

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, August 22, 2018**

CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:28 PM.

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, Leigh Sharps

OTHERS PRESENT: Christine Cilley, Alan Cilley

DISPOSITION OF MINUTES:

The Board reviewed the minutes from August 1, 2018. Susan made a motion to approve the August 1 minutes as amended. Mardean Badger seconded the motion. Leigh Sharps abstained. The motion passed.

NEW BUSINESS

The Board reviewed their amended Rules of Procedure. The changes to the Rules of Procedure included the change of the meeting time and location; amendments to RSA 91-A regarding agendas and minutes to be posted online; an added reference relative to the Land Use Assistant position. Leigh Sharps made a motion to accept the Rules of Procedure as amended. Susan seconded the motion. The motion passed unanimously 3-0. The amended Rules of Procedure were adopted on Wednesday, August 22, 2018.

The Board reviewed the Site Plan Review Application form. The following changes were made: change of time and location of meetings, clarification of who should be counted for computing the cost of notices and required submission of an electronic version of the Site Plan Review. Susan MacLeod made a motion to approve the Site Plan Review Application form as amended. Leigh Sharps seconded the motion. The motion passed unanimously, 3-0. This form was adopted by the Planning Board on Wednesday, August 22, 2018.

The Board reviewed all references to sign provisions contained in the Zoning Ordinances. After discussion, it was decided that the sign provisions and references will be reviewed further. The Board members were requested to submit a list of code enforcement issues related to signs to the Chair prior to the next meeting.

The Board reviewed a list of all documents that are needed to be given to new members of the Board.

The Planning Board is in receipt of an Earth Excavation Permit Form for a 5-year renewal from Don Latulippe. The Planning Board has contacted Mr. Latulippe for all documentation relative to the excavation activity. The renewal request will be resolved at a future meeting.

The Board has contacted Kevin Dunn, the owner of 61 Thompson Street, (M/L 015-002-002) relative to his present mixed use of his property. The property is being used as a private residence as well as a commercial property. At a previous meeting (November 1, 2017), the Planning Board voted to require a full site plan review of the property; Mr. Dunn has not yet submitted an application.

The Board contacted Judy Smith, owner of Mill No. 3, 39 Winter Street (M/L 017-004-020) relative to the need for a Site Plan Review Waiver for the new tenant, Owl Brook Builders. The Board will

meet with Ms. Smith at a future meeting.

ADJOURNMENT

Leigh Sharps made a motion to adjourn. Susan MacLeod seconded the motion. The motion passed. The meeting adjourned at 7:35 PM.

*Submitted by Paula Hancock*