

**Ashland Planning Board
Meeting Minutes
Wednesday, July 26, 2023**

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

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Kendall Hughes, Paula Hancock, Andy Fitch, Frank Stevens (excused)

OTHERS PRESENT: John Moriarty, Boundary Line Adjustment
Bryan Moriarty, Boundary Line Adjustment
William Hess, Hess Engineering LLC, West Street Concept Plan
Don Latulippe, abutter for Boundary Line Adjustment
Kevin French, surveyor for Boundary Line Adjustment
Devon Thibeault, Building Inspector

UPDATE CASE 2023-05 BOUNDARY LINE ADJUSTMENT ON BLUE SKY DRIVE AND NORTH ASHLAND ROAD FOR LOTS 202-41, 202-42, 202-43, 202-71, 202-72, 202-76

Kendall Hughes made the following motion: To approve the Boundary Line Adjustment as presented at the Wednesday, June 7, 2023, Planning Board meeting and signing the Mylar documents on Wednesday, July 26, 2023. Kathleen DeWolfe seconded the motion. The motion passed on a 4 yes, 0 no, 1 abstention roll call vote. (Kathleen DeWolfe, Mardean Badger, Kendall Hughes and Paula Hancock yes votes), 0 no votes, 1 abstention (Andy Fitch). Mardean Badger, Chair, will update the Notice of Decision on Case 2023-05 Boundary Line Adjustment on Blue Sky Drive and North Ashland Road to reflect the signing of Mylars for filing at the Registry of Deeds at the Wednesday, July 26, 2023, Planning Board meeting.

INFORMAL CONSULTATION (T/M/L 214-015) WEST STREET CONCEPT PLAN, BH REAL ESTATE HOLDINGS LLC REPRESENTED BY HESS ENGINEERING LLC

William Hess, representing Hess Engineering LLC, came before the Planning Board for an Informal Consultation relative to a West Street Concept Plan for T/M/L 214-015. The property is owned by BH Real Estate Holdings LLC.

William Hess presented the following proposal and made the following points:

- The proposal is for a two-phase development of a 105 unit of apartments or condos on an 88-acre property owned by BH Real Estate Holdings LLC at the north end of West Street.
- Phase 1 of the proposed project would construct 65 units; Phase 2 would construct an additional 40 units; each unit will have a garage under the apartment or condo with a small storage area and stairs to the first floor of the condo/apartment.
- The proposed property is located in a commercial and rural residential zone of Ashland.
- In the commercial portion of the property a garage and office will be constructed.
- The proposed project will be connected to the town's present water and sewer system.
- At this consultation no decision has been made whether the proposed project will be rentals or condos.
- The northern portion of the site contains sandy area; there would be a closed drainage system that would drain into a created drainage pond.
- The project would include green space as well as walking trails.

- All boundary corners will be properly designated and easy to locate.
- Each apartment/condo will be 20' wide and 32' deep with a garage under each condo/apartment; there will be parking available for both residents and guests.
- Each apartment/condo will be a 2-bedroom 2 bath on the second floor with an additional ½ bath on the first floor.
- The proposed plan includes a walk-out deck or patio on either the first or second floor.
- There will be several 10'-20' retaining walls constructed as part of the plan.
- A pump station or cistern may need to be constructed to bring an adequate water supply to the property.
- The members of the team working on this project will include a geothermal technician, an engineer as well as an architect.
- The proposal needs to include an ample turnaround area for all emergency vehicles to include ample space for turnaround for a fire ladder truck.
- There will be a shop/office space constructed on the property for Hiltz Construction
- Any necessary blasting to prepare the property for construction would be scheduled and noticed.
- There have been no soil surveys, but it is believed that the proposed property is a majority of hard rock.

The Planning Board made the following comments:

- The proposed plans for the project are drawn with a 12% grade to the existing road; the town ordinance pertaining to grade allows only for 10% grade to road.
- A soil survey needs to be completed.
- When considering the number of proposed units for the entire development, make sure to include density calculations as required by the Ashland Zoning Ordinance the area of the property that is not buildable (as per steep slopes, soil types, wetlands, etc.) needs to be reflected in the final proposal.
- The project will need two permits: one for the commercial zone and one for the rural residential zone.
- An excavation permit will need to be obtained.
- The resulting debris from any necessary blasting or construction can't be removed or the debris sold by according to Ashland's Commercial Earth Excavation ordinance; it needs to be dealt with onsite.
- The project will need an Alteration of Terrain permit from DES
- This project will be removing massive amounts of natural vegetation; this project needs to create a plan to deal with the stabilization of the site and project as well as a created plan dealing solely with erosion; the developers need to deal with the reduction of erosion on the property.
- The developers need to create a storm water pollution prevention plan.
- This project will create quite a bit of impervious surfaces.
- The wellhead protection area and the aquifer area are off limits to construction; the developers need to reference all ordinances relative to the wellhead protection area.
- As a result of this proposed project, traffic on West Street will increase; construction equipment will be part of the increased traffic during construction.
- The Lakes Region Planning Commission will be contacted relative to any regional impact issues that might arise going forward relative to the proposed project.

- The Planning Board will need engineering oversight of the project as well as a bond to cover unforeseen expenses as well as restoration funds to restore the property to its original state if the project is not completed.
- The project will be a private road; the town's road specs have recently been updated.
- The developers should invest in an extensive traffic study on the amount of traffic on West Street.
- The developers need to be aware of the traffic that enters and exits Common Man Commons as well as Quality Inn; the developers need to be aware of the pedestrian traffic of customers crossing West Street from Quality Inn to the Quality inn parking lot as well as pedestrians walking on West Street for exercise.
- If the developers are creating condos for families, they need to collect information relative to the impact of additional children to the Ashland school system; the developers should contact the Ashland Superintendent and the Chair of the Ashland School Board.
- The developers should collect information relative to the impact on town taxes if the condos are rented to young professionals; if these condos are priced so they become second homes for residents out of the area what impact that has on the town tax structure.
- The proposed project needs to have a complete sprinkler system installed as part of the construction plans.

LAND USE BUDGET REVIEW OF 2023 BUDGET AND REVIEW OF DRAFT OF 2024 BUDGET
The Planning Board reviewed the current 2023 budget. The Board also reviewed the draft of the 2024 Land Use budget. The Board made the following points:

- The 2023 budget expenditures are on track for this year.
- Postage has recently increased; this increase needs to be reflected in our final numbers.
- The cost of a new computer, if possible, should come out of the 2023 budget. If this is not possible, monies need to be entered on the General Expenses line item to cover the final cost of a new computer for Land Use.
- The Legal line item needs to remain at \$3,000.
- The ZBA uses a separate attorney when needed.
- Application fees come out of the revenue line items.
- The Planning Board may need new file cabinet.

SITE PLAN REVIEW REGULATIONS UPDATE

The Board continues to review and update their Site Plan Review Regulations. The Board reviewed the changes that have been made so far.

Article 3.1 has the addition of a separate new paragraph relative to Conceptual Consultation; a new paragraph created relative to Design Review. Mardean suggested creating a separate article dealing with the Pre-Application process.

The Board needs to discuss drone surveys vs. on-the-ground surveys, to determine when a drone survey might be appropriately used.

The Board needs further review on the use of Waiver of Site Plan Review form and when that applies, and the use of a more detailed list of waivers of "parts" of the site plan requirements.

Mardean expressed a concern about the use of the term “waiver” in two ways – the “Waiver of Site Plan Review” form used for a limited site plan review and the Planning Board’s authority to “waive” certain requirements during a “full” site plan review hearing. The title of the short form should be reviewed as well as the content of the form.

The Board will review Article 4 at a future scheduled meeting.

COMPACT ZONE UPDATE

The Board reviewed a digital map of the Town of Ashland that is used by the Fire Department, with the location of fire hydrants. Andy Fitch would like to use the information contained on the digital map to be able to define by T/M/L or physical address the current boundaries of the Compact Zone for reference in town ordinances

DISPOSITION OF MINUTES

The Board tabled review of the minutes from the Wednesday, July 12, 2023, meeting. The Board will review these minutes at their scheduled Wednesday, August 2, 2023, meeting.

ADJOURNMENT

Mardean Badger made a motion to adjourn. Kathleen DeWolfe seconded the motion. The motion passed on a 5-0 roll call vote in the affirmative. The meeting adjourned at 8 PM. The next meeting will be Wednesday, August 2, 2023, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock