

**Ashland Planning Board
Draft Minutes
March 2, 2016**

CALL TO ORDER: Susan MacLeod, chair of the Planning Board, called the meeting to order at 7:00 PM.

MEMBERS PRESENT: Members present for the meeting were Fran Newton, Cheryl Cox, Susan MacLeod, Mardean Badger, Carol Fucarile, and Normand DeWolfe.

DISPOSITION OF MINUTES: The minutes for the February 3 and February 24, 2016 meetings were tabled for this meeting. They will be reviewed at a future meeting.

CORRESPONDENCE

Susan had not received any additional correspondence for the board since their previous meeting.

Bob Flanders, Building Inspector, needs to drop by Burger King to look at the lights issue. He will drop by during an evening to see how the lights are angled. The Ashland Fire Chief has quite a number of issues with Burger King regarding safety. The sign lights are angled incorrectly. All other sign lights from the neighboring businesses are angled down. Burger King's lights are not angled down. The Board was advised that Burger King has a conditional Occupancy Permit so the Building Inspector can implement a Cease and Desist Order. The Building Inspector and the Fire Chief should work with Burger King on the lights issue as well as the safety issues at the same time. The issue of the lights needs to be pursued further.

It was suggested to the Board that they consider scheduling future meetings at 6:30 PM. It was found to be a more convenient time. Beginning with the April meeting the regular monthly meeting of the Planning Board held at the Elementary School will begin at 6:30 PM.

The Board briefly took up the issue of the Donald Lester Site Plan Review. The Donald Lester Site Plan Review is Case 2015-04. Susan advised the Board that she had sent a letter to Donald Lester (applicant), his lawyer and to Tony Randall the surveyor for the Site Plan. In the letter she requested a copy of the new Site Plan for the Board to review prior to the May 4, 2016 Compliance Hearing. Having had no response from these parties she will issue a second letter asking that the new Site Plan be in the Board's hands by Wednesday, April 27 for review. There will need to be scheduled a Site Walk before the May 4 Compliance Hearing.

The Board discussed the Design Standards for the town. The Board members asked if the edits made to date on the Design Standards could be duplicated and distributed electronically to the members for review. The edits include the scope of the project, the definitions of Design Standards, and the waivers that have been made to date concerning Design Standards. The Site Planning section of the Design Standards has yet to be reviewed by the Board. The Board discussed at some length the process involved in changing any of the names of the zones or boundaries of those zones. They found that the process would be lengthy and involved. They also discovered that a recent change in the law had been enacted to make the process of changing

boundaries of zones much more difficult. Susan will send out all edits to date concerning the Design Standards to the membership.

The Board discussed at length that rather than deciding the Design Standards just amongst themselves and then imposing their decision(s) on the business community and the residents, that a letter of invitation be sent to the local business owners and the various building owners with regard to Design Standards. It was felt that the Design Standards proposals to date could be put on the town website for review by the business owners and residents. Invite them to be part of the conversation as to the Design Standards the businesses and residents would like to see in their town. The Board members felt that if a letter of invitation was composed and sent to the business owners and building owners in town via email that a conversation could be begun with the town businesspeople as early as this spring. This would also give the businesses in the lower village time to express their ideas about how to draw customers to the lower village. The present draft of the Design Standards will be put on the town website and will form the basis for the initial conversations with the local businesses and building owners this spring. It was suggested that the letter of invitation might be sent to Holderness businesses for those who might be considering business space in Ashland at a future time. It was suggested to get the people engaged in the conversation as well as Samyn and D'Elia as local architects who could add their expertise to the conversation. At the next work session of the Board will be a finalizing of details on the Design Standards and the composing of the letter of invitation to the businesses looking toward a conversation with them in the spring.

The Design Standards when completed could be put on the website with the Site Plan Regulations. There may be some instances where the Design Standards might need zoning ordinance involvement as part of their implementation process.

ADJOURNMENT

The next meeting is the Board meeting, will be Wednesday, March 23, 6:30 pm at the Ashland Town Hall.

With nothing more to come before it the Board adjourned. The meeting adjourned at 8: 00 PM.

Minutes submitted by Paula Hancock