

**Ashland Planning Board
Work Session Meeting Minutes
June 24, 2015**

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

Members Absent:

Others Present: Eli Badger, David Toth and Kenneth Beadle.

The meeting was called to order at 7:00 pm by Chairman Susan MacLeod.

DISPOSITION OF MINUTES

The minutes for the June 3, 2015 regular meeting were not reviewed at this meeting. The minutes will be reviewed as part of the July 1, 2015 regular meeting.

CORRESPONDENCE

Susan MacLeod was in receipt of a Home Occupation Application submitted by Kenneth L. Beadle. Mr. Beadle attended the Planning Board Work Session to explain the home business he has begun in his garage. The garage is 20' x 30'. According to the Home Occupation Application, as well as Mr. Beadle, he is presently using his garage to repair small engines, lawnmowers, and snow blowers. As part of his home business he drains off used oil from his several projects. He puts the used oil in plastic containers that he takes to the local transfer station for disposal. He explained that various individuals drop off a variety of small engines to be repaired. At the present time the home business is part time. There is no business parking on the property since the home business is contained within the garage proper. His customers drop off their machines for repair. The garage is 75 feet from Mr. Beadle's residence. He owns a large field across the street from his private residence. Mr. Beadle at this time deals with used oil only and no gasoline. Mr. Beadle has a business sign on Winona Road. This business sign is in the town of New Hampton. The Planning suggested to Mr. Beadle that Steve Heath do an inspection of his garage for any safety issues and the proper disposal of the used oil. Steve Heath needs to know how the fluids in the garage are being handled. Mr. Beadle told the Planning Board that he would be contacting Steve Heath. There will be further discussion concerning the Home Occupation Application at the next regular meeting of the Planning Board. There will be a Notice of Decision issued after a vote at the next regular meeting of the Planning Board.

The Planning Board in their discussion raised several concerns about the general application and this particular home business:

- The Home Occupation Application makes no mention of a signature and none is required.
- The cover sheet accompanying present Home Occupation Application mentions the need for an administrative review. There is no provision requiring the applicant to come to discuss their home business or their home occupation application with the board. Any questions the board may have concerning the home business can go unanswered by the homeowner.

- An Administrative Review and a Home Occupation Application are not mentioned in the ordinance dealing with this particular situation.
- Adjacent abutting property has a pond on it. Concern rose that this pond is downhill from the garage. Concern about containment of used oil and other fluids.
- Steve Heath needs to give Mr. Beadle fluid containment guidelines.
- The home business needs a regular inspection schedule
- The Beadle Home Occupation Application will be an agenda item with discussion at the next regular meeting of the Planning Board.
- Nashua in its Home Occupation Application regulations requires a signature of the home business owner. There is language in the ordinance pertaining to Home Occupation Applications to allow someone to come on premises for inspection.
- Need to revisit and review Home Occupation Application Form language.
- Carol Fucarile will look at other Home Occupation Application forms.

The Planning Board was updated on a case recently before the ZBA. Unless there is an appeal within 30 days of the decision on June 23, 2015 a Site Plan Review application from Dr. Donald Lester should be submitted by the end of July. The ZBA placed a condition regarding a fence for noise reduction on the revised site plan that will be reviewed in the context of the *Site Plan Review Regulations*.

The Planning Board discussed the makeup of the Zoning Board of Adjustment. The discussion made the points

- That if there is no members on Zoning Board of Adjustment in Ashland, the Ashland Board of Selectmen would need to create a board of no less than five members from the community.
- The Zoning Board is an independent and separate board from the Board of Selectmen. Matters that come before the Zoning Board are not under the jurisdiction of the Board of Selectmen.
- An applicant appearing before the Zoning Board may ask for a continuance of the meeting if less than five members are present at that meeting.
- The present Zoning Board meets on an as needed basis at this time.

The Planning Board took up the topic of Design Standards briefly. The members will continue to read through the paragraphs of the Windham, NH Design Standards for the proper language and proper terms that might be used in a Design Standard ordinance for Ashland.

The Planning Board discussed change of use and when change of use is applicable. They concluded that change of use is when:

- There is a change of ownership of a building or a change of tenant. The issue of compliance of that building to fire and safety codes needs to be addressed.
- If there is an impasse concerning fire and inspection regulations the owner must comply with all fire codes and stricter life safety requirements.
- If there is a conflict between building codes and fire & safety code the owner would decide if Town officials cannot agree. Planning Board follows stricter code.

- At times, there needs to be clarification between Building codes and fire & safety codes.

Carol Fucarile reported on the Ashland Transportation Advisory Committee. The Committee discussed the sidewalk between the Common Man and School Street. The Committee needs to come up with recommendations to the Town about this sidewalk particularly ADA regulations, the condition of the water and sewer pipe that runs underneath the sidewalk, and to see that the water and sewer pipe in this section of sidewalk is scheduled for review and upgrade this year. There will be an Ashland Transportation Advisory Committee meeting on Thursday, July 2 at 6 PM at the Water and Sewer Department office.

The Ashland Transportation Advisory Committee would like to create a comprehensive sidewalk plan for the town for complete streets. All modes of transportation will be considered as part of the plan as well as the consideration of pedestrian traffic in town. The Committee has a limited budget for this project.

The Planning Board discussed grants, including a grant to DES for the Brownfield property that did not get submitted.

The Planning Board was advised about the Northern Border Regional Commission. This Commission gives towns like Ashland more opportunities for grants. Grants are being given to towns all the time. The Commission has a rolling list of towns that are given the opportunity for grants through this particular Commission. The particular town needs only fill out a two-page application to be eligible to be on this rolling list and be eligible for these particular grants. This opens internet sites that deal specifically with municipal grants. The town needs to compile information about grants they are eligible for and the specific requirements for those grants. More attention needs to be paid to grants to fund projects throughout Ashland.

The Planning Board will review the Beadle Home Occupation Application after Steve Heath has done an inspection of the garage and submitted an assessment report on the business. This report will be reviewed before further discussion of this Home Occupation Application.

The next meeting is the Board meeting, will be Wednesday, July 1, 7:00 pm at the Ashland Elementary School Library.

With nothing more to come before the Board adjourned. The meeting adjourned at 8: 05 PM.

Minutes submitted by Paula Hancock