

**Ashland Planning Board Meeting
Minutes
April 1, 2015**

Members Present: Susan MacLeod, Cheryl Cox, Mardean Badger, Fran Newton (BOS representative), Norm DeWolfe (BOS alternate)

Others Present: Kathleen DeWolfe, Kendall B. Hughes, Kevin Cote, Monica Cote

The meeting was called to order at 7:00 pm by Chairman Susan MacLeod.

DISPOSITION OF MINUTES

- March 25, 2015 – **A motion was made (Newton) and seconded (Cox) to approve the minutes of March 25, 2015, as written. The motion passed unanimously (4-0) in the affirmative.**

NEW BUSINESS

Inquiry for 17-19 Main Street

Kevin and Monica Cote of Methuen, MA, presented their possible venture for the building at 17-19 Main Street (more recently known as Leyton's Restaurant). Mrs. Cote is a trained executive chef with 23 years experience and Mr. Cote is a landscaping contractor. They are considering purchasing the building and opening a restaurant, to operate Thursday through Monday, serving dinner only. The downstairs area would be used as lounge area for restaurant customers and incorporated into the operation of the restaurant; it would not be operated as a separate, stand-alone bar as has been done in the past.

The Cotes spent time with Fire Chief Steve Heath to view the restaurant portion of the building and to get input regarding requirements and inspections. They will return again for more extensive viewing of the building, including the apartment areas. Various issues were discussed including business history of the building, parking availability (for employees, customers and tenants), number of approved apartments, trash disposal, restaurant safety equipment, and inspections. They are applying for a 504 SBA loan, which would cover the purchase of the building and equipping the business.

The Cotes have been sent the site plan review regulations, site plan checklist, site plan application and site plan waiver form. Similar situations (existing building, no footprint change, etc.) have been handled through a site plan waiver process. Primary considerations are the use of the building, that it passes all inspections, and meets life safety codes.

CORRESPONDENCE

Dollar General – The as-built plan has been received for the file.

LBC Retreat (Walsh condominiumization) – A realtor has inquired about the possibility of building up from an existing footprint; the sub-standard lot is 1.1 acres with 2 buildings. The regulations set a maximum height of 35 feet from ground level in the overlay district. The option of tearing down and rebuilding in the footprint was also mentioned during the discussion. Multiple concerns that might be relevant include lack of foundation, comprehensive shore line protection, DES restrictions, approvals and permits, amount of impervious areas, etc. Kathleen DeWolfe indicated that the appropriate dock permits are in place. Chair MacLeod has responded to the inquiry.

White Mountain Brewing owner David Page has submitted his application for his liquor license.

Tim Sweetsir of Whispering Pines Mobile Home Park on Route 132 submitted an inquiry by email. He is currently enrolled in a small engine repair course and wishes to have a small work-at-home business. He wants to know what the town guidelines are for such a business. Mardean noted that the proper name of the resident-owned park is Rural Bend Cooperative and that he needs to check with the Board of Directors regarding the community regulations and then review the town's regulations for home occupations (Section 46 of the Zoning Ordinance). Mardean will check who the Rural Bend contact person is.

It was noted that the status/approval of the **auto repair business** in one of the mill buildings off Winter Street still needs to be pursued.

Patsy Tucker sent a **letter to all the commercial property owners** to provide reminders of the process for site plans, etc.

ADDITIONAL NEW BUSINESS

Coverage for Necessary Land Use Assistant Duties -- Chair MacLeod reviewed a list of all inquiries, applications, follow-up to previous cases, etc. that she has dealt with during March. Much of it involved interaction by phone/email and research, and could be handled without specific on-site office hours. Land use tasks that are most needed are responding knowledgeably to *inquiries* and *processing* actual applications that are received. It was stressed that proper initial explanations of processes and regulations can prevent problems in code enforcement later.

Discussion ensued about how to effectively handle land use tasks since the proposed Land Use Assistant is not in the default budget. The open positions that are currently posted are Code Enforcement, Building Inspector, Electrical Inspector and Plumbing Inspector. Norm DeWolfe asked Chair MacLeod to prepare for Monday's BOS meeting a revision of the *Code Enforcement job description* to include some of the priority land use responsibilities from the *Land Use Assistant job description*.

Minutes for the Planning Board -- There is a line item in the budget to pay someone to take minutes at the Planning Board meetings. The available position will be announced at the BOS meeting and put on the town website. Paula Hancock, who takes minutes for the Water and Sewer Commission, was also suggested.

Cheryl attended the recent **LRPC Regional Planning** meeting. Topics covered were hazard mitigation, the Scenic Byways, the TAC 10-year plan.

Fran went to a recent **transportation meeting** which focused on state-wide transportation trends and DOT budget status.

The meeting was adjourned at 8:36 pm.

Minutes submitted by Mardean Badger