

**Ashland Planning Board Meeting
Minutes
May 7, 2014
Ashland Elementary School Library**

Members Present: Susan MacLeod, Cheryl Cox, Gordon McCormack Jr.

Members Absent With Notice: Fran Newton (BOS representative, absent with notice)

Members Absent Without Notice: Liz Cody, Phil Preston (BOS alternate)

Others Present: Miriam Brown, Normand DeWolfe, Kathleen DeWolfe

The meeting was called to order at 7:00 pm by Chairman MacLeod. Cheryl Cox has been approved as a regular member by the Selectboard. Miriam Brown has been approved as an alternate member by the Selectboard; she will be sworn in at a later date.

Re-Organization of the Planning Board

- Chair MacLeod pointed out that the duties of Secretary (Rules of Procedure, Description of Officers) include keep records of meetings, issue notices of meetings, notify applicants and abutters of hearings, prepare correspondence and other duties as specified by the chair.
- It was suggested that going forward one member of the Board be responsible for an application to ensure follow-through regarding inspections, notices, etc.
- Chair MacLeod noted that she will be attending an upcoming meeting (9:00 am, May 16) of selected officials to discuss coordination of land use files, permits, inspections, processes, and communication. The meeting will include Planning Board Chair (MacLeod), Zoning Board Chair (Badger), Building Inspector/Code Enforcement Officer (VanValkenburgh), Fire Chief (Heath), Health Officer (Newton), Assessor (Bodwell), Town Clerk/Tax Collector (Tucker), Office Assistant (Crowell), and Town Administrator (Branscombe). Cheryl Cox expressed interest in attending as well.
- **A motion was made by Sue MacLeod and seconded by Cheryl Cox to elect Gordon McCormack Jr. as Secretary. The vote was 3-0 in the affirmative.**
- **A motion was made by Sue MacLeod and seconded by Gordon McCormack Jr. to elect Cheryl Cox as Vice Chair. The vote was 3-0 in the affirmative.**
- **A motion was made by Cheryl Cox and seconded by Gordon McCormack Jr. to elect Sue MacLeod as Chair. The vote was 2-0 in the affirmative (MacLeod, abstention).**

Disposition of Minutes

- **April 2, 2014.** The minutes for April 2, 2014, were deferred to the next meeting.
- **April 30, 2014. A motion was made by Gordon McCormack Jr. and seconded by Cheryl Cox to approve the minutes of April 30, 2014, as written. The vote was 3-0 in the affirmative.**

Correspondence

- An email (regarding temporary buildings and sheds) from Jim VanValkenburgh, Building Inspector/Code Enforcement, will be discussed under New Business.

Old Business

Case #2013-02 (Walsh Trust Condominiumization) is still pending.

A motion was made by Sue MacLeod and seconded by Gordon McCormack Jr. to elect Cheryl Cox as the Planning Board Ex-Officio member on the Economic Development Committee (EDC). The vote was 3-0 in the affirmative.

- The Economic Development Committee has been approved by the Board of Selectmen (BOS), with Steve Felton as the BOS ex-officio member.
- Sue MacLeod and Steve Felton have discussed having an open forum meeting for business community, non-profits and the public, to explain the purpose, introduce it to the community and businesses, and to encourage potential members.
- When the draft rules are finalized, they will be distributed and posted on the website.

The Board is reminded to continue reviewing the Planning Board's application forms and flowcharts -- download and fill out the forms to test them. Chair MacLeod summarized the fee structures of selected towns (Northwood, Somersworth, New Durham).

- Several communities: \$8 per abutter (which includes the current \$6.49 postage)
- Northwood
 - Minor site plan: \$200 + \$10/abutter + \$60 notice fee
 - Major site plan: \$300 + \$10/abutter + \$60 notice fee
 - Home business: \$100 +
 - Subdivision: \$200 + \$200 per plot
 - Lot line adjustment: \$100 + \$50 per lot affected
- Somersworth
 - Complicated, based on cost of project
 - \$2.50 per \$1000 of total cost of project, minimum \$100
 - \$50 for advertising and current rate for notification
- New Durham
 - Straightforward explanation of what site plan covers and why
 - Dependent on size: \$75 up to 3 acres; \$100 over 3 acres

Chair MacLeod asked BOS Chair DeWolfe if the Board of Selectmen had reviewed Chapter 10 (Implementation) of the Master Plan. Mr. DeWolfe stated that he will have it on the agenda for the May 19 work session to ask for any further input to be forwarded to Chair MacLeod. Then, once Chapter 10 is approved and the entire Master Plan adopted, LRPC will provide copies (print and disc) of the complete Master Plan for the town, including for the website.

Chair MacLeod checked with various agencies and found no regulations for licenses, permits, or inspections for gyms, training facilities, etc. DHHS stated that any complaints would be handled by the local health officer. Cheryl Cox asked what criteria are used by the health officer.

Richard Ash has submitted an application for waiver of site plan review for Lisa's Personal Training (existing business moving from one building into a newly renovated and inspected building).

- **A motion was made by Cheryl Cox and seconded by Gordon McCormack Jr. to accept the application for a waiver of a site plan review. The vote was 3-0 in the affirmative.**

- **A motion was made by Cheryl Cox and seconded by Gordon McCormack Jr. to approve the waiver of a site plan review. The vote was 3-0 in the affirmative.**

New Business

On May 28, the Ashland Historical Society will come to the Planning Board's work session to discuss the recommendations in Chapter 9 of the Master Plan -- primarily, the formation of a Heritage Commission. "RSA 674:44-a. A heritage commission may be established in accordance with RSA 673 for the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts." RSA 674:44-b describes the powers of the Heritage Commission. The Historical Society is interested in forming a Heritage Commission through a warrant article.

[Clarification: The Ashland Historical Society is an independent, non-profit organization. The Town of Ashland has a governmental-established Historic Commission, which was created specifically to oversee the town property of the Whipple House. A proposed governmental-established Heritage Commission has a broader definition, can establish a non-lapsing heritage fund and can accept donations.]

Jim VanValkenburgh has suggested in an email that discussion is needed by the land use boards around the issues of sheds, storage buildings, wood sheds, greenhouses, dumpsters, carports, cold frames and temporary fabric-covered structures (used for garages and storage). Clarifications regarding building permits, foundations, setback requirements, applicable building codes, etc. for such structures might be necessary. Many towns struggle with the same issue. Chair MacLeod noted that more research will be needed for any future discussion.

Other Business

Chair MacLeod is attending a town officials workshop in Concord on May 10. Topics will include right-to-know law, conducting meetings, agendas, streets and highways, and includes the book "Knowing the Territory."

A logging operation off Sanborn Road and neighbors' concerns were discussed. Issues include how the loggers will treat the right of way through another property, use of a neighboring driveway for turning, clearing of trees along a scenic road, proximity to stone walls and Cummings Brook. BOS Chair DeWolfe and Planning Board Chair MacLeod have both viewed the situation.

The meeting was adjourned at 7:56 p.m.

Minutes submitted by Mardean S. Badger