

**Ashland Planning Board
Draft Meeting Minutes
Wednesday, October 10, 2018**

CALL TO ORDER: Mardean Badger, Chairperson of the 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, Krystal O'Brien, Alan Cilley, Charles Smith (Town Administrator), Christine Cilley.

NON-PUBLIC SESSION:

The Planning Board went into non-public session pursuant to NH RSA 91-A:3, II (b) at 6:30 PM. Leigh made a motion for the Planning Board to move into non-public session. Susan seconded the motion. The motion passed 3-0 **by roll call vote: Sharps – Yes, Badger – Yes, MacLeod – Yes.**

Charles Smith and Kaitlyn Morse, in addition to the Planning Board members, were present.

A motion was made (Sharps) and seconded (MacLeod) to recommend hiring Kaitlyn Morse for the part-time position of Land Use Boards Assistant. The motion passed unanimously, 3-0. The Board's recommendation will be submitted to the Board of Selectmen for final approval.

A motion was made (Badger) and seconded (MacLeod) to leave non-public session. The motion passed unanimously, 3-0. The Planning Board came out of non-public session at 7:15 PM.

MINUTES:

The Planning Board reviewed the minutes of their Wednesday, September 19, 2018 meeting. Leigh made a motion to accept the minutes as amended. Susan seconded the motion. The motion passed 3-0.

FERNANDO LIRA, 138 MAIN STREET:

The Board met in consultation with Ms. Krystal O'Brien, representing Mr. Fernando Lira new owner of 138 Main Street (T/M/L 004-002-036). It will be a restaurant with a Mexican theme with the new name of La Catrina. There will be no renovations to the outside of the building. There will be no interior construction at this time **except a coat of paint.** The hours of operation will be Sunday-Thursday 11 AM-10 PM and Friday and Saturday 11 AM-11PM. **Mr. Lira expects to open in January or February of 2019.** Ms. O'Brien was advised that **the** business will need the following permits:

- A sign permit from the Building Inspector.
- An assembly permit from the Fire Chief, Steve Heath.
- A building, fire codes and health inspection from the Fire Chief.
- Meet with the Board of Selectmen for the approval of a liquor license.
- Contact the NH Liquor Commission for a State Liquor license.

Ms. O'Brien was advised **that** Mr. Richard Kirby owns the **large parking lot** to the left of the restaurant. **Mr. Lira** should look at the existing Site Plan for 138 Main Street **to review boundaries of the lot.** **Ms. O'Brien was given a Site Plan Review Waiver form (for change of ownership of a commercial enterprise) for Mr. Lira to submit.**

DON LATULIPPE, EXCAVATION PERMIT RENEWAL

Mr. Latulippe is requesting an excavation permit renewal for his property at 580 N. Ashland Road

(T/M/L 008-001-001). The Board has a copy of the minutes from the **June 22, 1995** Planning Board Meeting when the first permit was approved. **Also on file is the approval map for the property, which shows 2 phases, contour lines, soil data, erosion protection and pit operation notes.** The original permit approval was for Phase 1 of his plans; the project never went past Phase 1. **The original permit did not require** a reclamation bond for Phase 1. Leigh made a motion to approve the present Excavation Permit Renewal. Susan seconded the motion. The motion passed 3-0. **Mardean signed the Excavation Permit for the period of August 1, 2018 to August 1, 2023.**

SHELLEY RANDALL 356 OWL BROOK ROAD

Mardean gave the Board an update on the Shelley Randall property at 356 Owl Brook Road (T/M/L 010-004-011). She said that there is **a Facebook posting and a flyer distributed** for a yoga studio and yoga classes at 356 Owl Brook Road. **In photos of the interior, there appears to have been interior renovations** and electrical work in the barn. The yoga project appears to be going forward, **contrary to the Ashland Planning Board's denial of Ms. Randall's home occupation application.** The Ashland Building Inspector has been notified about the issue. The Planning Board is awaiting his response.

KEVIN DUNN 61 THOMPSON STREET

Mardean gave the Board an update on the Kevin Dunn property at 61 Thompson Street (T/M/L 015-002-002). **The Planning Board had previously determined that a full site plan review was necessary for the property.** Mr. Dunn advised that Tony Randall has been hired to do a survey of the property. There is an issue about the location of the **corner posts** for the property **which has kept Mr. Randall from completing the requested survey.** When the survey has been completed Mr. Dunn will contact the Planning Board for a Site Plan Review meeting.

LAND USE 2019 BUDGET

Mardean brought the Board up to date concerning the Land Use 2019 Budget. She explained that all line item dollar amounts remained the same as in the 2018 budget. She has added monies for a salary for a Land Use Assistant and monies for FICA **and Medicare.** The 2019 Land Use Budget totals \$13,185; an increase of **\$5,613** from the 2018 budget. The Board of Selectmen will discuss the Land Use Budget at their Wednesday, October 17, Selectboard meeting at the Town Hall. Mardean will be in attendance to explain the budget to the Selectboard.

LAKES REGION PLANNING COMMISSION

Mardean said that at the most recent meeting of the Lakes Region Planning Commission, the commissioners reviewed the 2019 budget. Ashland's **appropriation** has increased by less than \$50 for the 2019 budget. The budget was approved.

The **Town of Ashland** has submitted a TAP grant for another sidewalk project in Ashland. Charlie Smith submitted the written application for the project, **which was followed by a PowerPoint presentation to the LRPC Transportation Advisory Committee.** The grant is to continue the Main Street sidewalk from the corner of West Street to The Common Man Commons at 48 West Street. It is also for a sidewalk on Winter Street from Main Street to the little bridge. A decision concerning the grant will be made in January or February 2019 **by the NH Department of Transportation.**

2019 TOWN MEETING PROCESS

A summary of dates for submission of and public hearings for warrant articles was distributed. Sue MacLeod cautioned that the Planning Board has limited time to consider any amendments to the Zoning Ordinances prior to March 2019 voting.

ADJOURNMENT

Leigh made a motion to adjourn. Susan seconded the motion. The motion passed 3-0. The meeting adjourned at 7:50 PM. The next Planning Board meeting will be Wednesday, October 24, 2018 at the Ashland Elementary School Library at 6:30 PM.

Minutes submitted by Paula Hancock