

**Ashland Planning Board
Draft Meeting Minutes
Wednesday, November 1, 2023**

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

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

MEMBERS ABSENT: Excused – Frank Stevens

OTHERS PRESENT: Anne Lamson and PRHS student, Ashland residents
Jon Warzocha, Horizons Engineering
Chad Stocker, Contractor
Philip Hastings, Attorney for WMCC
Ryan Hudock, Horizons Engineering
John Valpey, Commerce Properties
Tony Guyotte, contractor
Alan Cilley, Ashland resident

DISPOSITION OF MINUTES

The Board reviewed the minutes from the Wednesday, October 25, 2023, meeting. Kathleen DeWolfe made a motion to approve the minutes of the Wednesday, October 25, 2023, meeting as amended. Andy Fitch seconded the motion. The motion passed on a 4 yes votes (Badger, DeWolfe, Fitch, Hancock) ,0 no, 1 abstention (Kendall Hughes) on a roll call vote.

**CASE 2023-13 SITE PLAN REVIEW APPLICATION FOR COMMERCE PROPERTIES LLC
14 AND 10 WINTER STREET (T/M/L 110-081 AND 110-082)**

John Valpey, property owner of 14 and 10 Winter Street, met with the Planning Board to present a proposal to construct two 2-unit buildings with parking with the merger of lots 110-081 and 110-082.

Kathleen DeWolfe made a motion to accept the Site Plan Review Application as complete. Andy Fitch seconded the motion. The motion passed on a 5 yes votes (Badger, DeWolfe, Fitch, Hancock, Hughes).

In 2021 John Valpey received approval for four (4) two-unit buildings, on lot 110-082, of which 2 buildings have been completed and 2 are in progress.

John Valpey is proposing the construction of two additional 2-unit buildings of the same size and design -- two-bedroom, single floor with a small patio in the backyard. There will be 2 parking spaces per unit with guest parking provided.

The merger of lots 110-081 and 110-082 will provide sufficient acreage for the proposed footprint. An electrical pole will be moved, and all utilities will be underground.

Kathleen DeWolfe made a motion to approve the Site Plan Review Application and the Site Plan surveyed and stamped by Tony Randall on October 8, 2023, with the condition that the lots be merged. Andy Fitch seconded the motion. The motion passed on a 5 yes vote (Badger, DeWolfe, Fitch,

Hancock, Hughes) on a roll call vote. A Notice of Decision for the site plan approval will be written and sent to all appropriate parties.

Issues such as the new lot number, the new address, numbering of the individual residential units, and naming of the driveway with a private road name will be addressed by the tax clerk, the BOS and 911 numbering requirements.

Kathleen DeWolfe made a motion to grant the Voluntary Lot Merger of Lots 110-81 (10 Winter Street) and 110-82 (14 Winter Street). Andy Fitch seconded the motion. The motion passed on a 5 yes (Badger, DeWolfe, Fitch, Hancock, Hughes) on a roll call vote. The merger will be filed with the Registry of Deeds and the town assessor. A Notice of Decision for the lot merger will be written and sent to all appropriate parties.

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

The White Mountain Country Club came before the Planning Board for the continuation of a Site Plan Review Application for the construction of a cart barn and parking area near the cart barn.

Mardean Badger made a motion to accept the Site Plan Review Application from WMCC LLC (T/M/L 201-002), as having sufficient information to proceed with discussion and a Public Hearing, for construction of a cart barn and parking area next to the cart barn in the Rural Residential Zone. Kendall Hughes seconded the motion.

In the subsequent discussion among Planning Board members, some errors were noted in the application:

- Pemi River Overlay is not checked on the application, but Pemi River Overlay is noted in the written commentary submitted with the application and is shown on the maps submitted with the application. The maps and other documentation are all part of the application.
- The proposed parking area near the clubhouse is mentioned on the application but has been withdrawn from this application. The parking area near the clubhouse will be addressed as part of a future application. Later in the meeting, Jon Warzocha crossed out “and parking by the club house on Country Club Road” in Section 3 of the submitted application.
- Ryan Hudock signed Section 6 of the application as agent, but Jon Warzocha is named as the agent on the Letter of Authorization. Both are representatives of Horizons Engineering, which is listed as the agent in Section 1 of the application form.

The motion to accept the application passed on a 4 yes votes (Badger, Fitch, Hughes, Hancock), 1 no vote (DeWolfe), 0 abstentions.

Mardean Badger opened the Public Hearing at 7:10 PM.

Mardean advised the Board that the Public Hearing would focus on the proposed cart barn. The Previous concerns expressed by the Planning Board were addressed in the applicant’s written narrative submitted with the application. The Planning Board reviewed the narrative prepared by the applicant.

The applicant explained that the boundary line adjacent to the cart barn has been certified and signed off on and stamped by the surveyor for this portion of the project. The boundary line survey of the entire property requested by the Planning Board continues. The survey will be submitted to the

Planning Board when completed. The applicant initially proposed up to a year before finalization of the survey, but with further discussion, agreed to finalize the boundary survey within 6 months.

Mardean Badger closed the Public Hearing at 7:40 PM.

Kendall Hughes made the following motion: Move to accept the cart barn application with the following findings of fact and conditions on the Notice of Decision. Andy Fitch seconded the motion. The motion passed on a 5 yes votes (Badger, DeWolfe, Fitch, Hancock, Hughes) 0 no votes, 0 abstentions.

WMCC FINDINGS OF FACT

- Alteration of Terrain application pending #2438-1- comments from DES September 25, 2023; revised Alteration of Terrain application submitted to DES October 13, 2023.
- Commercial business establishment located in Rural Residential Zone within Pemi Overlay.
- Existing maintenance barn will remain to be used solely for maintenance and repairs and storage of equipment.
- Existing fuel storage and containment structure will be relocated east of the existing maintenance barn.
- Some existing pavement will be removed; new pavement installed to match the elevation at the sawcut of the existing pavement.
- Site walk was conducted on October 4, 2023.
- No portion of the proposed cart barn or related site work will impact any delineated wetland (cart barn 18 feet from nearest wetland; paved area 13 feet from nearest wetland).
- Use of Double row sediment fence along the wetland boundary.
- Revised site plan includes installation of a 15" HDPE culvert designed to convey drainage away from the proposed cart barn into the project's stormwater management system to be approved with the Alteration of Terrain permit.
- The design of the cart barn has been designed to meet the requirements of the Floodplain Development ordinance as if FEMA's new BFE has already been adopted.
- Stormwater management plan includes a designated cart washing area with a tight tank structure that will be maintained to contain operational runoff from golf cart washing practices.
- The existing maintenance barn is located within the required side setback (25 feet) and will be considered as a pre-existing nonconforming structure.
- Fire chief has not expressed any concern with emergency vehicle access to the proposed cart barn.

CONDITIONS

- The Alteration of Terrain permit will be obtained prior to the commencement of work on the cart barn and associated parking.
- Site work and stormwater management system will comply with Alteration of Terrain permit when granted by DES.
- All golf cart washing will be conducted within the designated cart washing area and the tight tank structure will be maintained with Best Management Practices.
- A full instrument survey of the entire property (T/M/L 201-002) will be provided to the Planning Board on or before the earlier of (a) the date of submission of any other application for site plan or subdivision approval of TML 201-002 to the Planning Board or (b) within six months of the approval of this application.

- Building permit will be obtained prior to commencement of work on the cart barn project, including the related parking, movement of fuel storage/containment and construction of cart washing area.

UPDATES

At the December 6 meeting, the Board will take a final look at the proposed Planning Board calendar for 2024. It has been suggested that the second meeting in November and December 2024 meetings be moved to the third Wednesday of the month, and that the first meeting of July be moved to the second Wednesday of the month.

Kendall Hughes recommended that we request 2024 funding for review of the Master Plan. The chair will investigate costs.

The chair asked members to review the current Master Plan and consider which chapters need to be revised first, and which chapters can be revised in-house or may need outside assistance.

ADJOURNMENT

Kendall Hughes made a motion to adjourn. Mardean Badger seconded the motion. The motion passed. The meeting adjourned at 8:15 PM. The Planning Board's next meeting will be Wednesday, December 6, 2023, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock