

**Ashland Planning Board
Meeting Minutes
Monday, November 25, 2024**

- CALL TO ORDER:** Kendall Hughes, Chair, called the meeting to order at 6:30 PM
- MEMBERS PRESENT:** Kendall Hughes, Tricia Farris, Paula Hancock, Andy Fitch, (Selectboard Alternate)
- MEMBERS ABSENT:** Chris Janosa (absent with notice), Mardean Badger (absent with notice)
- ALTERNATES PRESENT:** Linda Barnes, (alternate), Bethany Franz (alternate), Donna Locurto (alternate)
- OTHERS PRESENT:** Brendan Moynihan, CR Investments LLC
Mario Focareto, Brown Engineering
Taylor Shanberger, subdivision applicant
Jesse Farris, School Board representative
Tom Newcome, Building Inspector
Fred Welch, Town Manager

Kendall Hughes appointed Bethany Franz as a voting member of the board for this meeting.

CR INVESTMENTS LLC, 50 WINTER STREET (TML 110-070)

Brendan Moynihan came before the Planning Board to discuss his plans for the 50 Winter Street property. CR Investments LLC recently purchased the property in November 2024. The new owners discussed the following proposal:

- The owners propose making renovations to the brick building on the property. The owners will eventually move the White Mountain Brewery to the renovated building.
- The owners propose to create more restaurant space.
- In the fenced-in area at the rear of the property the owners would like to build 12-15 housing units. Each housing unit would be less than 800 square feet. The units will be a one bedroom and bath with water and electricity. Each unit will be a studio apartment. The units will be long term rentals and some may be sold. Each unit will be put on a foundation or on a trailer.
- The owners are proposing bringing the water for the units from a trunk line from the brewery to each housing unit and the proposed restaurant space.
- The owners came to the Planning Board to discuss the process and procedures involved in completing their proposal.

The Planning Board made the following recommendations:

- To obtain a Site Plan Review Application and complete it
- To create a Site Plan drawing indicating the location of the brewery and the extent of proposed renovations
- The Site Plan drawing needs to indicate the location of all housing units as well as proposed floor plans. Indicate the number of occupants who will be allowed in each housing unit.
- Indicate on the Site Plan if these proposed housing units will be studio apartments, tiny homes or ADU units

- The Site Plan Review drawing will indicate the proposed floor plan for the proposed restaurant space. The Site Plan will show the extent of the renovations to the brick building
- The Planning Board needs more information about all proposed changes to the property.
- Moving the White Mountain Brewery was granted by the Planning Board in 2022.
- The Planning Board recommends that the new owners complete the application process. The property owners need to meet with the Fire Chief

BROWN ENGINEERING THIRD PARTY TECHNICAL REVIEW MEMORANDUM OF MILL POND DEVELOPMENT

Mario Focareto, of Brown Engineering came before the Planning Board to present the Brown Engineering recommendations on the Mill Pond Development.

SUBDIVISION

Mario Focareto expressed the following concerns and recommendations when he reviewed the Subdivision Application submitted by Mill Pond Associates:

- Mario Focareto had concerns about the proposed Mill Pond Lane roadway
- In order to build and extend Mill Pond Lane Mill Pond Associates will need to obtain a shoreline permit since the road construction involves the Squam River. The shoreline permit is going to be very difficult to obtain from DES
- The subdivision Plan involves widening and elongating the Mill Pond Lane. This proposal will make a shoreline permit very hard to obtain.
- Mill Pond developers are going to ask the Board to approve the application contingent on obtaining the necessary permits.
- The shoreline permit that needs to be obtained is for the construction of the proposed road within 50' of the Squam River.
- Mario Focareto is very concerned because of the major changes Mill Pond developers will need to do to their plans going forward
- Mario Focareto advises the Board to be very cautious in approving the Subdivision Application based on the obtaining of permits. There may be changes when the permits are obtained
- The Subdivision Application will be dealt with independently of the Site Plan Review
- If the Site Plan Review is part of the subdivision it will mean 115 cars per day entering and exiting Mill Pond Lane. With this number of cars per day a sidewalk will be required.
- If the waiver is granted at 22' wide and a sidewalk is added the road should be limited to 20' wide.

WAIVER REQUEST

Mario Focareto expressed the following concerns and recommendations when he reviewed the Waiver Request submitted by Mill Pond Associates:

- Mill Pond developers are requesting a waiver for the width of the shoulder along Mill Pond Lane. The width is measured from the center line of the Mill Pond Lane to the center line of the ditch.
- The waiver requests a 22' width for the proposed shoulder instead of the customary 20'. Mario advised the Board that the 22' width can't physically work
- If the Board grants this 22' waiver the resulting constructed road will not be in compliance with current town road regulations
- If the waiver is granted it can still be a dedicated roadway but it can't be accepted by the town as a public way

- The road construction will need the construction of a retaining wall. The retaining wall will need to be constructed within the boundaries of the wetlands. This is a good reason for the Board to exercise much caution
- Brown Engineering will be prepared to approach the waiver request and the subdivision application at the Board's next meeting
- The waiver that was presented to the Selectboard details plans that will affect the river properties across the Squam River from the Mill Pond development
- Zoning Ordinance 3.8: The Planning Board will not approve any plan unless the road design meets the following specifications and construction standards. The Planning Board may increase the travel way width requirement for those subdivision roads, which have a reasonable likelihood of serving as access to other roads and town roads.
- The Selectboard have regulations that the developer needs to meet concerning road construction.
- Mario Facareto recommends that Mill Pond Lane remain a private way where there will be contracts for snow removal and maintenance by the Mill Pond Associates.
- If the waiver is granted the Mill Pond Lane will not be built to town road specifications.
- It is recommended that the water and sewer through Mill Pond be dealt with separately so there is no water or sewer termination

SITE PLAN REVIEW

Mario Focareto expressed the following concerns and recommendations when he reviewed the Site Plan Review submitted by Mill Pond Associates:

- Mario Focareto recommends that the utilities for the Mill Pond development be part of the Site Plan Review.
- The plans seen to date do not include the phases of the development
- Mario Focareto does not know when the utilities will come in and in which phase it will be part of.
- The roadway construction is going to be tough within the jurisdiction of the Squam River
- Mill Pond Associates need to explain in detail how the proposed retaining wall will be built
- Mill Pond Associates will need to explain in detail the termination of water and sewer in the development
- The Site Plan Review is a little light on the placement of dumpsters throughout the development
- The Site Plan Review needs to show on the plan in more detail the amount of turning space needed for emergency vehicles in the development. The Site Plan Review does not have much detail concerning turning spaces.
- Mario Focareto expressed concern on the applicant's treatment of storm water runoff. Two treatments can be used.
- Storm water from the development can effect abutters
- The post condition of the runoff is less than the precondition.
- The applicant proposes to use Mill Pond as a point of analysis, to use it as a dump site for water runoff. The storm runoff will go into the wetlands
- There appears to be no storm water treatment plans in place
- The Site Plan is not a bad design, however, there are technical issues that need to be addressed in the Site Plan Review
- There will be quite a list of permits that Mill Pond needs to obtain that will be hard to obtain
- The environmental study of the property indicate that not all areas of the property are accessible
- Mario Facareto does not know which areas of the property are contaminated
- The reclamation process goes to what depth and extent

- Nobis recommends that Phase II of the development plan be done
- Phase I of the development identifies all contaminants
- Phase II shows the depth of contaminants and the taking of soil samples. Phase II will figure out the proper reclamation process for this development
- Mario Facareto advises that both the Subdivision Plan and the Site Plan Review are inadequate. Neither deal with contaminants
- All the points in the technical review looks at Benton's sewer system
- The plans do not have elevation to gravity to Winter Street indicated on plans
- Mill Pond needs 6 pumps to manage the sewer system.
- The applicant will need to obtain both a water and sewer connection permit
- Mario Facareto recommends that the Planning Board be very cautious and not approve the applications contingent on permission from DES. The Planning Board will not know what the eventual water and sewer system will look like or the development will look like
- Mario Focareto advises that the Planning Board not approve the plans until all regulations have been met
- While waiting for review of all permits from the State the applicant can make numerous plan changes. Wait for the State approvals.
- The Planning Board needs to ask the applicant to provide a financial study

Mario Facareto advised the Board that the following details are not found on the current development plans:

- No proposed buildings are shown on any development plans
- Plans for transportation to and from the development are not shown on plans
- The central mail drop or secure bike racks are not shown on plans
- The applicant needs to provide a coordinated bus transportation on site as well as secured bike racks. These are presently not detailed on any plans

TRAFFIC STUDY

Mario Focareto expressed the following concerns and recommendations when he reviewed the Site Plan Review submitted by Mill Pond Associates:

- The requested traffic study was done by Steve Tarneau. He took the volume of daily traffic and the hourly speed peak on Winter Street, Mill Pond Lane and Depot Street. Mario Focareto found no such measurements done from Industrial Drive.
- The traffic study concludes that right or left turns are not needed
- Mario Focareto recommends that the traffic study be expanded to account for the intersection
- The safe site stopping has not been achieved
- Mill Pond Associates are proposing to remove the gate and fence on Mill Pond Lane
- The development needs safe sight lines
- The applicant needs to submit a safe site distance plan
- 80% of the cars exiting the development exit by Industrial Drive. 20% of the cars exit via Mill Pond Lane
- The whole Mill Pond site has 536 cars/day entering and exiting the development
- The traffic study needs to address speed
- The traffic study is incomplete

SCHOOL IMPACT REPORT

The School Impact Report came from the Mill Pond Executive Director and the Lakes Region Community Developers director. The information for this report was based on a conversation. The written report concerning the Mill Pond development's impact on the local school system has not been seen by the Ashland School Board. Jesse Farris, representative of the Ashland School Board, addressed the Planning Board. Jesse Farris made the following points on the impact of Mill Pond on the local school:

- Due to the Mill Pond Development, there would be an increase of 4.7 students ages 0-18 per household according to the most recent census
- This increase in student population would increase $\frac{1}{2}$ to $\frac{3}{4}$ of a child 0-18 per household
- This would mean an increase of $\frac{1}{2}$ teacher for 0-18
- When the 76 unit phase of the development is completed the student population 0-18 will increase 36-57 children
- The children 0-4 are not included in the analysis. Children 14-18 are also not included in the analysis
- The increase in student population will be three students per class K-8 due to the 76 unit phase of the Mill Pond development
- For the 76 unit phase the school will need to add three additional teachers, one special ed teacher and three assistants. The estimated cost will be an additional \$865,815/yr.
- The Title I increases for this development will be \$718,665
- Additional space will be needed. The cost of this additional space is not factored in at this time
- The additional costs for food services, janitorial services are not specifically addressed in this report
- The addition of speech professionals and the school outsourcing for this service will increase
- The addition of in-person speech professionals will be more expensive as will the addition of a speech therapist. A physical therapist will need to be added to the present staff. The school will need to add a speech educator to the staff
- Physical Therapy will need to be added to the school staff
- Physical space will need to be added. This added space may mean adding modular classrooms. This will also add additional safety issues
- The addition of more students to our present population will mean the school will need to make Capital Improvements to the physical facility. An upgrade to the physical facility will be needed.
- An additional study needs to be done for grades 9-12.
- Any special education costs will vary widely. The Planning Board will need to request of the applicant an additional study
- Ashland needs to ask the developer to go to the Plymouth Regional High School to analyze costs
- There will be additional food service costs

SCHOOL BOARD CONCERNS

- High School costs for students 9-12
- Space Impact
- The school will need to add more middle school teachers
- The School Board needs to limit class sizes in the middle school, particularly the sixth grade
- The school will also have fiscal impacts
- Ledgewood Estates development is about half the size of the Mill Pond development
- Ledgewood development contain working households.

- Mill Pond development will be a Work Force development
- Ashland schools find it difficult to find teachers. Keeping staff is difficult
- With the additional students from Mill Pond development will necessitate the addition of an additional bus
- This study did not address the costs of and construction of new school buildings
- The costs discussed do not include costs of the Ashland students tuitioned to the Plymouth Regional High School
- The minimal cost of the addition of Mill Pond students would be between ¾ to \$1 million dollars. The cost could be as high as \$6 million dollars
- The cost of additional utility costs need to be addressed
- Mill Pond needs to submit an impact budget

PLANNING BOARD MEETING SCHEDULE FOR 2025

The Planning Board made the following adjustments to the Planning Board Meeting Schedule:

- The next Planning Board meeting will be Wednesday, December 4, 2024 at the Booster Club at 6:30 PM
- The December 25, 2024 meeting has been cancelled
- The January 1, 2025 meeting has been cancelled
- The Planning Board will meet on Thursday, December 19, 2024 at 6 Collins Street at 6:30 PM
- Thursday, January 2, 2025 will be the first scheduled Planning Board meeting of 2025

Tricia Farris made a motion that the Planning Board meet on the first and third Thursday of the month beginning in 2025. Paula Hancock seconded the motion. The motion passed unanimously.

The Zoning Ordinances the Planning Board has been reviewing for the past several weeks will be sent to the town lawyer and the Selectboard as part of the warrant article process.

ADU UPDATE

The following concerns were expressed:

- A concern was expressed that an ADU unit have no upper end size. The State allows for smaller units.
- The Planning Board recommended that the lower limit be 750 square feet and an upper limit of no greater than 1,000 square feet.
- It was finally decided that there would be no lower limit on detached ADUs. Any ADUs smaller than 750 square feet the applicant will need to go to the ZBA for a variance.
- The detached ADU will need to meet all life/safety requirements
- Workforce ADUs could be used as Workforce Housing
- There is an advantage of no lower limit on the size of ADUs
- The town can limit the upper limit of ADUs

DESIGN STANDARDS

- Design Standards will be addressed in more detail in 2025.
- The Planning Board will schedule a charette in 2025. This will help us with both Zoning Ordinances and the Master Plan. The Planning Board will be able to hire someone to assist us

DISPOSITION OF MINUTES

The Board reviewed the Thursday, November 14, 2024 meeting minutes. Tricia Farris made a motion to accept the minutes as amended. Kendall Hughes seconded the motion. The motion passed on a 4 yes votes 0 no votes and one abstention (Andy Fitch).

The Board reviewed the Wednesday, November 6, 2024 meeting minutes. Tricia Farris made a motion to accept the November 6 minutes as amended. Bethany Franz seconded the motion. The motion passed on a 3 yes votes 0 no votes and 2 abstentions (Kendall Hughes, Andy Fitch).

COMPACT ZONE

Andy Fitch advised the Board that the issue of the Compact Zone has to be addressed by the Board.

Andy made the following points:

- The Compact Zone needs a written definition
- The area of land and its density needs to be determined
- The issue of restrictions on firearms and fireworks needs to be reviewed in detail
- Firearms and fireworks can't be used in the Compact Zone
- Zoning Ordinances, regulations and restrictions need to be addressed in 2025
- The Compact Zone will be tabled for now and addressed in 2025
- The creation of the Compact Zone will not affect the Town fireworks
- The Zoning Ordinance dealing with Solar issues will not appear on the warrant, but will be dealt with in 2025.

TAYLOR SHANBERGER SUBDIVISION PROPOSAL

Taylor Shanberger met briefly with the Planning Board. Taylor made the following proposal:

- The property is located on Hicks Hill Road
- The proposal is to take a 2 acre lot of a 46 acre lot. The 2 acres will be used to construct a house for the owner's daughter.
- The property is located on a private road

The Planning Board made the following recommendations:

- The Planning Board recommended that the property owner fill out a Subdivision Application, have the two lots surveyed, and to obtain and fill out the Subdivision Application Checklist
- When the Subdivision Application and Checklist have been filled out then meet with the Land Use Assistant to get the issue on an upcoming agenda.

ADJOURNMENT

Kendall Hughes made a motion to adjourn. The motion was seconded. The meeting adjourned at 8:30 PM. The next Planning Board meeting will be Wednesday, December 4, 2024 at the Booster Club at 6:30 PM.

Minutes submitted by Paula Hancock