consistent collection of water at the base of the building, runoff from the paved driveway and water runoff into the town road during heavy rain
 - Mr. Kwiatkowski explained that the driveway will be sloped from the end near the NFI North property toward Winter Street and from the retaining wall to direct water toward Winter Street into the swale.
- Concern was raised about residents being able to pull off at the Main Street edge of the property for temporary parking.
 - The Planning Board emphasized that parking or stopping on that side of Main Street is prohibited by and controlled by NH DOT.

Mr. Craig Moore, Director of the DPW, submitted a letter saying that he found no issues with the installation of the proposed driveway or the issue of drainage on the property.

Mardean Badger closed the Public Hearing at 7:45 PM.

The Planning Board made the following recommendations:

- An as-built plan be created and submitted to the Planning Board to be placed on file
- A drainage plan as discussed be included on the as-built plan
- All appropriate permits including building, electrical, plumbing, driveway be obtained from the Building Inspector

Andy Fitch made a motion to approve this Site Plan Review as presented. Mardean Badger seconded the motion. The motion passed on a 4-0 roll call vote in the affirmative.

LAND USE BUDGET PREPARATION FOR 2023 FOR PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT

The members of the Planning Board and Zoning Board of Adjustment met in joint session to review/discuss the proposed 2023 Land Use Boards’ budget. At the conclusion of their review/discussion, no changes were made from the amounts of each line item that had been approved in the previous year’s (2022) budget. Mardean will create the spreadsheet and budget narrative that will be submitted to the Town Manager. Mardean will distribute a final draft of the proposed budget and narrative to the members of the Planning and Zoning Boards for a final review. The deadline for submission of the Land Use budget is August 1, 2022.

DISPOSITION OF MINUTES

The Board reviewed the minutes from the June 15, 2022, Planning Board meeting. Andy Fitch made a motion to approve the minutes of the June 15, 2022, Planning Board meeting as presented. Paula Hancock seconded the motion. The motion passed on a 4-0 roll call vote in the affirmative.

ADJOURNMENT

Mardean made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 8:35 PM. The next Planning Board meeting will be Wednesday, July 27, 2022, in the conference room at 6 Collins Street at 6:30 PM.

Minutes submitted by Paula Hancock