

**Ashland Planning Board
Approved Meeting Minutes
Wednesday, October 4, 2023**

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

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

OTHERS Mr. and Mrs. Ivan Maillet, Abutters to WMCC

Andy Fitch swore in Ms. Tricia Farris as an alternate to the Planning Board and our newest member.

CONTINUATION OF WHITE MOUNTAIN COUNTRY CLUB APPLICATION

The Planning Board received an email (10/3/2023) from Attorney Philip Hastings representing White Mountain Country Club requesting that the Site Plan Review Application 2023-12 before the Planning Board be continued to the Board's Wednesday, November 1, 2023, meeting to give White Mountain Country Club more time to complete the boundary line survey and other information needed to accept the application as complete. Kathleen DeWolfe made a motion: To continue the boundary line survey for SPR application 2023-12 requested by the Planning Board to the Planning Board's Wednesday, November 1, 2023, scheduled meeting. Andy Fitch seconded the motion. The motion passed on a 5 yes votes (Mardean Badger, Kathleen DeWolfe, Andy Fitch, Paula Hancock, Kendall Hughes) 0 no votes 0 abstentions on a roll call vote.

DISPOSITION OF MINUTES

The Board reviewed the minutes of their Wednesday, September 27, 2023, meeting. Kathleen DeWolfe made a motion to accept the minutes of the Wednesday, September 27, 2023, meeting as amended. Andy Fitch seconded the motion. The motion passed on a 5 yes votes (Mardean, Kathleen, Andy, Paula, Kendall) 0 no votes and 0 abstentions on a roll call vote.

CHANGES TO BUILDING REGULATIONS

The changes to the Building Regulations will go on the March Town Meeting ballot. The changes to the Building Regulations will be sent to our town attorney for his review.

SITE PLAN REVIEW REGULATIONS UPDATE

The Site Plan Review Regulations are reviewed and approved by the Planning Board. The following changes have been made since the last review:

- All articles have been re-numbered, beginning with Article 3.
- Article 3: the Pre-Application Consultation options have been broken out separately.

- Article 4 is a newly numbered article (Site Plan Review Application)
- Article 4.2: Create language for the Waiver of Site Plan Review Application; the board will discuss it at our next meeting.
- Article 5 is a newly numbered article with some additional clarifying wording.
- Article 5.2: will be new language for the site plan review checklist.
- Article 6.5: includes new wording regarding findings of fact.
- Article 7.1: rewording of the appeal process to include the appeal needs to take place within 30 days.

The Planning Board also reviewed the Site Plan Review Application form.

- A list of site plan requirements should be added to the application form.
- There should be more discussion of all fees. Questions to be considered include increasing the SPR application fee to \$110 (similar to the ZBA application) or leaving the fees on Site Plan Review Application at the present level and increasing other fees.
- Put the Fire Chief, DPW, Water and Sewer, Electric Company on the checklist.

UPDATES

At the Planning Board's Wednesday, November 1, 2023, the Board will review the following issues:

- White Mountain Country Club Site Plan Review Application and boundary line survey.
- Informal Consultation with John Valpey relative to expanding his Winter Street property.

NEEDS OF THE CONFERENCE ROOM

The Planning Board discussed briefly the needs of the conference room at 6 Collins Street to make our meetings more transparent. The following issues were discussed:

- Bring in an additional collapsible table for viewing and discussing large site plans and maps.
- Make the large screen and the TV in the room usable with proper technology connections, such as Apple TV, HDMI cords, etc.
- Make the conference room Zoom capable to allow applicants and other crucial parties to attend via Zoom.
- Be able to tape meetings through PemiBaker TV

ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 7:35 PM. The next meeting will be Wednesday, October 25, 2023, at 6 Collins Street.

Minutes submitted by Paula Hancock