

**Ashland Planning Board
Meeting Minutes
Wednesday, March 6, 2024**

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

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

OTHERS PRESENT: Ryan Clouthier, representative of SNHS
Nick Caggiano, representative of SNHS
Stephen Lake
Devon Thibeault
Mario Focareto, Brown Engineering
Jeremy Avery
Will Hess, Hess Engineering
Jon Rokeh, agent for Jon Kwiatkowski and Brandon Hiltz
Pat Mazzone
Taylor Thayer
Geoff Thayer
Phillip Hastings, Attorney for WMCC
Joe Mazzone
Sue Wood
Mike Latulippe
Amanda Cote
Jake Woodward
Tara Totryn
Ryan Hudock
Raymond Newton
Joan Glidden
Jon Kwiatkowski, High Life
Ginger Grant
Kevin Hutchins
Brandon Hiltz

Mardean Badger appointed Frank Stevens as a voting member of the board until the arrival of Kendall Hughes.

DISPOSITION OF MINUTES

The Board reviewed the minutes from the Wednesday, February 28, 2024. Kathleen DeWolfe made a motion to accept the draft minutes of the Wednesday, February 28, 2024. Andy Fitch seconded the motion. The motion passed on a 5-0 yes vote on a roll call vote. The Planning Board will forward the minutes with the Land Use and Enforcement attachment to the Town Manager and the Board of Selectmen.

CASE 2024-03 APPLICATION FOR SUBDIVISION HIGH LIFE BUILDING COMPANY INC. (T/M/L 109-065)

Jon Rokeh, agent for Jon Kwiatkowski, submitted an Application for Subdivision to subdivide the property at (T/M/L 109-065) into three condo units.

Kathleen DeWolfe made a motion to accept the application as complete. Andy Fitch seconded the motion. The vote was 5-0 in the affirmative.

Jon Rokeh, consultant for the project and agent for the applicant, made the following points:

- Site Plan Review is complete.
- Condo subdivision process is not complete.
- The building construction is complete.
- The water and sewer connections are complete.
- Documentation for the condo project was submitted to Grafton County on November 28, 2023, without required signatures.

Mardean opened the Public Hearing at 6:35 PM. There were no public comments from the abutters of this property. Jon Rokeh submitted a Plot Plan of the project and a floor plan of the condo units to Grafton County Registry of Deeds, although the plan did not have the required Planning Board signatures. The condominium documents, including By-Laws and Rules and Regulations have also been submitted.

Mardean closed the Public Hearing at 6:40 PM.

The Planning Board made the following recommendations:

- The abutters list for the map needs correction.
- DOT needs to be part of the loop.
- The sign is in the DOT right of way.
- Sign permit needs to be obtained from the Building Inspector. The Inspector needs to verify sign placement. Sign permit needs to be on file.

Mardean made a motion to approve the subdivision application for a 3-unit condo at 65 Main Street with condition that a sign permit be obtained and verified by the Building Inspector and the sign is not in the right of way. A mylar of the site plan and condo floor plans, and 2 paper copies of the same, need to be submitted for Planning Board signatures. The signed mylar will then be submitted to GCRD. Andy seconded the motion. The motion passed on a 5-0 roll call vote.

CASE 2024-04 APPLICATION FOR A 2-LOT SUBDIVISION FOR WILLIAM AND YOLANDA AUDY (T/M/L 212-021) ON SCENIC VIEW DRIVE (RTE 3/25)

Jon Rokeh, agent for William and Yolanda Audy, submitted an application for a 2-lot subdivision. Jon Rokeh made the following points:

- Ample frontage exists on Rte 3.
- A common driveway will be constructed that will split to both lots. Each lot will have a single-family dwelling.
- Septic system design and well permit have been obtained.
- The State Subdivision needs to be obtained.

- Building and Shoreline permits need to be obtained.
- The homes will be spec homes put on the market when completed.
- Portions of the property are in the Flood Plain. The Building Inspector/Flood Plain Coordinator needs to be consulted.

Mardean opened the Public Hearing for the Audy 2-lot Subdivision Application at 6:50 PM. There was no comment given on this application. Mardean closed the Public Hearing at 6:55 PM. Frank Stevens made a motion to approve the 2-lot Subdivision Application with the condition that all State, local, permits and FEMA waiver as well as a building permit will be obtained. Kathleen DeWolfe seconded the motion. The motion passed on a 5-0 roll call vote in the affirmative.

Kendall Hughes arrived as a voting member and Frank Stevens became an alternate at this time.

CASE 2024-03 APPLICATION FOR SITE PLAN REVIEW FOR WMCC (T/M/L 201-002) FOR EXPANSION OF THE CLUBHOUSE

Ryan Hudock, agent for WMCC came before the Planning Board at a continued meeting concerning the expansion of the clubhouse. The subject of this meeting focused on the expanded seating on a patio, extended deck and clubhouse restaurant and a detailed discussion of parking on the property.

Ryan Hudock made the following points:

- The applicant will use non-permanent pavers that can be removed to access the septic tank.
- The existing parking around the clubhouse numbers 46. The employee parking near the maintenance building numbers 10. The overflow parking across North Ashland Road numbers 20. The requirement for parking is 53. The existing parking, employee parking and overflow parking totals 76. Parking is adequate by ordinance.
- WMCC owns the overflow parking across the street. The parking is in an easement. The easement runs with the property. The parking is in the setback.
- The easement measures 200' in length and 100' in depth.
- Patrons at restaurant will be golfers (daytime), local individuals/parties (evening). Not a wedding venue. Hours of operation to be determined.

The Board had the following recommendations:

- All parking spaces were full when there was no restaurant. Restaurant and outdoor seating are being expanded but no additional parking has been added.
- Patrons are at risk crossing the road from the overflow parking area.
- Consult with DPW relative to the creation of crosswalk.
- Emergency vehicles may be unable to access the property due to the tightness of the parking area. The fire chief needs to be consulted about turning space needed for the fire trucks.
- Any construction or tree removal on the parking easement across the street needs to meet with the approval of the Board of Selectmen.
- The Board is concerned about increases in parking, septic use, and number of patrons while using a shared well with abutters.
- The Board needs to see a detailed plan showing exact parking spaces and exact space dimensions.
- WMCC needs to obtain an occupancy permit from the Fire Department.

Donald Latulippe, an abutter, commented that the parking at WMCC is atrocious. WMCC needs to mark its main entrance and other appropriate signage. There should be no parking allowed on North Ashland Road.

Kathleen made a motion to continue this application meeting to Wednesday, March 27, 2024, at 6:30 PM at 6 Collins Street. Andy seconded the motion. The motion passed 5-0 in the affirmative on a roll call vote.

CASE 2024-05 APPLICATION FOR SUBDIVISION FOR 14-LOT GRANITE RIDGE DEVELOPMENT (T/M/L 106-022)

Mario Focareto, representing applicant Mike Latulippe, came before the Board to submit a subdivision application for a 14-lot development. Mario made the following points:

- This is a 116-acre development.
- Site slope is 13% and runs east to west toward the river. The wetlands and property boundary have been shown on a map surveyed by Tony Randall, licensed surveyor.
- There has been selective cutting on the property.
- Granite Ridge is a 14-lot development off Thompson Street with two roads, water, sewer and electricity will be installed underground to all lots. The road is 22' wide with a granite curb. There are catch basins and swales throughout the property for drainage.
- Permits: Fish and Game permit for loon nesting obtained, dredge and fill permit has been applied for, retention pond protection system for Squam River.
- Water and Sewer Department still has concerns about size of water pumping station.
- A homeowners' association (HOA) will maintain roadway in development. If the HOA ceases to exist, maintenance of road is the responsibility of the residents.
- Property is in current use.

The Board had some recommendations:

- An easement goes right through lot 11 of the property. Determine if the driveway can be located without interfering with the easement.
- Using the driveway on lot 8 as an emergency vehicle turnaround may be an issue. Resolution: move the turnaround so as not to interfere with driveway.
- Mario will put together estimates and costs for the Performance Bond.
- All department heads must provide written approval of such items as utilities, roads, emergency access.

Kathleen made a motion to approve the 14-lot subdivision with conditions: update the emergency vehicle turnaround, written approval of the department heads to the plan, and approval of a performance bond. Kendall seconded the motion. The motion passed on a 5-0 roll call vote.

CASE 2024-07 BH REAL ESTATE HOLDINGS LLC CONSTRUCTION AND EXCAVATION AT THE END OF WEST STREET (T/M/L 214-015-000)

Andy Fitch recused himself from any discussion or vote on the West Street project. Mardean Badger appointed Frank Stevens as a voting member of the board for this portion of the meeting.

The property is located in the Commercial and Rural Residential Zone. Will Hess, Hess Engineering, agent for the applicant, presented a proposal limited to the Commercial Zone for a 50' x 100' garage and repair shop at the end of West Street (T/M/L 214-015-000). Will Hess made the following points:

- The proposed garage will be located 300' off West Street.
- The septic system and the sewer connection will be located on the east side of the garage. The septic/sewer system permit has yet to be obtained. The well will be located to the west of the garage.
- The proposed paved driveway has a 10% slope which meets town ordinance regulations.
- A catch basin and an outlet pipe to the retention wall will be installed. The walls will be 9' located at the front of the building.
- The property remains in current use.
- The proposed road will follow the existing hiking trail. The road will be widened and improved. The road is not shown on the site plan.
- The building permit has yet to be obtained.
- The construction office and the construction equipment will be relocated from Bridgewater to the West Street site.
- The road construction work and the moving of the existing trail were done without permitting.
- The application requests a waiver for a full Site Plan Review.

The Planning Board made the following recommendations and comments:

- The Planning Board is requiring a Full Site Plan Review that is stamped by a licensed NH surveyor.
- A Boundary Survey needs to be completed. The boundary between the Hiltz property and the Town of Ashland property needs to be shown on plan. The Site Plan needs to show the 15' State boundary.
- The location of the proposed driveway and the proposed road needs to be shown on the Site Plan Review. The Site Plan Review needs to show the entrance/exit of the driveway. The building inspector noted that the driveway has less than a 60-degree curve, which needs to be addressed by the ZBA.
- No permits will be issued until the Planning Board has approved a Full Site Plan Review.
- The driveway permit needs to be obtained before a building permit can be issued.
- The Cease-and-Desist Order issued by the building inspector remains in place until the Planning Board approves the site plan.
- The well protection area can't be encroached upon by the proposed project.
- No excavation product or materials can be removed from the property
- The proposed paved area in front of the garage raises drainage concerns.
- The aquifer location is close to the project area. No fuels from the trucks can seep into the ground.
- A Site Walk will be scheduled by the Planning Board before the Wednesday, April 3, 2024, Planning Board meeting.

Mardean made a motion to deny the Waiver of a full Site Plan Review. Frank Stevens seconded the motion. The Planning Board is requiring the following documents/information:

- Full Site Plan Review that is stamped by a licensed NH surveyor.
- Provide the Planning Board with a completed checklist.
- All setbacks need to be shown on the Site Plan Review.

The motion passed on a 5-0 roll call vote in the affirmative.

Abutters Comments

Joan Glidden: “I have been watching what has been happening, the alteration of terrain. There are two roads on the property. There is material from the Hiltz property that has found its way to the Zock property, an abutting property. I am very concerned about erosion. I am concerned that erosion will move onto my property. My property has been ruined by the excavation on the Hiltz property. I am very disappointed with this project. Mr. Hiltz shows a lack of responsibility and a lack of respect for his fellow abutters.”

Devon Thibeault: “I have concerns about the proposed roads on the property. If Ashland has a repeat of the rains of May 2023 the road will be washed into the storage unit property abutting the Hiltz property. No burlap has been staked out on the property to limit erosion.”

Kendall Hughes: “There are quite a few WWII veterans with PTSD who are residing at Common Man Commons. The blasting on the Hiltz property has brought back many bad memories from their war years. The blasting needs to be permitted and all blasting needs to be announced well in advance.

Ryan Clouthier, SNHS representative Southern New Hampshire Services (Common Man Commons) 48 West Street, abutter: Ryan Clouthier, representing Southern NH Services, (Common Man Commons, 48 West St.) spoke in opposition to the proposal. His concerns revolved around traffic and public safety, noise and dust pollution and the future use of the property. ***(THE FULL STATEMENT IS ATTACHED)***

Devon Thibeault will write a letter authorizing and requiring installation of erosion control measures for the newly constructed road. The Building Inspector will inspect this erosion control project. No material will be allowed to be taken off the property. No improvements or construction can take place at this time. All requirements of the Cease-and-Desist order will remain in place until the Planning Board approves a full site plan review. This letter will be sent to the Board of Selectmen.

The Chair continued this discussion on the West Street property to Wednesday, April 3, 2024, at 6:30 PM at 6 Collins Street.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 9:15 PM. The next Planning Board meeting will be Wednesday, March 27, 2024, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock