

**Ashland Planning Board
Amended Minutes
October 5, 2016**

CALL TO ORDER: Susan MacLeod, Chair of the Planning Board, called the meeting to order at 6:30 PM.

MEMBERS PRESENT: Members present for the meeting were Mardean Badger, Carol Fucarile, and Susan MacLeod. There was a quorum.

MEMBERS ABSENT: Cheryl Cox and Fran Newton were absent with leave from the meeting. Leigh Sharps, the new liaison from the Board of Selectmen to the Planning Board, was absent without notice.

DISPOSITION OF MINUTES

The minutes of the September 28, 2016 meeting were reviewed by the Board. Mardean made a motion to accept the minutes of September 28, 2016 as amended. Carol seconded the motion. With three votes in the affirmative the motion was passed.

CORRESPONDENCE

The Planning Board discussed the need for a Part-time Town Planner. The purpose of the new position is to hire an individual who is experienced and who will deal with the applicants that come to apply for all manner of land use projects. The Town Planner would meet with each applicant and explain to each the application process, the various forms that need to be completed and the fees paid for the particular project. He/she would receive completed applications and application fees. The Board discussed how this part-time position might be funded under the new proposed budget. They concluded that taking several budget line items and reallocating them to the Town Planner position could help fund the new position.

Charlie Smith, Ashland Town Administrator, will present the Planning Board's proposed budget to the Budget Committee. Susan MacLeod, Chair of the Planning Board, will meet with the Budget Committee.

Susan MacLeod, Chair of the Planning Board, attended the Lakes Region Planning Commission's workshop that dealt with water protection ordinances. Ashland's present water protection ordinances reflect the State minimum regulations with regards to the protection of Ashland's well heads. There are zoning ordinances that deal specifically with changing the zoning and/or boundaries of the well head sites. There are ordinances that can change the well head sites from the present industrial zone to a protected zone. The changing of zones and boundaries with regards to the well heads is a very complicated process with a lengthy timeline for certified notification of all abutters to the well head property. There is the scheduling of several Public Hearings on the change of zone or boundary. These Public Hearings need to be a specified number of days apart. Therefore the entire process to change a zone or boundary has to be begun very early in the calendar year.

The Planning Board discussed the Zoning Ordinance amendment 3.3.1, 3.3.2, 3.3.5 and 3.3.6 pertaining to signs.

- 3.3.1 pertains to all signs or advertise devices need a permit.
- 3.3.2 pertains to the Building Inspector's authority to waive permit fees for a low impact temporary sign put up for a charitable event.
- 3.3.2 pertains to temporary signs. These signs need a permit unless the permit is waived by Building Inspector
- 3.3.6 pertains to temporary signs: their specific size and the time duration limits that they may be displayed. The Planning Board can waive the time duration of a temporary sign for town events.
- Residential signs can be any signs. These residential signs need a permit.
- Non-residential signs are classified as business/commercial signs that need a permit

The Board discussed different signs and their sizes. They discussed:

- Home Occupation Signs that are in rural residential zones. These signs can be as large as 1' x 2 ½' or 2.5 square feet.
- Village Residential Signs can be 8 square feet. This is similar to the Home Occupation sign.
- Rural Residential Sign can be up to 12 square feet
- Non-Residential Signs: the size of these signs needs to be determined by the Planning Board at the time of the applicant's appearance before the Planning Board for a Site Plan Review.
- Village Residential Zones are more compact with more residences closer together because residences are on town water
- Rural Residential Zones have larger residential lots.
- Residential Signs fall under the authority of the Building Inspector
- Commercial Signs fall under the authority of the Planning Board
- The State has jurisdiction over directional signs in its ROW
- In the Zoning Ordinance RSA the definition of a sign is: a sign is a device to attract the attention of the public; to show the business name or name of products/goods.
- No sign can be a hazard to the public

The Planning Board would like to delete any mention of the fees for sign permits: \$40 for residential; \$60 for commercial signs; and \$85 for industrial signs in the Zoning Ordinance. The Board would like to insert that the reader refer to the current Schedule of Fees specifically for signs.

The Planning Board discussed the specific location of signs. In the Zoning Ordinance it was discussed to add: No sign will be placed on town or private property without the permission of the property owner. The sides of the town roads are considered town property and anything on the right of way of the State needs State permission. The State does not want any signs in its right of way.

The Planning Board is still not clear about:

- What is a residential sign?
- What is a non-residential sign?
- Does a non-residential sign fall under a commercial sign or a home occupation sign?

The Planning Board would like to rewrite 3.3.2 pertaining to Application and Fee Schedules to read: All applications for a sign permit shall be made to the Building Inspector and shall include a fee (see current fee schedule), site location, sign size, number of signs, lettering, method of illuminations, if any, and types and colors of materials to be used in construction. Sign permits for residential use shall be issued and approved by the Building Inspector. All sign applications for non-residential use are subject to site plan review by the Planning Board prior to the sign permit being issued by the Building Inspector. The Building Inspector may waive the fee for a low impact, temporary signs promoting a civic or charitable activity or cause.

Signs can't conflict with directional or safety- related signs. The illumination of a sign has to be down lit and cannot shine on any abutting property.

Mardean and Eli Badger attended the most recent Lakes Region Planning Commission meeting. At that meeting the Ashland representatives made an application presentation for a TAP (Transportation Alternative Program) Grant to the TAC (Transportation Advisory Committee) of the Lakes Region Planning Commission. The TAP Grant is a federal grant which, if approved, will be used to install a new sidewalk from West Street to the Dollar General Store as well as to fund the repair and upgrade of the sidewalk from School Street to Gordon Street. The federal grant is in the amount of \$400,000. The State will pay 80% of the cost of the project and the Town will pay 20% of the cost of the project. The Town will pay the whole amount initially and will appropriate the necessary funds through a warrant article or the Capital Fund of the Ashland Department of Public Works. The State will reimburse the Town for 80% of the cost of the project. Ashland's application for the grant needs to be reviewed by the Lakes Region Planning Commission. The application then goes to the State Department of Transportation for their review. Ashland should know before Thanksgiving if we are the recipients of the TAP grant. Mardean made the application presentation to the Lakes Region Planning Commission.

ADJOURNMENT

The next meeting of the Board will be Wednesday, October 26, 2016 at 6:30 pm at the Ashland Town Hall.

With nothing more to come before the Board Carol Fucarile made a motion to adjourn. With three votes in the affirmative the meeting adjourned. The meeting adjourned at 8: 10 PM.

Minutes submitted by Paula Hancock