

APPROVED  
ANDOVER PLANNING BOARD  
MEETING MINUTES  
March 28, 2017

Members present: Nancy Teach, Chair; Randall Costa; Paul Currier; Art Urie; and David Blinn, Ex-Officio

Also present for duration of appropriate items: Dave Powers, Zoning Administrator; Pat Moyer, Zoning & Planning Coordinator; Jeff Woodward; Rick Mandrey

Minutes of February 28, 2017

Urie – Motion to approve as amended

Currier – Second

Vote – Unanimous

Minutes of March 7, 2017

The board reviewed the draft minutes and will look to approve them at the April 11, 2017 meeting. Urie made a motion for the Planning Board to request the Selectboard to include “private road” in their written policy with respect to building on a Class VI road. Currier seconded the motion and the board voted unanimously on the motion. The Zoning Administrator noted that the change to the Selectboard policy could impact the Town’s procedure for review of future Ragged Mountain Fish and Game Club applications for building permits for new homes.

Planning and Zoning Coordinator

1. The town filing system is still being worked on.

Zoning Administrator

1. Follow-up letters were sent to property owners of 332 Main Street and a building permit has been filled out; and 474 Main Street regarding an in-law apartment and Dave has received no response to date; 8 Tilton Brook Road and an application to the Zoning Board of Adjustment for a Variance has been completed and submitted; 14 Potters Road regarding operating a business without a Site Plan Review with no response to date. Dave visit those that have not responded to date.
2. List of businesses in town is still being worked on. 7 businesses have been viewed and 2 have a Site Plan Review and Sign Permit and 5 have no Site Plan Reviews and no records.
3. Dave has received an inquiry for a property on Gale Road to build a home. The application was directed to complete and submit an application for Special Exception to build in the Forest / Agriculture District.

### Announcements / Correspondence

1. Organization of the Board (election of officers) will be at the April 11, 2017 meeting.
2. Randall will not be attending the April 11, 2017 meeting and Nancy will not be attending the April 25, 2017 meeting.

### Non-Binding Consultation: Rick Mandrey for a home business at 214 Putney Road, Tax Map 3, Lot 092,268

Rick has a 24' x 40' garage/shop built on property. He would like to operate a small machine shop there as a hobby/retirement home occupation. The property is approximately 14 acres and is in the Agricultural / Residential District and the shop is 300' from the road. It was asked if there would be retail space with customers and the response was no - possibly just customers picking up their item(s). It was asked if there would be a sign and the response was yes. Mandrey presented a drawing indicating the location of the home and shop. The board indicated to Mandrey that a home occupation is a permitted use; however, Mandrey should write a letter to the Zoning Administrator describing his proposed home occupation and have the Zoning Administrator sign off on it. Urie advised Mandrey that should it become a retail business, he would have to go through Site Plan Review. Moyer will create a draft Home Occupation Permit for review by the Planning Board.

### Non-Binding Consultation: Jeff Woodward for an annexation / lot line adjustment for 456 Franklin Highway, Tax Map 10, Lots 647,351 and 645,306

Woodward presented a plan / diagram of his properties (one lot with frontage on Franklin Highway and one lot with frontage on Boston Hill Road) and indicated he would like to move the property line between the two properties by 50'. Currier advised that this would actually be an annexation. An application for a minor subdivision was presented. The board noted that this is an annexation / lot line adjustment, and not a subdivision. The Board will review the application for completeness at the April 11, 2017 meeting and schedule a final review and action on the application for the April 25, 2017 meeting at 7:30 p.m.

### LRPC Map Project for Andover

Nancy, Paul and Doug met and did revisions to the map and Nancy and Doug will deliver the revisions to LRPC for creation of a final map.

There being no further discussion, the meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

Lisa Meier, Recording Secretary