

**Ashland Planning Board
Draft Minutes
May 3, 2017**

CALL TO ORDER: Susan MacLeod, Chair of the Planning Board, called the meeting to order at 6:31 PM.

MEMBERS PRESENT: Members present were Carol Fucarile, Fran Newton, Susan MacLeod, and Mardean Badger

MEMBERS ABSENT: Leigh Sharps was absent with notice. Erika Hebert was absent without notice.

OTHERS PRESENT: Members of the public present were Mike and Jean Stoffel, Anthony Adamsky, Richard Kirby, and Eli Badger

DISPOSITION OF MINUTES

The Board reviewed the minutes from their April 26, 2017 meeting. After review Mardean Badger made a motion to approve the minutes. Carol Fucarile seconded the motion. With three votes in the affirmative and one abstention the motion passed.

CORRESPONDENCE

PUBLIC HEARING

Susan opened the first Public Hearing at 6:31 PM. The Public Hearing was relative to Case 2017-03 M/L 004-002-029 146 Main Street, Richard Kirby, owner, for a Site Plan Review for a Change of Use to NY Bagel Café and Deli Shop.

The Planning Board reviewed the Site Plan Review Application. They had the following concerns:

- An abutter (Northway Bank) was overlooked
- Richard Kirby is listed as the applicant rather than the owner
- Mr. March, the surveyor, his name is not on the Site Plan
- Mr. March needs to be notified that his Site Plan is being presented
- Any school notification needs to be sent to the SAU office in Meredith, NH
- The Stoffels need a Letter of Authorization from Richard Kirby, property owner that allows the Stoffels to speak on behalf of the owner.
- Concern about parking lot since it is shared with the Post Office.

With the concerns above, the Planning Board did not accept the Site Plan Review Application as complete. Therefore, they could not discuss the Site Plan at this time. The Board continued the Public Hearing to their next scheduled meeting on Wednesday, May 24, 2017 at 6:30 PM at the Ashland Elementary School Library.

The Board advised that a Site Plan is not needed to complete the work on the inside of the business. A Site Plan Review approval is needed to open the business. The business must:

- Pass all life codes and inspection by the Fire Chief
- Need a sign permit from the Building Inspector for a business sign. A business sign is needed for the business.

- Fire Chief can tour the business before inspection and give the business owner recommendations.

The Public Hearing was closed at 6:40 PM.

The Public Hearing for the Site Plan Review Continuation Adamsky, La Rocca Enterprises LLC Site Plan Review Application for 44 Main Street, Case 2016-12, M/L 016-002-002. Anthony Adamsky came before the Board representing La Rocca Enterprises LLC. He hopes to receive a building permit for the project this month. Chris Solomon needs to submit an updated Site Plan without the ramp. The ramp can be added to the project at a later date. Anthony showed the Board drawings of the building without the ramp. The Adamskys would like to keep an existing apartment at the back of the building rather than taking it out. The existing restroom will also remain. The proposed office space will be on the Shepherd Block side of the building.

Chris Solomon has taken his plans to the State to discuss the fact that a portion of the property is State owned and has no deed showing the owner of record. There is no update to report from discussions with the State at this time. It is important to the Adamskys that the building is handicap accessible.

Susan MacLeod researched this property. She made the following points:

- The research goes back to the early 1960s showing the parties that dealt with the property.
- There is vague information as to the involvement of the Town in the widening of Route 3 on the corner of Main Street and Route 3.
- Owners of this property should review the Selectboard minutes concerning the acquisition of the property
- The assumption made in the 1960s was that the property was owned by the Town and would be used for a public park. It has been recently found that the State owns the property. There is no deed to back up the assumption that the Town owns the property.

The Planning Board is concerned about the exterior work on the property. The Board would like Chris Solomon to submit an updated Site Plan for the Board's approval. The interior work needs a building permit that needs to be obtained from the Building Inspector.

The Public Hearing for a Site Plan Review Application for 44 Main Street, Case 2016-12, and M/L 016-002-002 La Rocca Enterprises LLC will be continued to Wednesday, May 24, 2017 at 6:30 PM at the Ashland Elementary School Library. The Public Hearing was closed at 7:00 PM.

Susan is in receipt of an email from David Thibault inquiring about the availability of the Mr. Chuck's property on Main Street. She answered the email telling him about the process and procedure to obtaining the property. She has not received a reply from Mr. Thibault.

Susan has been in dialogue with Levi Bradley concerning the Scribner Building. She summarized her conversation with Mr. Bradley:

- The Ashland Board of Selectmen wrote a letter of support for his project
- A copy of the letter has been forwarded to the Planning Board for their files
- There is no prohibition for his type of business

- Since a portion of the Scribner Building is changing its use a Site Plan Review: Change of Use Application needs to be submitted to the Planning Board for its approval
- Andrew Lane is the owner of the property and needs to approve the changes to the property. He can sign and submit a Letter of Authorization that allows Mr. Bradley to represent Mr. Lane in discussions with the Planning Board.
- A Site Plan Review Application Checklist was given to Mr. Bradley
- There needs to be an inspection by the Fire Chief after the changes are completed on the property and before the business opens.
- The Water and Sewer Department and the Electric Department need to be contacted to assure that these services are available to the new business
- Mr. Bradley can apply for funding and tax credits for his new business
- Mr. Bradley will need to complete a walk through with the Fire Chief and Building Inspector as part of the process
- Mr. Bradley can meet with the Planning Board for a Site Plan Review Pre-application Consult
- Mr. Bradley will need to submit a Subdivision Application to the Planning Board for the Scribner Building to separate his business space from the Andrew Lane property.

The Board discussed terms for Board members. The following determination was made:

- Susan, Mardean terms 2018
- Fran and Leigh 2018
- Carol 2019
- Erica 2020

The Board discussed briefly Chapter 1 of the Master Plan. Susan researched town survey formats from Claremont, Salisbury and Windham to determine possible questions and language for the Ashland Town Survey relative to the town's ideas for their Master Plan.

At the recent OEP conference Mardean attended the Public Outreach session. She made the following points:

- Create a subcommittee to talk with 1-2 people at a time in conversation and gather information in this manner at various public events. A straight survey will not work. A public meeting will not work.
- Create several surveys that address one section of the Master Plan at a time.
- Land Use Development information can be given to the History and Heritage Committees
- The Transportation Committee information can be done straightforward
- Look at and update the Master Plan Vision Statement
- The Accessory Dwelling Units law will be put into effect this year. There are some legal problems with the law.
- The Ashland Zoning Board of Adjustment and the Planning Board need to convene a joint meeting to review all legal updates to the Accessory Dwelling Units law to adjust our town ordinances.

The Board decided that they will review the Design Standards when they discuss the Master Plan updates/changes as they are able in their work sessions.

The Board reviewed their list of properties for which there are still issues:

The Racing Mart:

- The tenants of the Racing Mart have submitted a Site Plan to the Planning Board
- There is no Letter of Authorization from the owners of the business. The Planning Board has had no response from the owners.
- The signature on the Site Plan Review Waiver Application is verified to be the owner's signature so the Planning Board should approve completion of the waiver application.
- The Site Plan Review Waiver Application. Case 2016-11 M/L 017-006-011. Mardean made a motion to approve the Site Plan Review Waiver Application for Racing Mart. Fran seconded the motion. All votes in the affirmative. The motion passed.

Dumbledore's

- M/L 017-006-013
- The business needs a Site Plan Waiver
- The Building Inspector needs to come to the Planning Board and sign the Waiver Application.
- Mardean will draft a letter of reminder to be sent to the Board of Selectmen asking that the letter be certified and sent to the owners of Dumbledore's.

Mobil Station 162 Main Street:

- The Mobil Station is pumping gas. This is a same use as previously on this property.
- Send a courtesy letter to the owners to inquire if any additions to the business will be made to the property. If so, the owners need to come before the Planning Board.

27 River Street Property:

- This is a business in a residential zone. The owners need to come before the Planning Board to discuss the disposition of their business sign and its dimensions.

17 Highland Street

- Cars on side lawn

83D Post Street: The Donald Lester Case.

- The Northern Lakes Veterinary Hospital
- The Building Inspector has checked the berm and considers it complete
- Need an official written report from the Code Enforcement Officer to the Planning Board
- Planning Board will forward a status email on this case to the Town Administrator

The Board discussed the present ordinance relative to temporary signs. At present no temporary signs can be put on others property or in the right of way of State roadways. Any situations where temporary signs are put on others property or in the right of way this information needs to be sent to the Code Enforcement Officer.

The Board briefly discussed a better way to submit applications. The Board discussed the following possible changes:

- A designated person would go through the application upon receipt
- If any information is missing the applicant will be notified
- The designated person will come to the Town Office and check the abutters list with the most current abutters list for the applicant's property.

- Additional information can be checked through the town website
- The application form needs updating with regards to the current meeting place, number of copies of application needed, clarify that the applicant's information needs to appear on the application
- Ask that all applicants be required to submit their applications electronically
- Review the applications for changes and updates

The next Ashland Economic Development Committee meeting will be Tuesday, May 30, 2017.

ADJOURNMENT

The next Planning Board meeting, will be Wednesday May 24, 2017 6:30 pm at the Ashland Elementary School Library.

Fran Newton made a motion to adjourn. Carol seconded the motion. With all votes in the affirmative the motion passed. The meeting adjourned at 8: 00 PM.

Minutes submitted by Paula Hancock