

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, October 23, 2024**

- CALL TO ORDER:** Kendall Hughes called the meeting to order at 6:30 PM.
- MEMBERS PRESENT:** Mardean Badger, Kendall Hughes, Andy Fitch,(Selectboard Alternate), Tricia Farris, Paula Hancock
- MEMBERS ABSENT:** Chris Janosa, Selectboard with notice
- ALTERNATES PRESENT:** Linda Barnes (alternate), Bethany Franz (alternate)  
Donna Locurto (alternate, late with notice)
- OTHERS PRESENT:** Other than general public, Jane Sawyer, Land Use Assistant; Tom Newcome, Building Inspector, and Kevin Leonard, agent for the applicants

**DISPOSITION OF MINUTES**

The Board reviewed the minutes from the Tuesday, October 15, 2024 meeting. Mardean made a motion to approve the minutes with corrections. Kendall Hughes seconded the motion. The motion passed with 3 yes votes (Badger, Hughes, Hancock) 0 no votes and 2 abstentions (Andy Fitch and Tricia Farris)

The Board reviewed the minutes from the Wednesday, October 2, 2024 meeting. Tricia Farris made a motion to accept the minutes as amended. Mardean Badger seconded the motion. The motion passed with 4 yes votes (Badger, Farris, Hughes, Hancock) 0 no votes, 1 abstention (Andy Fitch).

**OPENING OF MEETING:** The following statement was then read by Kendall Hughes, Chair:

“Thank you all for being here tonight.

Your participation is essential to making this process work smoothly. In our previous meeting, we held a Design Review, which was a public hearing. Tonight, however, is a Planning Board meeting and the focus is different. The purpose of tonight’s Planning Board meeting is to review an Application for a subdivision for four house lots and a larger tract and a site plan application for a 76 unit development, both as to the property located at 35 Mill Pond Lane. Our role tonight is to determine if these applications are complete and if complete identify any conditions that may be needed in accordance with our ordinance and New Hampshire state law. This will also allow the Board an opportunity to see if a third party professional is needed to review the impact of various areas of both applications. There will be another meeting to actually discuss how to move forward.

This is not a public hearing, so I ask everyone in attendance to refrain from disruptions.

Please submit any comments in writing and send them to the board at [landusepb@ashland.nh.gov](mailto:landusepb@ashland.nh.gov), so they can be added to the public record. These have been added to the public record. If time allows, we will also work on updating the zoning articles that will be presented to voters at the town meeting. I encourage you to stay, contribute your thoughts on these changes. Again, submit any comments to [landusepb@ashland.nh.gov](mailto:landusepb@ashland.nh.gov). This ensures that your input is considered and reflected in our ordinances.

**APPLICATION FOR SUBDIVISION 35 MILL POND LANE ASHLAND NH 03217 (T/M/L 110-73)**

The Application for Subdivision 35 Mill Pond Lane Ashland, NH 03217 (TML 110-73) proposes an extension of Mill Pond Lane, the delineation of 4 single family house lots and an additional tract for an affordable housing development.

Mardean Badger pointed out that the subdivision application is proper. There are submitted plans for the subdivision. The abutters have been notified, fees were paid and it has sufficient information for consideration. By saying that this application is complete we can then review the application in more detail. This application is the applicant's presentation to the Planning Board.

The Subdivision Application for 35 Mill Pond Lane (T/M/L 110-73) has all its relevant information that we need to begin consideration of the application. Mardean Badger made a motion to accept the application as complete so the application can be considered. Kendall Hughes seconded the motion. The vote was 5 yes (Badger, Farris, Hughes, Fitch, Hancock) 0 no votes and no abstentions. The motion passed unanimously.

**APPLICATION FOR SITE PLAN REVIEW FOR 35 MILL POND LANE ASHLAND NH (T/M/L 110-73)**

The Application for Site Plan Review for 35 Mill Pond Lane Ashland, NH 03217 (TML 110-73) is a proposed 76 unit affordable housing and multi-family housing development.

Kendall Hughes had some reservations about the plan as follows:

- The floodplain plan is off by 10'.
- Jane Sawyer was concerned that the plans did not show the access road to the dam.
- Kendall Hughes advised that the driveway permits are pending. Letters from the fire chief and the police and DES are pending. Kendall Hughes was concerned that the Planning Board has not received these permits and letters.
- Kendall Hughes is concerned that all hazardous waste needs to be removed from the Habitat for Humanity site before construction.
- The approval of all permits from DES and letters from the fire chief and police as well as removal of all hazardous waste can be addressed as a condition for approval later in the process.

Mardean Badger explained that the pending permits will come along as part of the process and doesn't hold up the acceptance of the applications. Conditions can be imposed later in the process. The applicant is not requesting us to waive any requirements. A condition of approval will be that all DES permits are approved during the length of the project process.

Kevin Leonard, applicant, advised that he is navigating the process for permits.

Kendall Hughes made a motion to accept the Site Plan Review Application as complete so we can evaluate the entire project. Andy Fitch seconded the motion. The motion passed unanimously.

**FURTHER DISCUSSION BOTH APPLICATIONS:** Kendall Hughes made a motion as follows: Due to the complexity of the applications, the Planning Board needs a third party to look at all information and documents and to see if the project is within all town and State regulations. Brown

Engineering will be the third party. Tricia Farris seconded the motion. The motion passed unanimously. This independent reviewer will be paid for by the applicant.

Brown Engineering has expertise for all information that is needed and submitted for this project. Brown Engineering will report back to the Planning Board. Brown will get in touch with Kevin Leonard for additional information as needed. Kevin Leonard will submit all information to Brown Engineering and the Planning Board. This information will include hazardous material information as well. The next meeting between Mill Pond Lane Project and the Planning Board will depend on Brown Engineering's reports.

Kendall Hughes made a motion to continue the October 23, 2024 Mill Pond Lane Project meeting to Wednesday, December 4, 2024 at 6:30 PM at the Booster Club. Andy Fitch seconded the motion. The motion passed unanimously.

At the December 4 meeting representatives from Nobis, environmental experts and traffic experts will meet with the Planning Board to present their initial reports and findings.

**[Donna Locurto is present for the meeting]**

### **OLD BUSINESS**

Kendall Hughes explained to the board that due to the complexity of this project we have a budget problem. It has come to my attention to increase the hours of the Land Use Secretary from 6 hrs/week to 8 hrs/week. This is understanding that some weeks she will be working 10 hours and some weeks the workload will be less. She will be working with the Zoning Board so the Zoning Board will need to vote on this change in the budget as well. The budget for the Land Use Secretary will increase by \$2,000 to \$10,400 for the 2025 budget.

Kendall Hughes made a second budget request to increase the 2025 budget from \$300 to \$720 to pay for training for 6 board members. These members will come from both the Planning and Zoning Boards. Kendall Hughes made a motion to make these changes. Mardean Badger seconded the motion. The motion passed unanimously.

### **REVIEW OF COMMERCIAL ZONE II TO MIXED USE**

Kendall Hughes advised the Board that he has found all deeds on Owl Brook Road. Kendall Hughes has had trouble finding an original deed dated 1900. In the mid 2000s this same parcel was bought. The mid 2000 deed is on file. The other deed that is hard to find is a subdivision of two lots belonging to Micheal Latulippe and Ed Hubbard. This deed states that no commercial buildings can be built on the lot. A Mixed Use zone will work. The second lot on Owl Brook Road and Rte 3 has no restrictions. With a change to Mixed Use there could be a driveway permitted. Mixed Use would work for these lots.

Kendall Hughes is proposing changing the sign ordinance. The proposed change would allow 200' signs below the treeline. The Commercial Zone II ordinance 3.3 would change the height of signs from the current 75' down to 50'. The Mixed Use Zone will allow marinas.

The Town Ordinance has no reference to signs. The sign ordinance needs to be coordinated so the language is consistent with all signs.

### **MEETING SCHEDULE UPDATE**

Kendall Hughes is proposing the following changes to upcoming meeting dates:

- Planning Board meeting Thursday, November 14, 2024 6:30 PM 6 Collins Street. This will be a work session to review Zoning Ordinances. Our current ordinances use multiple legal terms throughout. The ordinances need to have consistency in terms and language. The Board will review the zoning articles that will appear on the Town warrant
- All definitions in the ordinances need to be consistent. All definitions will be reviewed
- Planning Board meeting on Monday, November 25 at 6:30 at 6 Collins Street
- The Planning Board meeting scheduled for November 20 has been canceled

**November 14 Planning Board Meeting:**

- Define Mixed Use and what is allowed in that zone
- Prepare all articles for the town warrant so they can be sent to legal for review
- Tricia Farris is working on creating a solar ordinance
- Linda Barnes is working on Short Term Rentals
- The Planning Board needs to address the issue of alternative ADUs
- The Board needs to address the definition of residential use and definition. The Board needs to decide if they are going to prohibit or allow/manage/regulate short term rentals
- Paula Hancock is working on Article 1
- Jane Sawyer is working on a charette. This is important in moving Ashland forward
- 2025 the Board will focus on Zoning Ordinances and the Master Plan. The Master Plan needs to be updated every ten years. Our Master Plan needs updating
- Drones are outside the purview of the Planning Board.
- Kendall needs to follow up with the cell tower project plans

**November 6 Planning Board Meeting**

- The Board will meet with Tim Crowley, 135 Thompson Street property to discuss his plans for his farmstand

**COMPACT AREA PROPOSAL**

The proposed Compact Area is serviced by the town water and sewer system. The boundary of the area are as follows:

- The area goes up Highland Street to 98 Highland Street
- Then goes to the circle on School Street.
- All of Main Street to I-93 and out West Street
- The area goes to Winter Street to Depot Street encompassing Carr Avenue and Ames Drive.
- Carr Avenue and Ames Drive have no town sewer.
- The area goes up Winona Road to the town line.
- The boundary then goes up Avery Street, out to Ledgewood
- Winona Road to Main Street
- Up Thompson Street to River Street back to Main Street.
- The area continues to the town beach and on to Leavitt Hill to the Barry Gaw, EHFAR, LLC Project.
- The Compact Area does not return by Rte 3 but returns by River Street.
- The Compact Area on many tax cards indicate whether the property has water and sewer.

**ADJOURNMENT**

Kendall Hughes made a motion to adjourn. The motion passed. The meeting adjourned at 8:06 PM. The next Planning Board meeting will be Wednesday, November 6, 2024 at 6:30 PM at 6 Collins Street.

*Minutes submitted by Paula Hancock*