

**Ashland Planning Board
Draft Minutes
July 6, 2016**

CALL TO ORDER: Susan MacLeod called the meeting to order at 6:35 PM.

MEMBERS PRESENT: Members present for the meeting were Susan MacLeod, Fran Newton, Cheryl Cox and Mardean Badger.

MEMBERS ABSENT: Members absent for this meeting were Carol Fucarile and Normand DeWolfe.

DISPOSITION OF MINUTES

The Board reviewed the April 27, 2016 minutes. Fran Newton made a motion to accept the minutes as amended. Mardean seconded the motion. With four votes in the affirmative the motion passed.

The Board reviewed the May 4, 2016 minutes. Fran Newton made a motion to accept the minutes as amended. Susan MacLeod seconded the motion. With all votes in the affirmative the motion passed.

The Board reviewed the May 25, 2016 minutes. Mardean Badger made a motion to accept the minutes as amended. Fran Newton seconded the motion. With all votes in the affirmative the motion passed.

The Board reviewed the June 1, 2016 minutes. Fran Newton made a motion to accept the minutes as amended. Mardean Badger seconded the motion. With all votes in the affirmative the motion passed.

The Board reviewed the June 22, 2016 minutes. Mardean Badger made a motion to accept the minutes as written. Cheryl Cox seconded the motion. There were three votes in the affirmative and one abstention.

The Board reviewed the Dr. Lester recommendations made at the May 4, 2016 Public Hearing. The berm that was requested to be constructed on the property has been completed. The berm has some slope to it, has been mulched as requested, and some substantial arborvitae plants 3'-4' in height have been planted along the top of the berm. It was recommended that the new Building Inspector visit the Lester property and file his report concerning the berm and other recommendations requested by the Planning Board.

The Board reviewed the recent RSA concerning caretaker quarters. The resident raising the issue of caretaker's quarters on their property would like to build a small house on the property for either a caretaker or for independent living quarters for elder family members. The plan for the caretaker quarters would meet the 750 square foot requirement for such a dwelling. The acreage needed for such a dwelling is 1 ½ acres under the land allotment. If they have a plan to

put the caretaker quarters over the garage they would need to build a 3 bay garage which is more than they need. If the quarters were to be heated the garage would need to be insulated. Any plans for caretaker quarters would need to go before the Ashland Zoning Board of Adjustment for their approval. Any plan for a driveway, either coming off an existing driveway or for a separate driveway the property owner would need to contact the State concerning driveway requirements. The Board had a discussion which raised concerns that the in-law apartment or caretaker quarters could become a high end rental. If a plan was presented for the in-law apartment or caretaker quarters to become a rental unit the dwelling would need to be inspected by the Town and meet all fire codes and safety requirements.

The Board discussed briefly the idea of town kiosks. The Planning Board is unsure if the responsibility for maintaining the town kiosks falls to the Public Works Department, The Board of Selectmen or the Planning Board. A policy needs to be written and approved to designate the party or parties responsible for the maintenance and upkeep of the town kiosks.

The Board discussed building permit forms and building permit fees. The new Building Inspector has recommended that the present building permit fees need to be updated and that present building permit forms be updated as well. The new Building Inspector has building permit forms that are presently being used in Tilton. These forms could be a basis for a conversation between members of the Planning Board and the Building Inspector concerning updated building permit forms for Ashland. The present RSAs dealing with building permit fees designate that the Planning Board is the board responsible for establishing building permit fees and fee schedules. Article 15 of the Building Regulations specifies that the establishment of the building permit fees is the responsibility of the Planning Board and does not need to go before the voters at Town Meeting.

The Board of Selectmen discussed the proper size for town signs. Before any signs can be installed sign sizes and designs need to be presented to the Board of Selectmen.

The Planning Board members need to go through the Master Plan and make suggestions/recommendations about any changes/updates needed for the Master Plan.

The Planning Board needs to discuss the rezoning of the well site in town from industrial/commercial to a property zoned as restricted.

ADJOURNMENT

The next meeting of the Board will be Wednesday, July 27, 6:30 pm at the Ashland Town Hall With nothing more to come before it the Board adjourned. The meeting adjourned at 7:45 PM.

Minutes submitted by Paula Hancock