

**Ashland Planning Board
Meeting Minutes
June 3, 2015**

Members Present: Susan MacLeod (chair), Carol Fucarile, Normand DeWolfe BOS Alternate, Mardean Badger, Cheryl Cox, Fran Newton

Members Absent:

Others Present: Kathleen DeWolfe and Eli Badger.

The meeting was called to order at 7:01 pm by Chairman Susan MacLeod.

DISPOSITION OF MINUTES

The minutes for the May 27, 2015 Work Session were reviewed. A correction was made in the minutes. The tax break incentive the Board was discussing was contained in and was in reference to RSA 79-E. Mardean Badger made a motion to accept the minutes as amended. Carol Fucarile seconded the motion. With most votes in the affirmative and with one abstention the motion passed. The minutes were accepted as amended.

The Board reorganized for the coming year. Under the reorganization Susan MacLeod was elected Chair. Mardean Badger made the motion Fran Newton seconded the motion. Cheryl Cox was elected Vice Chair. Fran Newton made a motion. Carol Fucarile seconded the motion. Mardean Badger was elected Secretary. Carol Fucarile made the motion. Fran Newton seconded the motion. The vote was unanimous. The reorganized board will be Susan MacLeod, Chair; Cheryl Cox, Vice Chair; and Mardean Badger as Secretary for the coming term.

CORRESPONDENCE

Susan MacLeod was in receipt of an email from Fire Chief Steve Heath concerning a warehouse salvage business now in the old mill building. Steve Heath had talked to the owner of the business about the proper procedure for registering a business. The owner would need to submit a Site Plan to the Planning Board and an inspection would need to be completed by the Code Enforcement Officer. The building would need to be brought up to the present Fire and Safety Codes of the Town. Several members of the Planning Board will bring the situation to the attention of the Code Enforcement Officer. The Code Enforcement Officer will have a conversation with the business owner.

The Board discussed several small businesses that have been started as home businesses in town. The businesses started as home businesses now need to meet the requirements and qualifications of the town to qualify as small businesses. It was suggested that going forward the Code Enforcement Officer send out a form letter to all property owners of small businesses to notify them that their small business constitutes a change in use for the property. This means that the property owner possibly needs to come before the Planning Board for a Site Plan Review.

The Board discussed briefly a letter to be authored by Steve Felton, a letter of support for the project concerning the Dailey property on Highland Street. Cheryl Cox made a motion that the

Planning Board signs the letter of support. Susan MacLeod seconded the motion. It was a unanimous vote of the Board.

The Planning Board discussed the writing of an updated version of Design Standards for the town. The Standards would apply to the business district in town. It would apply to residential properties which are turned into commercial properties or are improved, remodeled, sold, or rehabbed. The Planning Board is reviewing Design Standards from Windham, NH. The Board likes the terminology used in the writing of these particular standards. They would like to adapt these terms in the writing of the Design Standards for Ashland. There are standards that the Board would like to include in the updated version that can be taken directly from earlier versions of the Ashland Design Standards. The Design Standards discussion will be continued at the next Work Session of the Board. The Design Standards under review for the Design Standards for Ashland are filed as attachments to these June 3, 2015 minutes.

The Board discussed the present GIS mapping project being done by Michelle Roberts of Cyber Fern. The discussion centered around how detailed the GIS mapping could be and how much detail could be shown on the map to show boundaries of commercial and residential zones in town. It was decided that all committees of the town would be consulted as to what the town would like to see on the GIS map concerning amount of detail. The Planning Board would like to see a map that is large enough to be read easily. Ashland Zoning Ordinances pertaining specifically to the boundaries of the commercial and residential zones are filed as an attachment to these June 3, 2015 minutes.

The next meeting is the Board meeting, Wednesday, June 24, 7:00 pm at the Ashland Town Office.

With nothing more to come before the Board a motion was made to adjourn. Cheryl Cox seconded the motion. The motion passed with all votes in the affirmative. The meeting adjourned at 8:40 PM.

Minutes submitted by Paula Hancock