

**Ashland Planning Board
Draft Minutes
August 24, 2016**

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

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

MEMBERS ABSENT: Members absent from this meeting were Fran Newton and Carol Fucarile.

OTHERS PRESENT: A member of the public at the meeting was Eli Badger.

DISPOSITION OF MINUTES

The minutes from the July 27 and August 3 meetings will be reviewed at the Board's next regularly scheduled meeting on September 7, 2016.

CORRESPONDENCE

The board reviewed and signed the NHNY Marina Development LLC Site Plan. This Site Plan is for the building of a second dry stock building on the property of NHNY Marina Development LLC on River Street.

Susan advised the board that she is in receipt of a letter from Brian Young, owner of Exit 24 Storage LLC. The letter was to inform the Planning Board that Brian Young is the official owner and authorized signatory for Exit 24 Storage LLC. The Planning Board is in receipt of a Site Plan for Exit 24 Storage LLC. The Site Plan shows plans for an additional storage building to be constructed at the rear of the property. The Planning Board had the following concerns about the Site Plan:

Concern about drainage on the property

- The addition of a metal roof on the building
- The addition of paving up to the new building
- The construction of the new building will cut into the hill at the rear of the property
- Concern about additional impervious pavement on the property which makes for less drainage surface and concern about drainage on the property
- Concern about the runoff of rain and snow from the metal roof

Susan received a forwarded email from Michele Greer of The Signal Group of South Portland, ME. This group is a company that does marketing and research regarding new business and residential development. She was inquiring about any new businesses or new residential development taking place in the town of Ashland. The Board determined that the present business development in town is static, the employment in town is stable and there are no prospects of new multi-family residential development in the near future.

Susan advised she wrote a letter to Tim Paquette of the Public Works Department suggesting that he contact Kevin Hayes concerning discussion of the upcoming paving plans for Leavitt Hill.

The Planning Board revisited the issue of signs in town. There are signs in town that are designated as temporary signs. They are political signs, signs to advertise an upcoming dated event, real estate, and yard sale signs. All other signs that advertise business such as restaurants, campgrounds, and tourist destinations in town are not allowed. If a business puts out a sign in front of their business for six days and then brings it back inside the business it is considered a temporary sign and allowable. The advertising **signs for businesses in town on State highways is through permits from** the State. The State would like to see a business purchase a \$250-\$300 blue sign that can be displayed as a motorist enters the town or on the on and off ramps to the town. A Welcome sign bought by the town could be used as a business directory.

The Board discussed updating the Building Permits and Scheduling Fees for the town. They reviewed the Building Permit formats from Moultonborough, Henniker, Tilton and Hillsboro. The Board thought that the Building Permit format for Henniker was very clear. It took the applicant step by step through the Building Permit process explaining why the need for the permit, where to obtain the particular permit and explained about costs. The Board reviewed the Hillsboro Building Permit format. In that format the format shows the types of construction an applicant would be engaged in, explains what permits the applicant is going to need for his/her particular project and who to contact for a particular permit. The Board thought that the Hillsboro format could easily be used as a handout for Ashland applicants. The Board needs to research the Henniker Building Permit format and the present Ashland Building Permit format. They need to determine if there are any issues between the two formats. They need to discover which parts of the Henniker format are similar to the Ashland format and which parts may or may not apply to Ashland. From these two formats the Board needs to write a Building Permit format that takes the similar parts of both and merges them into a Building Permit format that meets the needs of Ashland in a short, simplified, clear format.

The Schedule of Fees as it presently exists can be added to the Building Permit format. When the Schedule of Fees is updated the Schedule of Fees can be added to the Building Permit format as a concluding page.

The Board needs to look at other towns Schedule of Fees as to the proper format for Ashland. The Board needs to answer concerns about the proper fees for each Building Inspector visit to a new construction site. The Board needs more information concerning permit and building inspection fees before the Schedule of Fees can be adequately updated.

ADJOURNMENT

The next meeting of the Planning Board, will be **Wednesday, September 7, 2016 6:30 pm at the Ashland Elementary School Library.**

With nothing more to come before it, the Board adjourned. The meeting adjourned at 8:10 PM.

Minutes submitted by Paula Hancock