

**Ashland Planning Board
Draft Minutes
September 28, 2016**

CALL TO ORDER: The meeting was called to order by chair, Susan MacLeod, at 6:30 PM.

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

MEMBERS ABSENT: Fran Newton was absent.

DISPOSITION OF MINUTES

The Board reviewed the minutes of the July 27, August 3, August 24 and September 7. The Board reviewed the minutes of July 27. Carol Fucarile made a motion to accept the minutes as amended. Mardean Badger seconded the motion. With four votes in the affirmative the motion passed. The Board reviewed the August 3 minutes. Mardean Badger made a motion to approve the minutes as written. Cheryl Cox seconded the motion. With four votes in the affirmative the motion passed. The Board reviewed the minutes for August 24. Mardean Badger made a motion to approve the minutes as written. Cheryl Cox seconded the motion. With three votes in the affirmative and one abstention the motion passed. The Board reviewed the September 7 minutes. Carol Fucarile made a motion to accept the minutes as amended. Mardean Badger seconded the motion. With four votes in the affirmative the motion passed.

CORRESPONDENCE

Pastor Ernie Madden, Pastor of the Ashland Community Church [M/L 017-006-014] at 57 Main Street, came before the Planning Board. The reason for his appearance before the Board was the Ashland Community Church wants to install a new sign on their property. The new sign would be 4' x 8' It would be a two-sided sign that could be read by passersby from both sides of the sign. The sign would be illuminated in a white light. The letters on the sign would be interchangeable. The new sign would be installed closer to the street and the corner of the new sign would be at least two feet from the actual sidewalk. The new sign would be at least 20' from the driveway used by parishioners and visitors to reach the church parking area. The sign would not obstruct a driver's line of sight. There would be parked cars along the road in front of the sign decreasing its visibility at certain times of the day. Pastor Madden was asked to draw a comprehensive sketch showing the distances of the sign from the town sidewalk, the distance of the sign from the adjacent driveway as well as an idea of how the sign will stand relative to the sidewalk. He is to attach the sketch to the Sign Permit Application before the Building Inspector signs the application. There was concern expressed about the intensity of the white light of the sign on drivers and pedestrians. The intensity of the light of the sign can be determined by the wattage of the lights used in the sign and the use of "soft light." Mardean Badger made a motion to notify the Building Inspector that the Planning Board has approved the sign's location with a detailed sketch of the sign attached to the sign permit application showing its exact distance from the driveway and from the sidewalk. Cheryl Cox seconded the motion. With five votes in the affirmative the motion passed.

The Board discussed the issue of temporary signage in Ashland. The Zoning Ordinance 3.3.6 that for a temporary sign, a permit needs to be obtained. The permit specifies that the sign can't be more than 32 square feet and can only be put up for 7 consecutive days before it needs to be removed. The temporary permit then needs to be renewed. With regard to real estate signs the non-illuminated sign must be placed on the property being sold. The real estate sign needs to be removed from the sold property 48 hours after the closing on the property. The following points were made concerning temporary and permanent signage:

- No sign or advertisement device can be put up without a permit
- All temporary signs need to obtain a permit
- A café sign is considered an advertisement for the business and needs a permit
- A business that is doing work on a particular property can put his/her business sign on the property owner's property with the property owner's permission. When the project is completed the sign leaves with the business.
- Signs in flag island are in the State right of way. Signs can't clutter right of way or obstruct the State directional signs on flag island.
- The cost of a **commercial** sign permit application is \$60

The Board discussed the zoning ordinance pertaining to sign permits. The Board would like to remove any dollar amounts mentioned in the ordinance for signs. The Board would like to rewrite the sign permit application to include the information on the sign permit application that is now contained in the sign section of the zoning ordinance. The Board would like to clarify the wording presently contained in the sign section of the present zoning ordinance. The Board agreed that there needs to be a section in the zoning ordinance under signs that talks specifically and clearly about temporary signs. The Board agreed that there needs to be a separate and different temporary sign permit with its own sign permit fee. On all sign permit applications there needs to be room made for the complete address of the property as well as the complete address of the property owner. There also needs to be room on the application for the Tax Map number and the Lot number. There must be wording in our sign regulations that ask exactly the type of signs (circle all that apply), the dimensions of the sign, and a description of each sign being requested.

Susan MacLeod is in receipt of an email from Ann Barney. The email is in reference to the campground [M/L 012-005-003] that abuts NHNY Marina on River Street in Ashland [M/L 012-005-004]. NHNY Marina is proposing to build a 120' x 20' stack building behind the existing building on their property. NHNY came before the Planning Board for a Site Plan Review. There was a discussion at the time about proper drainage for the building site. Ann Barney has received complaints from two people at the abutting campground about the cutting of most of the trees on the property. There was no mention at the time of the Site Plan Review of any land change on the part of NHNY Marina. Ann Barney was advised to take photos of the site showing the actual view(s) that the abutters are concerned about and the proximity to the campground Ann should supply a description of the view and its direction from the Marina site. Ann was asked to submit to the Board the names of the concerned parties in this matter.

Susan will draft a letter to NHNY Marina stating that NHNY Marina is a commercial enterprise in a rural residential zone. As such and as a good neighbor to the abutters at the neighboring campground a natural buffer which was there is no longer there. The natural buffer needs to be

replaced. The Planning Board would like to see NHNY Marina's plans to replace or create that natural buffer. The buffer plans need to create an adequate buffer that shields the abutters both visually and audibly from the Marina site. The letter should be sent to NHNY Marina, with copies sent to Ann Barney and the Ashland Board of Selectmen. This issue will be revisited at the next meeting of the Planning Board on Wednesday, October 5, 2016 at 6:30 PM.

Susan was in receipt of an Excavation Ordinance (RSA: 155) dated 1980. This ordinance predates the institution of the present Zoning Ordinances. The Excavation Ordinance deals with the rules and regulations with regard to State gravel pits. It is unknown at this time if this particular ordinance has been incorporated into the Town's present Zoning Ordinances. According to State regulation the owner of an Excavation pit needs to renew his/her permit every five years. A representative of the owner of the Excavation pit must come to the Planning Board to receive the necessary Permit Application. A copy of the Permit Application has to be sent to the Ashland Conservation Commission. There may need to be a supplemental permit application secured. The permit application fees are additional revenue for the Town of Ashland. Additional research needs to take place to determine the Planning Board's responsibility for Excavation Application Permits and if said permits need to be filed with both the State and the town.

The issue of driveway permit updates was tabled for this meeting and will be reviewed and discussed at a future meeting.

ADJOURNMENT

The next meeting is the Board meeting, will be Wednesday, October 5, 2016 at 6:30 PM at the Ashland Town Hall.

With nothing more to come before the Board Cheryl Cox made a motion to adjourn. Carol Fucarile seconded the motion. With all votes in the affirmative the Board adjourned at 8:30 PM.

Minutes submitted by Paula Hancock