

**Ashland Planning Board
Draft Meeting Minutes
Wednesday, October 25, 2023**

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

MEMBERS PRESENT: Mardean Badger, Kathleen DeWolfe, Paula Hancock, Andy Fitch

MEMBERS ABSENT: Excused – Kendall Hughes, Frank Stevens, Tricia Farris

DISPOSITION OF MINUTES

The Board reviewed the minutes from their Wednesday, October 4, 2023, Site Walk of the WMCC property (T/M/L 2023-12) meeting. Kathleen DeWolfe made a motion to approve the Wednesday, October 4, 2023, Site Walk of the WMCC meeting minutes as written. Mardean Badger seconded the motion. The motion passed on a 3 yes, (Badger, DeWolfe, Hancock), 0 no, 1 abstention (Fitch) on a roll call vote.

The Board reviewed the minutes from their Wednesday, October 4, 2023, regularly scheduled meeting. Kathleen DeWolfe made a motion to accept the minutes of the Wednesday, October 4, 2023, meeting as amended. Andy Fitch seconded the motion. The motion passed on a 3 yes (Badger, DeWolfe, Hancock) 0 no, 1 abstention (Fitch) on a roll call vote.

INFORMAL CONSULTATION WITH **JOSHUA** SMITH OF 6 MILL STREET

Mardean Badger advised the Board that **Joshua** Smith was on tonight's agenda for an Informal Consultation with the Board relative to his plans for a business that would construct insulating concrete forms to be located at 6 Mill Street. Prior to the meeting, she received an email from Joseph Smith advising the Board that with the number of semi-trucks that would come to the site daily to deliver supplies and for other reasons the property will not meet his business requirements.

REVIEW OF ARTICLE 9 OF THE ZONING ORDINANCE -- COMMUNICATION DEVICES

At the Wednesday, December 6, 2023, meeting the Board will be reviewing an application submitted for the construction of a new cell tower. The Board reviewed Article 9 of the Zoning Ordinance relative to Communication Devices that covers the rules and regulations pertaining to cell towers.

REVISION OF THE SITE PLAN REVIEW REGULATIONS, CHECKLIST, AND REVISION OF THE SITE PLAN REVIEW APPLICATION

Two major additions have been made to the Site Plan Review Regulations since the Board reviewed them at a recent meeting.

Section 4.2 (a and b) "Modification of an Existing Site Plan Review" replaces the previously used Waiver of a Site Plan Review form. This allows minor changes to an existing approved site plan.

Section 5.2 and 5.3 references the new Site Plan Review Checklist and Waivers form and the Board's authority to grant waivers as per NH RSA.

The new paragraph at the top of the proposed Checklist explains the Board's authority to grant waivers and directs the applicant to provide a written request for any waivers. The extreme right column of the Checklist indicates how the Planning Board has dealt with each of the items or issues listed in the left column. This information will also be included in the minutes of the Planning Board meeting at the time as well as included in the final Notice of Decision

REVISION OF THE APPLICATIONS

Reference to the waiver list has been added at the top of page 2 of the revised "*Application for a Site Plan Review.*" The Board discussed the application fee (which includes the time to research information about this particular property or proposed project). The Board decided at this time to leave the application fee at \$100 for the present.

The former application "Waiver of a Site Plan Review" has been replaced with the proposed "Modification of Existing Site Plan." The Board decided to assess a \$50 application fee to each applicant.

REVIEW OF THE REMAINING AGENDA ITEMS FOR 2023

The Board reviewed upcoming meeting dates and agenda items:

- November 1, 2023, meeting: Site Plan Review -- Meet with John Valpey of Commerce Properties relative to the possible expansion of his project at 14 Winter Street
- November 1, 2023, meeting. Site Plan Review continuation -- Meet with WMCC relative to information requested by the Planning Board.
- December 6, 2023, meeting: A Public Hearing on the Site Plan Review Regulations.
- December 6, 2023, meeting: Site Plan Review -- construction of a new cell tower.
- January 3 and January 24, 2024, meetings: Public Hearings for the proposed Building Regulations

The Board also reviewed the 2024 meeting calendar. In November and December 2024, due to conflicts with holidays, the second meetings may be moved to the third Wednesday of each month. A final 2024 calendar, including application submission dates, will be reviewed and approved at a future meeting.

FOOD TRUCK UPDATE

The Planning Board discussed a newly opened food truck business at 3 Cross Road and reviewed the relevant Planning Board minutes of May 4 and May 25, 2022.

On May 4 and May 25, 2022, James Guyotte and Lisa Cross met with the Planning Board for an informal discussion regarding placing a food truck at 3 Cross Road (TML 015-001-026). At the time, the Board advised them of several issues, including that the property was in the Rural Residential zone, the food cart would not qualify as a home occupation, the food cart would require ZBA approval for a commercial business at that site, a sign permit would be required, the town vendor's license might be applicable for a different site, and a state vendor's license might be required.

The Planning Board was told that the BOS has approved a local vendor's permit for the food cart, but the owners of the business have not been to the ZBA. The chair said that she would discuss the issue with the Building Inspector/Code Enforcement Officer for follow-up.

ADJOURNMENT

Mardean Badger made a motion to adjourn. The motion was seconded. The meeting adjourned at 7:50 PM. The next meeting of the Planning Board will be Wednesday, November 1, 2023 at 6:30 PM at 6 Collins Street.

Minutes submitted by Paula Hancock

DRAFT