

**Ashland Planning Board
Draft Minutes
Wednesday, May 23, 2018**

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

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, and Leigh Sharps

OTHERS PRESENT: Eli Badger, Kathleen DeWolfe, **Tim and** Judy Smith, and Anthony Adamsky

REORGANIZATION OF THE BOARD

The Planning Board reorganized for the coming calendar year. The motion was made and seconded to nominate Mardean Badger as Chair of the Planning Board. The motion passed unanimously. **Leigh Sharps will serve as Vice Chair as needed.**

DISPOSITION OF MINUTES

The Board reviewed the minutes from their Wednesday, May 9, 2018 meeting. After review Leigh Sharps made a motion to approve the minutes as amended. Susan seconded the motion. The motion passed.

NEW BUSINESS

Case #2018-04, 79 Main Street

The Board reviewed Case #2018-04, Waiver of Site Plan Review Application submitted by Debra and Tom Peters for 79 Main Street (M/L 016-012-003). The waiver is for a Change of Tenant. The new tenant is office space for Life Maid **Easier** Cleaning. **Leigh** made a motion to **accept** the Site Plan Review Waiver Application. **Susan** seconded the motion. The motion passed **unanimously**. **Susan made a motion to approve the Site Plan Review Waiver Application. Leigh seconded the motion. The motion passed unanimously.**

Informal Consultation, 39 Winter Street

The Board held an informal discussion with Ms. **Tim and** Judy Smith concerning the **changes in** use of Mill No. 3, 39 Winter Street (M/L 017-004-020). Ms. Smith explained that Owl Brook **Builders & Renovations** will be moving into **the garage** of Mill No. 3 **with 2/3 used for the cabinet business and the other 1/3 of the space for an occasional pop up boutique**. Ms. Smith was reminded about the correct storing of cabinet varnishes and proper **dust collection system**. It was suggested that she contact Steve Heath to discuss any life and/or safety issues relative to the property. **Ms. Smith will need to file a Waiver of Site Plan Review for the new tenant Owl Brook Builders and, in the future, for a tenant that replaces Adams Body Shop**. Ms. Smith is actively seeking an occupant for the former Adams **Body Shop** space. **The shared tenant space (several existing tenants) will have an addition of a spring dance floor.**

Informal Consultation, 51 Main Street

The Board held an informal discussion with Mr. Anthony Adamsky (**Quince Tree Properties LLC**) concerning 51 Main Street (M/L 017-006-013). Mr. Adamsky wants to **use** the third floor of the former Odd Fellows Hall ~~into~~ for community meeting and events space. He would like to sponsor small scale events. The Planning Board advised that Mr. Adamsky will need a full Site Plan Review for 51 Main

Street because of its change of use (e.g., third floor change from residential apartment to commercial events) and its change of ownership. The Site Plan Review and life and safety issues (as recommended by Fire Chief Steve Heath) for the property need to be completed before scheduling events in the third floor space. Mr. Adamsky must also obtain a permit for assembly from the Fire Chief prior to holding events on the third floor. Mr. Adamsky was informed of Section 1.3 of the Site Plan Review Regulations, the Site Plan Review application form, application dates and notification process for abutters. He was also advised that other authorities and permits may be involved in any plans, including Ashland Fire Chief, Ashland Building Inspector, State Fire Marshall, and State Liquor Commission.

Regarding 44 Main Street, they have recently filed with the State of NH to rectify the deed for the corner piece of property, to enable adding a handicapped ramp to the building.

OLD BUSINESS

Case #2018-03

The Board discussed Case #2018-03, Home Occupation Application submitted by Ms. Shelley Randall for 356 Owl Brook Road, Holderness for property in Ashland and Holderness in the rural residential zone (M/L 010-004-011, Ashland) and (M/L 238-007-000, Holderness). Ms. Randall wishes to conduct yoga studio classes in her barn which is located on the Ashland portion of the property. The Planning Board briefly discussed the application at their April 25, 2018 meeting and then discussed the application with Ms. Randall on May 2, 2018. The key concerns of the Planning Board were as follows:

- Is the yoga studio and classes a home occupation or might it be considered a commercial enterprise due to its scope?
- Concerns were expressed about adequate parking, size of proper parking spaces and the flow of traffic on Owl Brook Road before and after classes.
- At the May 2, 2018 meeting the Home Occupation Application was put on hold and Ms. Randall was encouraged to discuss her home occupation application with Holderness.
- It was suggested that it might be necessary to have a joint meeting of the Holderness and Ashland Planning Boards and/or Zoning Boards.

Because the property spans two towns, Sue MacLeod spoke with Holderness Town Administrator Michael Capone, especially regarding jurisdictional issues and definition of home occupation. Holderness expressed a concern regarding availability of sufficient parking, noting that lot improvements to provide adequate parking would probably affect more of the Ashland portion of the property. Informal discussion in Holderness expressed support for any agreement made by Ashland regarding parking and willingness to hold a joint meeting if necessary.

After review, the Planning Board made the following points:

- Multiple classes, number of cars, and parking needs are beyond the scope of a home occupation.
- Ms. Randall needs a complete Site Plan review with the Planning Board(s) for a commercial business in the Rural Residential zone, with particular attention to parking and traffic.
- Ms. Randall needs to go to the Zoning Board(s) of Adjustment for a Special Exception for a commercial business and parking in the Rural Residential zone.
- A joint meeting with the Zoning Board of Adjustment (for special exception and conditions) and the Planning Board (approval of the plan) could be coordinated.
- There might need to be a discussion of the regional impact on the area since the property rests on a town Line.

The motion was made by Sue MacLeod to deny the Home Occupation Application for 356 Owl Brook Road, Holderness (Ashland M/L 010-004-011) in the Rural Residential Zone and to request a full Site Plan Review for a commercial enterprise. Mardean Badger seconded the motion. The motion passed unanimously.

LAND USE ASSISTANT POSITION UPDATE

The Planning Board advised that the Land Use Assistant Position proposal was approved by the Selectboard on May 21, 2018. Proposal passed 3-1. Mardean will work with the town office to create advertising for the position, including the planners' NH listserv, NHMA, Primex, and other towns.

FUTURE AGENDA ITEMS

- Review: Yvonne Downes home occupation, June 6
- Update: 61 Thompson Street (Kevin Dunn)
- Update: 146 Main Street (Richard Kirby), new tenant
- Review: Rules of Procedure and application forms for corrections
- Review: Sign regulations for Commercial Zone (e.g., number of signs allowed)
- Review: Excavation regulations, driveway regulations
- Compile list of code enforcement issues

ADJOURNMENT

Leigh Sharps made a motion to adjourn. Mardean seconded the motion. The motion passed. The meeting adjourned at 7:55 PM.

The next meeting will be Wednesday, June 6, 2018 at 6:30 PM at the Ashland Elementary School Library.

Minutes submitted by Paula Hancock