

**Ashland Planning Board
Final Meeting Minutes
Wednesday, July 1, 2020**

CALL TO ORDER: Mardean Badger, Chair of the Board, called the meeting to order at 6:30 PM. The meeting was conducted via Zoom video and teleconference.

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

OTHERS PRESENT: Christine Cherry, Kaitlyn Morse, Land Use Assistant, Paula Hancock, Recording Secretary

RIGHT TO KNOW LAW: Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

DISPOSITION OF MINUTES

Kathleen DeWolfe made a motion to approve the Wednesday, June 24, 2020 minutes as presented. Susan MacLeod seconded the motion. The motion passed by a 3-0 vote.

INFORMAL CONSULTATION: CHRISTINE CHERRY 25 MAIN STREET (T/M/L 017-007-010)

Ms. Christine Cherry met with the Planning Board for an informal consultation for 25 Main Street (T/M/L 017-007-010). The franchise business name will be Sub Zero Nitrogen Ice Cream. She discussed her updated plans as follows:

- The plumber and the electrician have yet to sign off on their projects.
- Christine has met with Fire Chief Steve Heath relative to life/safety issues and occupancy permit.
- Christine was advised to apply for a building permit for replacement of a fence between 25 Main Street and 27 Main Street (Commerce Properties LLC), since the fence adjoins both buildings. She was also advised to file a document containing permission from the abutters for the replacement of the fence.
- Christine is waiting for a State health inspection for the business.
- Christine has obtained a permit to demolish the building to the rear of the property.
- Christine has plans to offer music in her rear outside seating area. This plan needs more discussion/research.
- Christine will need a sign permit, obtainable from the Town Office.
- Christine's proposal to place tables/chairs on the front sidewalk will need permission from the Board of Selectmen.
- Christine Cherry submitted a Waiver of a Site Plan Review electronically. Some information still needs to be added, e.g., TML number, reason for waiver.
 - Susan MacLeod made a motion to conditionally accept a Waiver of a Site Plan Review for 25 Main Street. Kathleen DeWolfe seconded the motion. The motion passed by a 3-0 roll call vote.
 - Kathleen DeWolfe made a motion to conditionally approve a Waiver of a Site Plan Review for 25 Main Street. Susan MacLeod seconded the motion. The motion passed by a 3-0 roll call vote.

NOTICE OF DECISION: CASE 2019-10 ASHLAND HISTORICAL SOCIETY (TML 018-002-005)

The Planning Board Notice of Decision of Case 2019-10 Ashland Historical Society (TML 018-002-005) was sent to Jane Sawyer. The Notice of Decision stated the approval of the extension of the application to August 24, 2020, as detailed in the June 24, 2020, Planning Board minutes.

HOME OCCUPATION LETTER

Mardean Badger drafted a letter to residents who have recently opened new home occupation businesses. The letter reminds the recipient that the Town has a process in place to approve new home occupation businesses. The letter will ask the recipient to contact the Planning Board within 30 days to ~~and~~ begin the process. The letter will be sent from the Town Office/Code Enforcement Officer. The Planning Board needs to review and revise the Home Occupation Application form to conform with the new Zoning Ordinance wording approved in March 2020.

Two other areas need future discussion:

- Short-term rental ordinance (such as Air B and B) dealing with a commercial enterprise in a residential property.
- Tiny home Ordinance

AMES BROOK CAMPGROUND INFORMAL CONSULTATION

Mardean advised that the Ames Brook Campground Informal Consultation will be taken up at a future meeting.

MASTER PLAN RECOMMENDATIONS

The Board continued a review of the Master Plan Recommendations. For the Implementation chapter, each recommendation was previously assigned a level of priority, people or groups responsible, and whether it was a short, medium or long-range recommendation.

The Board reviewed those criteria for Chapter 3 (Housing and Demographics) and listed any relevant actions taken since the Master Plan was approved. At the next meeting, the Board will start with Chapter 4 (Natural Resources) and continue working through the list. Recent actions and other notes will be added to a master list of the recommendations.

MEMBERSHIP UPDATE

It was noted that this meeting will be the last for Susan MacLeod, as she is moving out of town soon. The Planning Board members expressed their appreciation for Susan's long service on the Planning Board and other town committees. Her research expertise, extensive knowledge of land use issues, and her ability to bring broad areas of knowledge together to contribute to any committee's progress were cited by the Planning Board.

NEXT MEETING

The next meeting of the Ashland Planning Board will be Wednesday, July 22, 2020 at 6:30 PM.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The motion passed. The meeting adjourned at 8:04 PM.

Minutes submitted by Paula Hancock