

**Ashland Planning Board  
Amended Minutes  
March 22, 2017**

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

MEMBERS PRESENT: Members present were Carol Fucarile, Cheryl Cox, Susan MacLeod, Mardean Badger, Leigh Sharps, and Erica Hebert

MEMBERS ABSENT: Leigh Sharps excused

DISPOSITION OF MINUTES

The Board reviewed the minutes of their February 22, 2017 meeting. Mardean Badger made a motion to accept the minutes as amended. Carol Fucarile seconded the motion. With all votes in the affirmative the motion passed.

The Board reviewed the minutes of their March 1, 2017 meeting. Carol Fucarile made a motion to accept the minutes as amended. Mardean Badger seconded the motion. With all votes in the affirmative the motion passed.

CORRESPONDENCE

The Planning Board started the review the Master Plan with Chapter 1. The members of the Planning Board were asked to bring their questions concerning Chapter 1 to the next scheduled meeting. Chapter 1 of the Master Plan will need to be converted to a Word document so the document can be edited/updated. Chapter 9 of the Master Plan will be sent on to the Heritage Commission for updating. Chapter 4 will be sent to the Conservation Commission for updating.

The Planning Board reviewed the schedule of the OEP Program being held at the Grappone Center in Concord on April 29. The following seminars will be part of the day's schedule:

- Immersion for new Land Use Board Members
- Basics for Planning Boards
- Plan Reading Analysis
- Thinking Differently About Master Plans
- Outreach/Engagement

The registration for this program needs to be returned to Patsy.

The Board discussed the changing art of fundraising to millenniums. The day of the bake sale/silent auction is in the past. The best way to fundraise is through social media: Facebook/Twitter. We need to make fundraising easier for the donor. They will be able to fundraise right on the website of a product or cause. Donors can donate from their phones by a simple swipe or a "donate" button on the website. The fundraising needs to be unique and creative. We need to make the donation part of the customer's original purchase.

The Planning Board has sent their list of outstanding enforcement issues to the Board of Selectmen and the Town Administrator. The following decisions were made:

- Racing Mart: The Letter of Authorization has been signed by the owner and is on file with the town
- Dumbledore: The owners of Dumbledore's need to submit a Site Plan Waiver for the property.
- Riverside Drive: This concerns an oversized lit sign on the property. It is presently not in use. The owner of the sign has not obtained a permit.
- The Site Plan violation at 17 Highland Street is on the Board of Selectmen agenda for an upcoming meeting.
- The Northern Lakes Veterinary Hospital Case: The Planning Board will request to receive a written report from the Building Inspector determining that the berm on the property is the proper height and the vegetation is the proper height as agreed to as a condition of the case approval. The report needs to state that the berm condition has been met as agreed and the case can be closed.

The Board discussed the recent warrant articles/zoning ordinances submitted for vote by the Planning Board. The discussion centered on the fact that a clear explanation of the warrant articles were not given on the printed ballot. The warrant article language was confusing to the voter and vote outcome is unclear for regulation content. Question sent to Town Administrator, then Town Attorney to clarify. There was one warrant article that was overlooked in the printing process and not voted on at Town Meeting. The warrant articles will be tabled for now. Before the Town Meeting in March 2018 the warrant articles/zoning ordinances will be extensively reviewed and checked for proper wording. The Planning Board would like to create a checklist to take any warrant article/zoning ordinance from the Planning Board review to inclusion on the ballot.

The Board reviewed the two cases that will come before them at their April 5, 2017 meeting. The cases that will come before the Board are as follows. Case 2017-01. M/L 2017-008-002:

- Ecker Site Plan Review Public Hearing
- Ecker was advised to check with Steve Heath about completing an inspection of the property at 6 Mill Street for a wholesale auto dealership that sells used autos to other auto dealers.
- The Planning Board has received a Letter of Authorization from Andrew Lane for the 6 Mill Street property.
- The Planning Board needs to accept the Site Plan Review Application as complete and then discuss the details of the Site Plan with Mr. Ecker.
- The Norwood Group originally subdivided the property. Patsy made a list of abutters for the 6 Mill Street property. The Planning Board needs a copy of the abutters list for their April 5 meeting.

The second Public Hearing at the Planning Board meeting on April 5, 2017 will be a Subdivision. Case 2017-02 M/L 2017--003-001:

- The existing lot will be divided exactly in half with .4 acres each piece.
- The Subdivision is further down Mill Street from the 6 Mill Street property
- The property meets all requirements
- Planning Board is dealing with the Subdivision of the property
- Creation of a buildable lot with proper setbacks.
- Planning Board and property owner need to keep track of the driveway on the property

- If the owner wants to go outside the desired setbacks he needs to go before the Zoning Board of Adjustment.
- There is a mention of the VR zone in the legend of the Site Plan Review
- Property owner plans to build a duplex on the property
- Planning Board is concerned with Subdivision only.

Continuation of Adamsky Site Plan Review (44 Main Street property.) Case 2016-12 M/L 016-002-002:

- The revised Site Plan will not include the ramp at this time.

The Board discussed briefly the creation of a new survey for Chapter 1 of the Master Plan. They discussed how best to deliver the survey to Ashland residents and how to drop off completed surveys. They decided that several drop off sites could be established around town. The Board could use the Survey Monkey website for our survey. Board members were asked to compile questions for the Chapter 1 Master Plan and bring them to the next scheduled meeting of the Board.

#### ADJOURNMENT

The next meeting is the Board meeting, will be Wednesday, April 5, 2017 at 6:30 pm at the Ashland Elementary School Library.

The meeting adjourned at 8:15 PM.

*Minutes submitted by Paula Hancock*