

**Ashland Planning Board Meeting
Amended Minutes
Wednesday, June 6, 2018**

CALL TO ORDER: Mardean Badger called the meeting to order at 6:30 PM.

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, Leigh Sharps

OTHERS PRESENT: Christine and Alan Cilley, Eli Badger, Yvonne Downes and Jennifer White.

DISPOSITION OF MINUTES

The Board reviewed the minutes from their Wednesday, May 23, 2018 meeting. Leigh made a motion to accept the minutes as amended and corrected. Susan seconded the motion. The motion passed unanimously.

OLD BUSINESS

Case #2018-02, Review of Home Occupation

Yvonne Downes, 6 Mill Pond Lane (M/L017-005-003)

The Board met with Ms. Yvonne Downes of 6 Mill Pond Lane (M/L 017-005-003) to review her progress on her auto sales Home Occupation. She met previously with the Board on April 25 and May 2 about her Home Occupation Application. The Board inquired about her progress in obtaining State approval of an extension of her son's auto dealership license. She has recently submitted the paperwork for the State approval of an auto dealership to be located outside of Ashland. State DMV approval is contingent upon a State inspection, lease, bond, insurance and approval by the town. There is presently no sign for the business since the sign permit was denied by the town. The Planning Board recommendations were as follows:

- Extend our conditional approval
- Issue new notice update for a 3 month review (September 5 meeting) when she will meet with the Planning Board for a status report on her Home Occupation Application
- All previous conditions established by the Planning Board will be met

Leigh Sharps made a motion to extend our conditional approval pending a 3 month status report. Susan MacLeod seconded the motion. The motion passed unanimously.

REVISED ZONING ORDINANCE AND BUILDING REGULATIONS

The Board shall review the revised Zoning Ordinance and Building Regulations, based on the warrant articles that were approved in March 2018, and discuss them at their next meeting.

RULES OF PROCEDURE

The Board shall review the Ashland Planning Board's Rules of Procedures and compare them with the suggested Rules of Procedures in the OSI 2017 Planning Board Handbook. The time and location of the Planning Board meetings need to be changed from 7:00 PM in the Town Hall to 6:30 PM on the first and fourth Wednesday of the month at the Ashland Elementary School Library unless otherwise noticed. Some updates are also needed to comply with NH RSA changes. The Board members will review the Rules of Procedures and discuss updates at their next meeting.

APPLICATION FOR SITE PLAN REVIEW

At the next meeting, the Board shall review the Application for Site Plan Review for any needed changes or updates. There will need to be a change in meeting times and location.

LAND USE ASSISTANT

Mardean will work with the Town Office to create an advertisement for the Land Use Assistant position. The Board of Selectmen has approved the part-time town employee position at their May 21 meeting. Since the assistant will be working for both the Planning Board and Zoning Board of Adjustment, both boards will be involved in the hiring process. The approved applicant will be subject to performance evaluations and other regular town employee requirements. All applicants will send their resumes to the land use email. Charlie Smith, Town Administrator and the Town Hall will be involved in the hiring process. The Planning Board and Zoning Board of Adjustment will make their recommendation to the Selectboard for their approval. Land Use Boards will do any necessary training.

TENTATIVE AGENDA FOR NEXT MEETING

- Compile list of Code Enforcement issues (church signage, firewood business, etc.)
- Updates on pending issues (new tenant 146 Main Street, site plan 61 Thompson Street)
- Review Rules of Procedure and Site Plan Review Application
- Review changes in Zoning Ordinance and Building Regulations

ADJOURNMENT

Leigh Sharps made a motion to adjourn. Susan seconded the motion. The meeting adjourned at 7:30 PM.

The next meeting will be Wednesday, June 27, 2018 at the Ashland Elementary School at 6:30 PM.

Minutes submitted by Paula Hancock