

**Ashland Planning Board
Amended Meeting Minutes
Wednesday, September 27, 2023**

CALL TO ORDER: Mardean Badger, Chair, called the meeting to order at 6:31 PM.

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

OTHERS PRESENT Devon Thibeault, Building Inspector

For WMCC LLC Site Plan Review:
Ryan Hudock, Horizons Engineering
Chad Stocker, Black River Construction
Mr. & Mrs. Scott Bishop, Abutters
Mr. & Mrs. Ivan Maillet, Abutters

Bob Baker
Jane Sawyer
Donna Locurto
Jade Dane

DISPOSITION OF MINUTES

The Board reviewed the minutes of the Wednesday, September 6, 2023, meeting. Kendall Hughes made a motion to approve the minutes of Wednesday, September 6, 2023, as amended. Andy Fitch seconded the motion. The motion passed unanimously on a 5 yes votes (Mardean Badger, yes, Kathleen DeWolfe, yes, Andy Fitch, yes, Paula Hancock, yes, Kendall Hughes, yes), 0 no votes, 0 abstentions on a roll call vote.

Mardean Badger, Chair, read the following statement following the approval of the minutes.

Good evening and welcome to the Ashland Planning Board. I would ask our visitors to please sign in on the list here at the front.

The Planning Board has a very busy agenda tonight, including acceptance and public hearing of a submitted application relative to the White Mountain Country Club.

The Planning Board has 2 openings for alternate members. If anyone is interested, there is an Appointment Application on the town website to submit the Selectboard.

It is my understanding that you may be here in relation to the Mill Pond project that was discussed at Monday's Selectboard meeting. The Planning Board has had 2 informal conceptual discussions with the Lakes Region Community Developers. The minutes of those meetings (August 3 and October 12, 2022) are on the Planning Board page of the town website.

We have not received any formal application for that project. As a Board, we cannot discuss or develop opinions about a project for which we have received no detail. We have no official information to review.

Submission of an application starts the review process, which includes public notice of the application, certified notice to abutters, and presentation of the proposal by the applicant in a public hearing which affords the applicant, the abutters, and the Board the opportunity to discuss the project details. Often this may involve more than one meeting for major projects. After the public hearing, the Planning Board either approves, approves with conditions, or denies the application. All decisions are based on requirements of the zoning ordinance, standards in the site plan review regulations, and relevant NH state statutes and requirements.

Tonight's primary agenda item is the beginning of such a process relative to a site plan review of the White Mountain Country Club.

You're welcome to stay to view the process and listen to the discussion. Keep in mind that this is a meeting held in public; by law all of our business must be conducted in public. However, it is not an open public forum.

CONTINUATION OF THE SITE PLAN REVIEW APPLICATION #2023-12 WMCC LLC
COUNTRY CLUB DRIVE (T/M/L 201-002)

The Planning Board continued the review of the Site Plan Review Application #2023-12 (T/M/L 201-002) relative to construction of a cart barn, parking near the cart barn and parking at the club house.

At the Wednesday, September 6, 2023, scheduled Planning Board meeting the Board received a Site Plan Review Application from White Mountain Country Club for review. The Board reviewed the application to determine if there was sufficient information submitted to declare the application complete. After a lengthy discussion, no decision was made to accept the application for review. The September 6, 2023, was continued to the Wednesday, September 27, 2023, Board meeting.

For today's scheduled Planning Board meeting, White Mountain Country Club submitted updated maps of the property dated September 25, 2023. WMCC submitted large sets of maps of the property as well as pdf versions of the maps. The Planning Board decided that the updated maps constituted enough information to continue discussing whether the application contained enough information for acceptance.

Planning Board members had the following comments:

- The Planning Board still has not received a complete survey of the property (stamped by a licensed surveyor) delineating all property lines, complete Pemi River overlay boundaries, wetlands boundaries, setbacks, monumentation etc.
- WMCC needs to explain their plans relative to a demolished barn structure on the property.
- WMCC is a commercial business establishment located in the Rural Residential Zone within the Pemi Overlay. (The application form has incorrectly checked the Commercial Zone category.)
- The Planning Board considers it imperative to have a site walk of the complete property.
- The area proposed for the cart barn building is very close to the wetlands boundary.

- The Planning Board needs documentation of the DES setback regulations.
- There is only one culvert designated on the WMCC site map.
- There are steep slopes near the Spring House Condo area; the steep slopes need to be shown on the site map.
- There are existing vineyards on the property which raises concerns and questions from the Planning Board.
- The vineyard portion of the property is in current use status.
- The WMCC property is located within the floodplain zone and is subject to floodplain regulations; the 100-year floodplain plan needs to be more clearly detailed on the site map.
- Before material can be brought onto the property for construction of the cart barn there needs to be an approved Site Plan Review on file.
- DES has received an amendment to the Alteration of Terrain permit from WMCC. DES is reviewing the amendment. The revision of the AoT includes the construction of the cart barn, which was not on the original AoT application. There is no definitive timeline for DES approval of the revised AoT. The Planning Board needs a copy of the amended Alteration of Terrain permit information.
- The Planning Board needs more information relative to storm water drainage issues.
- The Planning Board is concerned that some existing buildings are extremely close to a boundary.
- There is a right of way near the clubhouse and the cart barn that needs to be shown in detail on the site plan map.
- All emergency vehicles need to be able to access all parking areas on the property.
- The Planning Board needs written plans detailing the new septic system.
- There are issues relative to the Reach Drive shared right of way; the boundary of the shared right of way needs to be shown on the site map.
- The proposed parking area is near a boundary.

Kathleen DeWolfe made the following motion: *Do not accept the Site Plan Review Application from WMCC as complete.* Kendall seconded the motion.

Primary reasons for not accepting the application as complete currently:

- There is still no surveyed site plan showing accurate boundaries and monumentation.
- Increase of impervious surfaces near the wetlands
- Drainage near the proposed cart barn flows in the direction of the wetlands area
- Elevations and flood zones need to be better identified and need clarification.
- Proposed parking area is near boundaries.

Vote:

Yes, not to accept the Site Plan Review Application from WMCC as complete Paula Hancock

Yes, not to accept the Site Plan Review Application from WMCC as complete Andy Fitch

Yes, not to accept the Site Plan Review Application from WMCC as complete Kathleen DeWolfe

Yes, not to accept the Site Plan Review Application from WMCC as complete Kendall Hughes

Yes, not to accept the Site Plan Review Application from WMCC as complete Mardean Badger

The vote was 5 yes votes (Paula, yes, Andy, yes, Kathleen, yes, Kendall, yes, Mardean, yes) 0 no votes, no abstentions on a roll call vote.

Ryan Hudock of Horizons Engineering indicated they could provide a separate map, clearly showing the boundaries of the property, flood zones and wetlands.

Mardean Badger made the motion: *To continue this discussion of the application to the scheduled Planning Board meeting on Wednesday, October 4, 2023, at 6:30 PM at 6 Collins Street.* Andy Fitch seconded the motion. The motion passed on a 5 yes votes (Mardean, yes, Kendall, yes, Kathleen, yes, Andy, yes, Paula, yes), 0 no votes, no abstentions on a roll call vote.

SITE WALK FOR WHITE MOUNTAIN COUNTRY CLUB

The Planning Board will conduct a site walk of the White Mountain Country Club on Wednesday, 10 AM, on October 4, 2023. The site walk will be posted as a meeting.

CHANGES TO THE PLANNING BOARD AND ZBA LAWS FOR 2023

The Board received an NHMA guide for municipalities outlining changes to planning and zoning laws in 2023. One change noted pursuant to HB 296 prompted Board members to recommend that input from the Fire chief, police chief, etc. should be added to the checklist for site plan review.

2024 SB2 MARCH TOWN MEETING CALENDAR

The Board reviewed the timeline and important dates relative to the creation and submission of all warrant articles for the 2024 Town Meeting. Key dates for the Planning Board include deadline for petitioned changes to the zoning ordinance or building code, posting dates for public hearings for amendments to the zoning ordinance or building code, and deadline for providing final form of warrant articles for amendments.

SUGGESTED CHANGES TO THE BUILDING REGULATIONS

The Board reviewed the suggested changes to the Building Regulations submitted by Devon Thibeault, Building Inspector. The recommended changes include updating duties of the building inspector, deleting some incorrect or outdated requirements, changing permit requirements for accessory buildings, and language changes to make the regulations compliant with current state adopted building codes. The changes will be discussed and approved for addition to the 2024 warrant at the Board's next scheduled meeting on Wednesday, October 4, 2023.

SITE PLAN REVIEW APPLICATION AND CHECKLIST REVISIONS

The Board briefly discussed revisions to the Site Plan Review Application form and the Checklist form. Further discussion is needed especially regarding changes to the application form and use of the draft checklist.

2023 LAND USE LAW CONFERENCE

The 2023 Land Use Law Conference for Planning Boards is on Saturday, October 14, from 9:00 AM to 3:00 PM in Concord. Members were encouraged to attend and asked to confirm with the Chair by the following afternoon, so registration and payment through the Land Use budget can be arranged with the Town Office.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 8:15 PM. The next meeting will be Wednesday, October 4, 2023, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock