

**Ashland Planning Board
Meeting Minutes
Wednesday, June 5, 2024**

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

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

MEMBERS ABSENT: Chris Janosa, Andy Fitch

OTHERS PRESENT: Mario Focareto (representing Brandon Hiltz); Linda Barnes,
Devon Thibeault (Building Inspector),
James Guyotte and Lisa Cross (representing Dew Drop In)

DISPOSITION OF MINUTES

The Board reviewed the minutes from the Wednesday, May 22, 2024, meeting. Kendall Hughes made a motion to accept the minutes as amended. Paula Hancock seconded the motion. The motion passed on a 4 yes (Badger, DeWolfe, Hancock, Hughes) 0 no votes on a roll call vote.

INFORMAL CONSULTATION RYAN MAYNE 130 MAIN STREET (TML 109-073)

The Planning Board was notified by Ryan Mayne that the Informal Consultation scheduled with the Planning Board would need to be put on hold due to the fact that Mr. Mayne and Maurice Guyotte, owner of the property at 130 Main Street (T/M/L 109-073) have not come to an agreement about the sale of the property.

SITE PLAN REVIEW APPLICATION FOR CHANGE OF USE FOR 13 WEST STREET (TML 214-007)

Brandon Hiltz of BH Real Estate Holdings LLC, owner of the property at 13 West Street, has submitted a Site Plan Review Application for a Change of Use of the property at 13 West Street (T/M/L 214-007). Brandon Hiltz proposes a change of use of the property from the former liquor store to a commercial business office for BH Real Estate Holdings LLC and a jiu jitsu (or martial arts) gym.

Kathleen DeWolfe made a motion to accept the Brandon Hiltz Site Plan Review Application as complete. Paula Hancock seconded the motion. The motion passed on a 4 yes (Badger, DeWolfe, Hughes, Hancock) 0 no vote on a roll call vote.

The Public Hearing was opened at 6:35 PM.

Mario Focareto, representing Brandon Hiltz, explained the proposal is to take an abandoned liquor store building and change it to a business office for BH Real Estate Holdings LLC and a jujitsu jiu jitsu gym. Mario Forcareto made the following points:

- 13 West Street is a small lot measuring 17,000 square feet.
- There are no plans at this time to expand the physical building or make any changes to the present signage.
- The property is in Commercial Zone 2.
- The proposed office space will be located in the front of the building with the gym in the back of the building.

- 10 regular parking spaces and 1 handicapped parking space will be provided. The parking criteria in the Zoning Ordinance requires 1 parking space for every three clients or employees, therefore the parking area will accommodate up to 30 clients or employees.
- The entrance to the property is part of an easement shared with the Irving gas station next door.
- The two new businesses will use the same signage that is currently in place. BH Real Estate Holdings LLC will use the tall sign and the gym will use the sign on the front of the building; the taller sign will be 200 square feet; the gym sign will be 75 square feet.

The Planning Board made the following recommendations:

- It is recommended that there will be no overnight parking of any construction equipment or large equipment on the property as that will have impact on their neighbors, impact the traffic flow, and impact public safety.
- The parking spaces will be striped and the signage will indicate that the parking is for customers of the businesses
- There is a triangle of property owned by the State that was not conveyed to Brandon Hiltz. This piece of property is within the fence on the property
- The jujitsu gym will need to obtain an assembly permit and will need two exits from the building.

The Public Hearing closed at 7:10 PM

Conditions are as follows:

- There will be a business office and gym located in the building on the property.
- There will be 10 regular parking spaces and 1 handicapped parking space
- The standard-sized (200 square feet) parking spaces will be striped and the handicap parking space will have a logo painted on the pavement or standing sign.
- The parking spaces will be designated as parking for the businesses.
- The fire chief will make an inspection of the two businesses when all renovations are complete.
- The gym will need to obtain an assembly permit from the fire chief.
- All appropriate permits (electrical, mechanical, plumbing and a sign permit) need to be obtained from the Building Inspector.

Kendall Hughes made a motion to accept the Site Plan Review with conditions. Kathleen DeWolfe seconded the motion. The motion passed on a 4 yes (Badger, DeWolfe, Hughes, Hancock) votes 0 no votes on a roll call vote.

GRANITE RIDGE PROJECT UPDATE

The Board advised Mario Focareto that an email will be sent to Mike Latulippe requesting an update on the Granite Ridge Project on Thompson Street. The update will be scheduled for the Wednesday, June 26, 2024, Planning Board meeting.

INFORMAL CONSULTATION JAMES GUYOTTE AND LISA CROSS DEW DROP IN

The Planning Board met with James Guyotte and Lisa Cross, owners of the Dew Drop In (TML 108-014), relative to the current status of their food truck business. The Planning Board made the following recommendations:

- On May 4, 2022, the Planning Board met with James Guyotte and Lisa Cross. At the time the owners were encouraged to obtain a vendor's license from the town.
- On May 25, 2022, the owners were told that the location of their food truck business was in a rural residential zone; commercial business such as theirs was not allowed in the rural

residential zone. It was also determined that this food truck business did not qualify as a home occupation business but a commercial business.

The Planning Board made the following recommendations:

- The owners need to submit an Application for a Special Exception to the Zoning Board of Adjustment.
- The Planning Board also needs to approve a Site Plan Review.
- For both applications, a diagram should show the layout, the parking, entrance and exit from the business, the driveway, the eating area, the measurements of the business footprint, the boundary of the current use portion of the property.
- Contact the Land Use Assistant, Susan MacLeod, for assistance with the necessary applications and to inquire about a possible joint meeting with the Planning Board and the Zoning Board of Adjustment.

TRACY GIRL UPDATE

Tracy Girl (TML 108-012) was an ice cream business that was open sporadically in calendar year 2023. According to a Facebook posting, the business will open in 2024 with just their food truck at the site. They also indicated that they will have other food trucks on their premises.

In 2019-2020 the Planning Board met with the Tracy Girl owners. The business is not allowed in the Village Residential Zone in which the property is located. But because there had been a previous operating food business at the site, the Planning Board recommended at that time that the business submit a Waiver of a Site Plan Review to the Planning Board. The Planning Board did not receive it.

The Planning Board will contact the owners of Tracy Girl to request an informal consultation to discuss the current status of the business, DRA and food licensing status, the number of food trucks on the site, parking issues and future plans for the business. Such changes may require a full site plan review at this time.

UPDATES

By the June 26 meeting, The Planning Board should receive the comments from the town counsel relative to proposed changes to the Subdivision Regulations. The comments will be reviewed at the Planning Board's next scheduled meeting.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The meeting adjourned at 8:00 PM. The next meeting of the Planning Board will be Wednesday, June 26, 2024, at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock