

Ashland Planning Board Meeting
Minutes
August 6, 2014
Ashland Elementary School Teachers' Room

Members Present: Susan MacLeod, Cheryl Cox, Liz Cody

Members Absent: Gordon McCormack (excused with notice); Fran Newton (excused with notice); Phil Preston (at another meeting: arrived as meeting was adjourning); Miriam Brown, alternate

Others Present: Ellison Badger, Matthew Morrill, David Ruell, Steve Orlich, Norm DeWolfe, Kathy DeWolfe

The meeting was called to order at 7:03 pm by Chairman Susan MacLeod.

[Note: the meeting was originally scheduled to occur in the Elementary School Library, which was locked. A note was placed on the school outer door that the meeting was moved down the hall to the Teachers' Room.]

DISPOSITION OF MINUTES

July 2, 2014 – A motion was made (Liz Cody) and seconded (Cheryl Cox) to approve the minutes of July 2, 2014. The vote was 3-0 in the affirmative.

July 30, 2014 – A motion was made (Liz Cody) and seconded (Cheryl Cox) to approve the minutes of July 30, 2014. The vote was 3-0 in the affirmative.

NEW BUSINESS

Case 2014-04 Site Plan Application, Change of Use, American Industrial Services, LLC, 18 Mechanic Street, Lot 017-007-014.

Chair MacLeod noted that one abutter notice (Squam River Hydro) was returned as undeliverable.

Ellison Badger described the business facility which will contain office space, minimal storage of materials, a one-vehicle garage within the allowed industrial commercial zone. Chair MacLeod noted that an email from Fire Chief Steve Heath confirmed that his fire and safety inspection of the facility was favorable (written report to follow) and that an email from Building Inspector Jim VanValkenburgh also confirmed that his inspection of the building was favorable.

Public Hearing, Abutters' Comments: Two abutters, David Ruell and Steve Orlich of Hill Avenue, were present and asked questions about the type of business to be conducted, noise and hours of operation. In response to the questions, Mr. Badger responded with the following information:

- The building is the home base of a service business, with office space, showers for worker cleanup, garage for one vehicle.
- Storage of limited materials will be in approved cabinets for industrial materials. All containment of materials is by material standards.

- 99% of materials for a job are drop-shipped to the customer's work site; minimal remaining materials will be brought back to this site.
- Normal arrival about 7am for office work. When preparing for a job, the crew generally will load up the night before and leave around 5am; crew is often gone for several days at the job site. Minor cleanup of vehicles when return from job.
- Owner is very conscious of the need to respect the neighbors and the neighborhood.
- The sign on the building will be 3 feet x 8 feet, within the allowable dimensions.
- Location of parking and trash containment (shielded) will be shown on the plan when determined.

Following the closure of the public hearing, **a motion was made (Liz Cody) and seconded (Cheryl Cox) to accept the application as complete. The vote was 3-0 in the affirmative.**

With no further questions or concerns from the-Planning Board members, **a motion was made (Cheryl Cox) and seconded (Liz Cody) to approve the site plan as submitted for the American Industrial Services, LLC, 18 Mechanic Street, Lot 017-007-014, in the industrial commercial zone, noting that all necessary inspections were completed and favorable. The vote was 3-0 in the affirmative.**

Case 2014-05, Application of Waiver for Site Plan Review, Change of Use of Building, Freudenberg-NOK, 125 Main Street, Lot 004-004-002.

Chair MacLeod noted that this is a waiver of site plan review; the building pre-dates zoning and is just being re-purposed inside by the owner for employee and storage purposes. Drawings and plans were distributed at the previous Planning Board Work Session (July 30). Fire Chief Steve Heath has done a preliminary inspection of the building and has made recommendations for fire and safety purposes, including installing fire-rated sheetrock between the two sections of the building. He will inspect the building after completion of the renovations.

A motion was made (Liz Cody) and seconded (Cheryl Cox) to accept the application as complete. The vote was 3-0 in the affirmative.

There were no abutters present. Liz Cody asked whether the safety concerns had been done yet. Matthew Morrill, the company representative, said that the fire chief's recommendations have not been done yet, but will be when they start working in the building and will be inspected again when complete. They will add one outside light by the entrance for the employees. The building will be painted and trimmed; the parking area will be cleaned up. No new employees are being added; they are simply moving this operation out of the other building and into this building. After the building is cleaned out, construction will start mid-September.

Chair MacLeod signed the plan. **A motion was made (Cheryl Cox) and seconded (Liz Cody) to waive the site plan review, on the condition that the fire and safety recommendations are completed and the building re-inspected. The vote was 3-0 in the affirmative.**

CORRESPONDENCE

Plans and state reports (overlay district) for a house being rebuilt on Squam Point Lane were received. No action is needed by the Planning Board; the materials will be placed on file.

Fire Chief Steve Heath reported that David Page's project has passed inspection.

Fire Chief Steve Heath has made a recommendation to Dollar General that a fire alarm be installed.

OLD BUSINESS: UPDATING OF APPLICATIONS, CHECKLISTS AND FLOWCHARTS.

The Planning Board members worked on suggestions for updating forms. The *site plan application and the accompanying flowchart* were the primary documents discussed at this meeting. The primary points that were made are:

- The instructions at the beginning of the abutter list section (on both site plan and subdivision application) should also include the comment that all professionals whose names/stamps appear on the plan must also be listed. This note is currently out-of-place at the end of the application.
- Instructions on applications and flowcharts should be clear to the general public and clear to any town officials who interact with the public.
- Wording and terminology should be consistent across all related documents, e.g., "pre-application consultation."
- Some revisions of wording and layout had been made on the site plan review flowchart; additional revisions were discussed pertaining to clarity of wording of the boxes.
- All documents (regulations, checklists, and applications) must include a notation as to the latest revision date.
- The latest version of the *site plan review regulations* needs to be verified so all are working from the same document. The latest version seems to be 2007. *[M. Badger will check the version on the website and the MSWord version sent out to the Board.]*

The past practice of the public works director regulating and/or approving driveways was discussed. While new driveways in subdivisions are clearly under the Planning Board, it was noted that all driveway regulations are under the authority of the Planning Board.

OTHER BUSINESS

During the hearing for American Industrial Services, Chair MacLeod noted an issue that needs to be addressed in the future – there is a concern about the number of mailed abutter notices that are returned "undeliverable," based on the addresses obtained from the property lists.

As part of the case approval process, notices of decisions that affect property descriptions and values should also be forwarded to Phil Bodwell, the assessor. A master list will be created for distribution of notices of decisions.

NEXT MEETING

The next meeting (work session) is August 27, 2014, at 6:30 pm in the Town Hall Conference Room.

The meeting was adjourned at 8:45 pm.

Submitted by Mardean Badger