

**Ashland Planning Board
Draft Meeting Minutes
Wednesday, August 28, 2019**

CALL TO ORDER: Mardean Badger, Chair of the Planning Board, called the meeting to order at 6:32 PM

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, Kathleen DeWolfe, Fran Newton, (alternate), Kaitlyn Morse, Land Use Assistant and Paula Hancock, Recording Secretary.

OTHERS PRESENT: Eli Badger, Jane Sawyer, Mr. and Mrs. Dana Fligg.

DISPOSITION OF MINUTES

The Planning Board reviewed the Planning Board portion of the joint meeting minutes from their August 7, 2019, meeting with the Ashland Zoning Board of Adjustment. Kathleen DeWolfe made a motion to accept the Planning Board portion of the Wednesday, August 7, 2019, meeting minutes as amended. Susan MacLeod seconded the motion. The motion passed by a 3-0 vote.

CODE ENFORCEMENT CORRESPONDENCE

The Planning Board has received a couple of emails recently advising them of perceived violations of the zoning **ordinances**. Mardean advised that the Planning Board is not the Town's Code Enforcement agent. Residents are urged to send their written complaints and any accumulated evidence of the perceived violation to the Town Manager. Be sure to check with others who could corroborate your evidence. The Town Manager with the assistance of the Selectboard will investigate all written complaints. The Selectboard is the Code Enforcement agent for the Town of Ashland.

BUDGET

The Planning Board discussed the 2020 Budget. Mardean requested Kaitlyn Morse, Land Use Assistant, to create a list of application fees, postage and classified ad fees that have been paid to the Planning Board **and the corresponding expenses** from January 1, 2019, to present. It was noted that fees for conferences have increased. Advertising for Public Hearings range from \$54-\$64 per ad. The Planning Board **Chair** will meet with the Chair of the Zoning Board of Adjustment to review the **proposed** 2020 budget.

ACCESSORY DWELLING UNIT

The Planning Board reviewed their ~~current~~ **latest draft of the** Accessory Dwelling Unit ordinances. The Board made the following **additional** recommendations:

- In accordance with NH RSA 674:71-73, the purpose of this ordinance is permit the creation of **accessory secondary** dwelling residences that is within or attached to an existing dwelling in zones that permit single family dwelling homes, subject to the following:
- ~~Section VII:~~ At least one (1) parking space must be provided for the ADU ~~and off street parking space for the Accessory Dwelling Unit.~~
- The Accessory Dwelling Unit has to be smaller than the principal residence. ~~The Board will review the parking issue further.~~

- The owner must reside on the premises.
- The Board needs to discuss the following issues further:
 - Maximum size of an ADU
 - Conditional permits
 - Sale of the principal residence and the ADU
 - Number of people allowed to reside in an ADU and relationship of the parties
 - Application of health and safety regulations
- ~~The Board needs to address the maximum size of an Accessory Dwelling Unit living space.~~
- ~~The Board needs to address conditional permits.~~
- ~~The Board needs to address the issue: if the principal residence and Accessory Dwelling Unit are sold.~~
- ~~The Board needs to review the wording relative to the number of people allowed to reside in an Accessory Dwelling Unit and the relationship of the parties.~~
- ~~When an ADU becomes an apartment it falls under the health and safety regulations of the community. The Board will research this issue further.~~

CASE #2019-10 ASHLAND HISTORICAL SOCIETY CONTINUATION FROM AUGUST 7

Case #2019-10 Ashland Historical Society had been continued from the Planning Board meeting of Wednesday, August 7.

The Board made the following recommendations for future Site Plan Reviews:

- To indicate in the minutes that the abutters notices sent out by the Planning Board relative to a Site Plan Review are sent to the individual abutters, signed by them and returned to the Planning Board.
- To make sure that all references to Site Plans Reviews should include the word “certified” so that all references to indicate that all Site Plans Reviews are certified.

Kathleen made the following motion: To amend in the Notice of Decision to replace the words “Plot Plan” with the words “Certified Site Plan.” Susan seconded the motion. The motion passed by a 3-0 vote. (Mardean – yes, Susan – yes, Kathleen – yes.)

Susan made the following motion: To continue Case #2019-10 Ashland Historical Society to the next Planning Board Meeting on Wednesday, September 4, 2019, at 6:30 PM at the Water and Sewer Department Conference Room. Kathleen seconded the motion. The motion passed by a 3-0 vote.

FEMA FLOOD PLAIN MANAGEMENT

The Planning Board discussed briefly the FEMA Flood Plain Management. No decisions were made.

UPCOMING EVENTS

- Saturday, October 5 Land Use Law Conference in Concord.

ADJOURNMENT

Kathleen DeWolfe made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 8:10 PM. The next Planning Board meeting will be Wednesday, September 4, 2019 at 6:30 PM at the Water and Sewer Department Conference Room at 6 Collins Street.

Minutes submitted by Paula Hancock