

**Ashland Planning Board  
Approved Meeting Minutes  
Wednesday, December 27, 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  
Frank Stevens (alternate)  
Tricia Farris (alternate)

OTHERS: Steven Raposa  
Thomas Zina

DISPOSITION OF MINUTES

The Board tabled the Wednesday, December 6, 2023, meeting minutes for this meeting. The Board will review the Wednesday, December 6, 2023, meeting minutes at their Wednesday, January 3, 2024, meeting.

PUBLIC HEARINGS FOR SITE PLAN, SUBDIVISION AND ZONING ORDINANCE REVISIONS

Mardean Badger opened the Public Hearings at 6:30 PM.

Site Plan Review Regulations Revisions

The Board highlighted the major revisions.

- Article 3 relative to two forms of Informal Consultation discussion with potential applicants
  - Article 3.2: Conceptual Informal Consultation with discussion between the applicant and the Planning Board relative in general terms the possible uses for the subject property.
  - Article 3.3: Design Review: This allows the applicant and the Planning Board to discuss in much greater detail than a Conceptual Informal Consultation
- Article 4.1: Minor clarification of administrative procedures in submitting a Site Plan Review Application
- Article 4.2: Modification of Site Plan Review (formerly referred to as a “waiver”.): A new more descriptive Site Plan Review Application that details minor changes to the subject property
- Article 5: Updated list of requirements for the site plan drawing, including reference to a New Hampshire licensed surveyor. The new Checklist and Waiver form is referenced and the process for requesting and granting waivers is clarified.

**Site Plan Review Checklist and Waiver Form** documents the requirements the applicant needs to follow for any proposed project. This Checklist can be used by both the applicant and the Planning Board in the Site Plan Review Application process. Site Plan Review Waiver form is submitted with the Site Plan Review Application detailing the reasons behind the request for a waiver.

The **Site Plan Review Application form** is revised to match the revisions to the Site Plan Regulations.

The new form for **Modification of a Site Plan** will be used for minor revisions to pre-existing site plans and replaces the former Waiver of a Site Plan form.

**Subdivision Regulations, Amendment to Article 2.7:** The language is amended to comply with FEMA Floodplain requirements.

**Zoning Ordinance, Amendment to Section 4.10:** This amendment inserts the current Flood Insurance rate maps, to comply with FEMA Floodplain requirements. This amendment is made per NH RSA 674:57 and does not require any action by the local legislative body.

#### APPROVAL OF REVISED AND AMENDED ITEMS

Kathleen DeWolfe made a motion to approve the Revisions of the Site Plan Review Regulations. Andy Fitch seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Kathleen DeWolfe made a motion to approve the Site Plan Review Checklist and Waiver forms. Andy Fitch seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote. (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Kathleen DeWolfe made a motion to accept the Site Plan Review Application form. Andy Fitch seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Kathleen DeWolfe made a motion to accept the Modification of a Site Plan form. Paula Hancock seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Kathleen DeWolfe made a motion to approve the Subdivision Regulation Revision Article 2.7 to comply with FEMA requirements. Andy Fitch seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Kathleen DeWolfe made a motion to approve Article 4.10 of the Zoning Ordinance Amendment to comply with FEMA requirements. Andy Fitch seconded the motion. The motion passed on a 5 yes, 0 no, 0 abstention vote (Badger yes, Fitch, yes, DeWolfe yes, Hughes yes, Hancock yes) roll call vote.

Mardean Badger closed the Public Hearings at 6:40 PM

#### INFORMAL CONSULTATION WITH STEVEN RAPOSA, 25 MAIN STREET (T/M/L 110-170)

Kendall Hughes recused himself from the Informal Consultation with Steven Raposa relative to a proposal for the property located at 25 Main Street (T/M/L 110-170).

The Planning Board met with Steven Raposa for an Informal Consultation relative to a proposed breakfast restaurant to be located at 25 Main Street (T/M/L 110-170). Steve Raposa made the following proposal points:

- The property is the former “John’s Restaurant” and more recently Sub Zero Ice Cream business.

- There is currently a sink in the kitchen which meets all State codes.
- There will be a stove, a grill, a flat top stove and no fryer.
- This will be a breakfast restaurant which will be open from 6 AM to noon 7 days a week
- This location has been a restaurant in the recent past and in its 30 year history.
- The owner is looking to obtain a Site Plan Review Waiver for this project
- The alley on the property no longer exists
- The patio installed by the previous owner is not being used as part of the proposed business
- There will be one front entrance to the business as well as a secondary exit for an emergency exit
- The proposed restaurant will open in May or June of 2024

The Planning Board made the following suggestions:

- The owner will need to meet all State licensing requirements
- Steve Heath, Fire Chief, needs to inspect the property for all fire and life safety regulations inspection.
- Available on-street parking serves all surrounding businesses and residents. The Mechanic Street parking lot may alleviate the parking issue.
- The propane tanks will be re-located to a safer location on the property.
- The owner needs to meet with the Building Inspector for all permits relative to any interior work on the property.
- Submit the Site Plan Review Waiver checklist with the application to Susan McLeod, Land Use Assistant.

INFORMAL CONSULTATION WITH THOMAS ZINA RELATIVE TO A SECOND-HAND STORE LOCATED ON THE PROPERTY AT 50 WINTER STREET

Thomas Zina met with the Planning Board for an informal consultation relative to his proposal to open a secondhand store in Building #3 located at 50 Winter Street. The property owner is Charles Joy.

Thomas Zina made the following proposal points:

- Thomas Zina is proposing to open a secondhand store at 50 Winter Street in Building 3.
- The applicant removes items from various buildings and sees Building 3 as a location to set up a secondhand store location. This location would enable the community to come and shop.
- The proposal includes operating a flea market occasionally at his business location.
- The property at 50 Winter Street is still for sale; the Building #3 has undergone recent upgrades to the building.
- Parking for the business is ample and can be expanded to the current tree line on the property.
- The applicant hopes to open the new business in March 2024.

The Planning Board made the following suggestions:

- Steve Heath, Fire Chief, will need to inspect the building and proposed business for fire safety requirements and life and safety regulations.
- Submit a more complete description of the proposed project for the property and business with the site plan modification form.
- Be sure to obtain a current assembly permit for the business.

- The Planning Board noted that there may be conflicts with parking space during overlapping open hours between this business and the brewery business.
- Kendall Hughes, Planning Board member, pointed out that the driveway accesses multiple businesses/properties and should be named/numbered to comply with 911 regulations. The Board of Selectmen would be the board to address this issue.

### CORRESPONDENCE

Mardean Badger updated the Board on recent correspondence and issues:

- There will be an Informal Consultation with Granite Ridge on Thompson Street relative to the Mike Latulippe property at the Wednesday, January 3, 2024, meeting.
- Review of a 2-lot subdivision on River Street in the Squam River overlay may be considered soon.
- Logging and land clearing on the Brandon Hiltz property at the end of West Street is being investigated.
- The Building Inspector has informed the Board of Selectmen of violations on the Kwiatkowski property at the corner of Winter and Main Street, including encroachments in the DOT right-of-way and lack of condominium legal documents.

### MASTER PLAN

The Planning Board has tabled their discussion of the Master Plan at this meeting. The Board will discuss the Master Plan in more detail at a future meeting.

### ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 7:30 PM. The next meeting will be Wednesday, January 3, 2024, at 6:30 PM at 6 Collins Street.

*Minutes submitted by Paula Hancock*