

**Ashland Planning Board  
Amended Meeting Minutes  
Wednesday, November 27, 2019**

CALL TO ORDER: Mardean Badger, Chair of the Board, called the meeting to order at 6:30 PM

MEMBERS PRESENT: Mardean Badger, Susan MacLeod, Kathleen DeWolfe. Fran Newton (alternate) was absent.

OTHERS PRESENT: Paula Hancock, Recording Secretary

DISPOSITION OF MINUTES

The Board reviewed the minutes of the Wednesday, November 6, 2019 meeting. Kathleen DeWolfe made a motion to accept the minutes as amended. Susan seconded the motion. The motion passed by a vote of 3-0.

CORRESPONDENCE

Mardean will send an email to David Page advising him that he needs to meet with the Planning Board at a scheduled meeting for an informal discussion relative to his present and future plans for his business, White Mountain Brewing Company. Mr. Page will likely be advised to submit a full Site Plan Review to the Planning Board that has been completed by a licensed surveyor. Many characteristics of the property need to be discussed, including proximity to the river, Mill Pond, wetlands, railroad, snowmobile trails, and accessibility to fire and emergency vehicles.

MEETING SCHEDULE FOR 2020

Kathleen DeWolfe made a motion to accept the 2020 meeting schedule as presented with changes as necessary. Susan seconded the motion. The motion passed by a vote of 3-0.

PUBLIC HEARING SCHEDULE

The Planning Board has scheduled two Public Hearings for the 2020 proposed amendments. The first Public Hearing is scheduled for Monday, December 23, 2019 at 6:30 PM at the Water and Sewer Conference Room at 6 Collins Street. The second Public Hearing is scheduled for Monday, January 13, 2020 at 6:30 PM at the Water and Sewer Conference Room at 6 Collins Street.

BUILDING REGULATIONS

The Board discussed the proposed amendments to the Building Regulations. Article 3.1: "Any person, persons, partnership, trust or corporation intending to construct or erect a new building or to make structural alterations of an estimated labor plus material cost or market value, if new, of more than \$800 shall first make application for a permit on forms from the Building Inspector."

The Building Inspector wants to increase building permit fees. This will trigger more permit income.

Article 3.5: Permits shall be obtained from the Building Inspector for all electrical and plumbing work,

and for the installation of mobile home, wood burning, oil and propane burners. Inspection of all heating units (wood, oil, kerosene and propane) must be completed by the fire chief or his representative after installation.

Article 6: Building and Fire Codes. The Town of Ashland adopts the most recent building and fire codes as adopted by the State of New Hampshire Department of Safety.

Susan made a motion to approve the amendments to the Building Regulations as discussed. Kathleen seconded the motion. The motion passed by a vote of 3-0.

#### MASTER PLAN SURVEY

- The Board reviewed questions they pulled from other sample surveys.
- The format of the survey should encourage people to write what they want to see in Ashland.
- We need to decide what exactly we want to know from the residents and businesses.
- We should create questions pertaining to an update to design standards for the town and with economic development in mind.

#### COMMENTS re: NEW BUILDING PERMIT FORMS

- Mardean submitted comments to the Building Inspector about the proposed permits and format.
- The other Planning Board members were encouraged to also relay any comments to the Building Inspector.
- In our land use documents, there needs to be a definite distinction between a plot plan and a site plan. The present references need to change. A full site plan is a more detailed document than a basic plot plan. A site plan indicates the placement of all buildings and structures and indicates all property boundaries as determined by a licensed surveyor or the courts.

#### WETLANDS PERMITS FROM DES

Mardean advised the Board that she recently received two wetland permits dated in June and July of 2018. Both wetland permits were given a final approval at that time. Mardean will file both of these permits. She advised that she also received a wetlands permit application (2019-03706) for 16 Squam Point Lane dated November 27, 2019. It was reviewed by the Board on November 27, 2019. No action was needed.

According to instructions on the permit form, each wetland permit application is submitted to the Town Clerk with the original permit and four copies of the permit. The applicant is given the original. The four copies are submitted to the Conservation Commission, the Board of Selectmen, the Planning Board and the Town Office. The copy for the Town Office is to make sure that the permit is accessible to the public. A copy of the permit should also be given to the Building Inspector. The receipt of the applications, the date they were received and the date that they were reviewed, as well as any action required will be reflected in the minutes of the Planning Board meetings in which they are discussed.

#### CORRESPONDENCE

Mardean has received correspondence on various properties. She is currently keeping track of all issues and general questions. Mardean will consult the town attorney relative to a property at 27 Main Street. The question will be whether the now vacant first floor apartment rental should revert back to commercial use (Zoning Ordinance 2.2a, 2016 amendment).

COMMERCIAL EARTH EXCAVATION REGULATIONS (SECTION IV PARTS A-F)

The Commercial Earth Excavation Regulations were tabled for this meeting. The Board will review and discuss the regulations at a future meeting.

ADJOURNMENT

Mardean made a motion to adjourn. The motion was seconded. The motion passed by a vote of 3-0. The meeting adjourned at 7:45 PM. The next meeting will be Wednesday, December 4, 2019 at 6:30 PM at the Water and Sewer Conference Room 6 Collins Street.

*Minutes submitted by Paula Hancock*