

**Ashland Planning Board  
Amended Minutes  
November 2, 2016**

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

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

MEMBERS ABSENT: Carol Fucarile was absent.

DISPOSITION OF MINUTES

The Planning Board reviewed the minutes of their October 5 meeting. After review Mardean made a motion to accept the October 5 minutes as amended. Susan seconded the motion. With three votes in the affirmative and one abstention the motion passed.

The Planning Board reviewed the minutes of their October 26 meeting. After review Fran made a motion to accept the minutes as amended. Cheryl seconded the motion. With four votes in the affirmative the motion passed.

CORRESPONDENCE

Ann Barney advised that she could not find any campground documentation. Susan researched the campground and discovered that in the 2001 Town Report the Town appropriated and spent \$150,000 to close the campground and bring it up to State code. There was a reference that the Water and Sewer Department ran water and sewer lines in the campground with boundaries.

The Board reviewed the draft of a letter to the Marina abutting the Ashland campground. The Planning Board will have an agreement between the Planning Board and the owners of the Marina in place. The Board will send this letter to the Marina owners requesting a response confirming the conditions contained in the letter. The letter will suffice as an agreement. The letter will be reviewed by Attorney Walter Mitchell.

Susan advised that the zoning amendment written by the Board is still being reviewed. Susan will draft a letter to the Select Board to have the Select Board review Ashland's present building regulations.

The Board would like Atty. Walter Mitchell to clarify the language in the RSA referencing the hook-up of residents to the town sewer system if their septic system fails. The Board would like to ascertain if the RSA concerning holding public hearings for fee changes is under the authority of the Select Board or whether that authority can be returned to the Planning Board.

The Planning Board was in receipt of a Site Plan Application for a residential lot. The Planning Board determined the following about the Application:

- It is a residential Site Plan Application
- Maps of the site were not available in time for the meeting
- The proposed building does not appear to meet setback regulations
- The lot is only 10,000 square feet which is considered a sub-sized lot
- The overlay from the river is regulated at 250' from the river. How far is the building on the lot from the river?
- The Site Plan Application shows a 26.8' x 36' proposed residence to be built on the site
- It needs to be determined what is presently on the site
- This Site Plan Application needs to be submitted to the Zoning Board of Adjustment who deals with small lots.
- The Building Inspector needs to be notified to visit the site

Susan brought to the meeting a draft of the Building Permit Application. The Board reviewed the Sign Permit section of the application

- Under the Sign Permits Information add for the applicant to check all types of signs that apply
- Under the Dimensions of the Sign it should read: that the dimension is determined as the height of the sign from the ground to the top of the sign.
- Driveway Permits: In this case the applicant needs to contact the Building Inspector. Tim Paquette, Director of Public Works, can only make recommendations to the Building Inspector.
- One line at the bottom of the application needs to be added saying that a copy of the application can be obtained by requesting it.
- For each new sign the applicant needs to pay a permit fee
- If the owner of the sign wishes to replace it he/she needs to obtain a new sign application.
- Temporary and permanent signs need a sign permit
- Community events and charity events are the exceptions
- No signs can appear on Town property without a permit.

### **ADJOURNMENT**

**The next meeting is the Board meeting, will be Wednesday, November 16, 2016 6:30 pm at the Ashland Town Hall.**

A motion to adjourn was made by Fran. With nothing more to come before the Board adjourned. The meeting adjourned at 7:30 PM.

*Minutes submitted by Paula Hancock*