

**Ashland Planning Board Work Session
Minutes
December 17, 2014
Ashland Town Office**

Members Present: Susan MacLeod, Cheryl Cox, Fran Newton

Members Absent: Miriam Brown (absent with notice); Gordon McCormack Jr.

Others Present: Kathleen DeWolfe

The meeting was called to order at 6:32 pm by Chairman Susan MacLeod.

Disposition of Minutes

Approval of the minutes of December 3 were deferred to the January 7 Planning Board meeting.

Public Hearing

The public hearing (January 7, 2015) for amendments to the Zoning Ordinance will be published in the December 24, 2104, edition of the Record Enterprise and has been posted on the town website. The exact wording changes will also be posted on the website.

Thompson Street Subdivision

The Planning Board received a letter from Tony Randall, with an accompanying survey plan for Michael E. Latulippe's Thompson Street development, portion of tax map 12, parcels 5-18. The letter stated that the plan is provided "...prior to recording of the plan at the Grafton County Registry of Deeds ... no subdivision or boundary line adjustment is involved this parcel, as a part of the subdivision approval by the Town of Ashland Planning Board on 2/4/2004." Chair MacLeod initialed the plan (not an original) as received for the property file. It was noted by the Chair that an approval for a subdivision can expire if there is not substantial progress on the project within a prescribed time. If a plan expires, the applicant would have to go through the approval process again.

Planning Board Membership

There has been no communication from Gordon McCormack Jr. regarding his continuing absence from Planning Board meetings. A final message was left for him to show up tonight or send a written decision regarding no longer being on the Planning Board. It was noted that the Board of Selectmen can indicate that he is no longer on the Board and can consider that the position is open.

2014 Annual Report

The draft of the Planning Board's 2014 Annual Report was sent to the Planning Board members.

Financial Forum

Chair MacLeod updated the Board on the planning for the Financial Forum on January 8. There will be a slide for "Land Use" which will include GIS mapping, land use assistant, process, and code enforcement. There will also be a slide for "Economic Development."

Heritage Commission

Chair MacLeod reviewed the presentation she made to the Board of Selectmen regarding the proposed Heritage Commission. She addressed the purposes of the Commission, the positive benefit of having an umbrella organization to facilitate communication and oversight of cultural and historical interests of the Town.

2015 Projects

Suggested projects for 2015 include:

- Design standards – investigate other towns' guidelines; continue dialogue and research
- Implementation Chapter of the Master Plan

Veggie Art Girl

Chair MacLeod has notified (by mail) the business owner about the process for site plan review.

Dupuis Funeral Home

Chair MacLeod met with Elliott Dupuis to discuss additions/changes in the use of space and the need to document approval of the changes. She gave Mr. Dupuis the 'Request for Waiver of Full Site Plan' form to complete.

Conservation Commission

In the coming year, any proposed construction which falls within the overlay districts (river and lake) will be communicated to the Conservation Commission for their review and input on the site plan.

Resident Inquiry

Fran Newton presented a question from a resident – *If one knows that a variance or special exception is needed, can one go directly to the ZBA without going to the Planning Board first?* Chair MacLeod stated that technically it can be done, but it is advisable to go to the Planning Board first for an informal discussion or a pre-application consultation. This provides the applicant an opportunity to make adjustments to the site plan before going to the ZBA.

Another person has inquired about the use of the old Odd Fellows Hall. The question concerned the possibility of purchasing the (non-contiguous) vacant Bricker lot on Pleasant Street to use for parking. Such use would depend on zoning category of the lot, percent of paved surface, etc.

The meeting was adjourned at 7:55 pm.

Minutes submitted by Mardean Badger