

**Ashland Planning Board Work Session
Minutes
May 28, 2014
Ashland Town Hall**

Members Present: Susan MacLeod, Cheryl Cox, Gordon McCormack Jr., Liz Cody, Fran Newton (BOS representative), Miriam Brown (alternate, non-voting)

Members Absent: Phil Preston (BOS alternate)

Others Present: Normand DeWolfe, David Ruell, Jane Sawyer, Robert Baker, Volker Antoni.

The meeting was called to order at 6:33 by Chairman MacLeod.

DISPOSITION OF MINUTES

- **April 2, 2014. A motion was made by Gordon McCormack Jr. and seconded by Fran Newton to approve the minutes of April 2, 2014, as written. The vote was 5-0 in the affirmative.**
- **May 7, 2014. A motion was made by Gordon McCormack Jr. and seconded by Susan MacLeod to approve the minutes of May 7, 2014, as written. The vote was 4-0 in the affirmative (Newton abstained).**

CORRESPONDENCE

- Dave Marsh (taxi service based in Bristol) contacted Susan MacLeod to inquire whether Ashland has any zoning restrictions for taxi pickup/dropoff. Ashland has no restrictions.
- The driveway permit for Northway Bank/Dollar General was received.
- A site plan application for a nanobrewery was received today from David Page. It has to be scheduled within 30 days, but there is not sufficient notification time to get it on the June 4 meeting agenda. Gordon McCormack Jr. will begin the processing of the application.

NEW BUSINESS

Discussion with Ashland Historical Society on Implementation of MP Chapter 0 (Heritage Commission)

A discussion was held with representatives of the Ashland Historical Society regarding a recommendation in Chapter 9 (Cultural and Historical Resources) of the Master Plan – *“Enhance the communication and understanding between the Planning Board and Historical Society and consider forming a **Heritage Commission** (RSA 673:4-a, 674:44-a–d).”*

Specific aspects of the discussion included –

- *Origin of the idea to form a Heritage Commission?* – Development of Chapter 9 of the Master Plan.
- *What could it include?* – Historical, heritage, social and cultural activities. For example, Ashland’s Memorial Day and Fourth of July events, 150th Anniversary, Community Garden could be subcommittees under the Heritage Commission.
- *Establishment, funding and powers?* – Establishment is by warrant article vote. Commission members can be elected or appointed by B.O.S. The Heritage Commission can establish a revolving, non-lapsing heritage fund, can accept money (donations to municipality are tax deductible), expend money, can acquire and manage property, can advise Planning Board and other Boards regarding cultural and historic resources.
- *Benefits and Expectations?* – Ability to apply for and expend broader range of grants

(e.g., LCHIP). Opportunity to encourage cooperation among various groups and purposes. Can assist with 150th and economic development. Enhanced communication among various groups. Create consistency and establish parameters for cultural and historical matters. Advise Planning Board regarding historic properties.

- *Relationship between Heritage Commission and Historical Society?* – Encourage Historical Society members to be involved. The role of the Heritage Commission needs to be defined, in addition to defining the relationship between the 2 groups.
- *What can a Heritage Commission do that an Historical Society cannot?* – Umbrella organization, broader organization. Covered by town liability policies. Historical Society is a private non-profit group (not controlled by government).
- *Relationship to Whipple House Museum (town owned, but leased by the Historical Society)?* – Currently gets no financial support from the town, but may get more support.
- *What could a Heritage Commission assist with?* – historic surveys, inventory of historic sites.
- *Other related strategies?* – Tax Relief District (incentive for improving areas of town). Historic District (Ashland is a patchwork of old and new, difficult to define a specific district).
- *What is the difference between Heritage Commission and Historic District Commission?* – Heritage Commission is advisory; Historic District Commission is regulatory. Heritage Commission may choose to assume composition and duties of Historic District Commission. Or the two commissions may be kept separate. Historic District Commission, if considered, would be down the road.
- *Next steps?* –
 - Gather additional information regarding establishment, election or appointment of members.
 - Establish long range and broader purposes (not just July 4th and 150th Anniversary).
 - Contact other communities with active Heritage Commissions (e.g., Moultonboro and Belmont) and inactive Commissions (New Hampton). Check town websites.
 - Draft a warrant article(s) that is comprehensive and clear.
 - Contact Maggie Stier, NH Preservation Alliance. (<http://www.nhpreservation.org/about-us/staff.html>)
 - Contact Nadine Peterson – Division of Historical Resources. (<http://www.nh.gov/nhdhr/news/nadine.html>)
 - Discuss with Board of Selectmen to ascertain their level of support.

It was a consensus of Planning Board and Historical Society members in attendance to continue investigating and pursuing additional information, share pertinent information and minutes of meetings, and begin developing language for a possible warrant article. Members were also interested in pursuing a joint meeting between the two groups with other Heritage Commissions.

Update: Land Use Review Committee (LURC); Letter to PB's

A recent meeting included representatives of various groups and individuals who have responsibilities related to land use issues – Planning Board, Zoning Board, Building Inspector, Health Officer, Housing Standards Board, Fire Department, Assessor, Town Administrator. The primary purpose was to establish better communication among the parties, to determine what each person/board needs to know and can share with the others, and to establish centralized information.

- Town ordinances, zoning ordinances and other procedures need to be indexed and reviewed to compare, add, delete and refine wording. Changes in zoning ordinances must

be approved via warrant article, but other ordinances can be changed following appropriate public hearings.

- A spreadsheet needs to be created to gather relevant information (in a sortable, easily updated format) that is accessible to all land use officials. This would include such things as lot #, case #, building permits, special exceptions, variances, subdivisions, etc.

Susan MacLeod shared the draft of a letter she will send to Planning Boards in neighboring towns. The letter asks for their interest in sharing expenses of legal training (such as that available through NHMA) on land use issues.

OLD BUSINESS

BOS Input on Chapter 10

Norm DeWolfe indicated that there was no further input from the Board of Selectmen regarding the recommendations in the Implementation Chapter 10 of the Master Plan. Therefore, Susan MacLeod stated that the chapter will be considered ready to approve in June and publish.

Case 2013-05 Site Plan: Not Built as Submitted

Susan MacLeod updated the Board members on concerns about recent developments at Northern Lakes Veterinary Hospital (Donald Lester).

- A permit for the temporary driveway used during the construction process was never requested from DOT.
- Recent site work (crushed rock) indicates that the temporary driveway may become a permanent driveway. Susan MacLeod will follow up with DOT on that issue.
- There was never any discussion regarding temporary or permanent driveway or additional parking during the site plan process; no additional driveway/parking is shown on the approved site plan.
- Concern has been raised about the septic system capacity (and permit) necessary for the expanded operation. Relevant requirements include number of gallons capacity per kennel and number of gallons capacity per employee.
- Susan MacLeod reviewed the process for rescinding site plan approval if the actual construction does not follow the submitted and approved site plan. The process includes steps such as notification of the public, applicant and abutters; issuance of cease and desist by the Board of Selectmen; public hearing; and notification of Registry of Deeds.
- No action was taken. Additional information will be researched.

OTHER BUSINESS

Liz Cody communicated a verbal concern from Ed Bernard regarding placement of a sign. Susan MacLeod indicated more information is needed to clarify the concern. She recommended that Ed Bernard contact the Building Inspector regarding sign regulations.

The meeting was adjourned at 8:17 pm.

Next Meeting: Wednesday, June 4, 7:00 pm, Elementary School Library

Minutes submitted by Mardean Badger