

Ashland Planning Board Work Session Minutes

January 28, 2015

Ashland Town Hall

Members Present: Susan MacLeod, Cheryl Cox, Fran Newton (BOS representative),

Members Absent: Phil Preston (BOS alternate)

Others Present: Kathleen DeWolfe

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

Chairman MacLeod read a letter from Miriam Brown, alternate member, stating her resignation from the board due to scheduling difficulties.

The ongoing review of design standards will be continued at future meetings. The board members should continue to do research into examples from other towns, e.g., Windham for future discussion.

Chairman MacLeod provided an overview of items discussed at the Land Use Advisory Committee, which had been attended by Paul Branscombe and Patsy Tucker in addition to the other Land Use Department heads. Procedures and requirements for new business were reviewed at that meeting including concern that there seems to be a lack of knowledge or understanding that new businesses or change of use in existing businesses must come to the planning board for site plan review or waiver thereof. Patsy Tucker provided a draft of a letter to be sent to commercial property business owners reminding them of these requirements. The board will review the letter and consider any wording changes. The letter will be updated/edited as appropriate. The chair suggested that certain documents might be included with the letter when sent, including a flow chart.

The committee also reviewed a letter, which Chairman MacLeod had drafted to Eliot Dupuis regarding upgrades/changes he recently made to his business, for which he obtained proper building permits and life-safety inspections but had not come to the Planning Board for Change of Use and probable waiver of site plan review. There is concern that issuance of a town building permit implies all appropriate approvals. Discussion of the building permit application concluded that this form should be reviewed and changed to list other procedures that a builder/developer must undertake as well as obtaining the building permit. Chairman MacLeod provided examples of applications from other towns. This will be taken up with the Land Use Advisory Committee for further discussion.

CORRESPONDENCE

- We received a notarized copy of the restructured bond for the EFAR project (Barry Gaw) as was approved at the previous Planning Board meeting.

OTHER BUISNESS

- The board discussed the upcoming deliberative session and the likely need to explain the warrant article for the proposed Heritage Commission. Chairman MacLeod will be prepared to provide information. A member of the Historical Society will be on hand as well.
- Chairman MacLeod provided her response to a letter from a citizen, Bobi Bigelow, who had sent a request to the Board of Selectmen, the Police Chief, the Planning Board, Town Administrator, Health Officer and HEAL to implement an ordinance banning the use of engine brakes in town (Jake Brakes). She was given a link to the existing noise ordinances and possible next steps. The issue has come before the Board of Selectmen and is currently being handled by Chief Randall.
- The board was given copies of the revised (2014-2015) New Hampshire Hampshire Planning and Land Use Regulation book.
- The board was advised that Dollar General has applied for a beer and wine license. No action of the board is required.

The meeting was adjourned at 8:03

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

Minutes submitted by Fran Newton