

APPROVED
ANDOVER PLANNING BOARD
MEETING MINUTES
April 11, 2017

Members present: Nancy Teach, Chair; Jon Warzocha, Vice-Chair; Paul Currier; Art Urie; Doug Phelps, 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 March 7, 2017

Phelps – Motion to approve as amended

Urie – Second

Vote – Unanimous

Minutes of March 28, 2017

Urie – Motion to approve as amended

Currier – Second

Vote - Unanimous

Planning and Zoning Coordinator

1. A summary of the Guiheen property was drawn up and distributed to the board for review.
2. A draft Home Occupation Permit was distributed to the board for review and editing.

Zoning Administrator

1. Powers received a letter from Rick Mandrey describing his proposed home occupation which was requested by the Planning Board on March 28, 2017. Powers responded with verbal approval and indicated that he will follow up with an official document.
2. The Planning Board agreed that official correspondence from the town will be printed on town letterhead and signed by the department head; filed in the originating office, corresponding property file and the town master correspondence file. Warzocha made a motion for the Planning Board to delegate authority to issue Home Occupation Permits under the terms of the Zoning Ordinance to the Zoning Administrator. Phelps seconded the motion and the board voted unanimously in favor of the motion.
3. Dave advised Dan Merzi & Charles Hirschberg that they need to come before the Planning Board for a non-binding consultation on Site Plan Review pertaining to 14 Potters Lane. Teach spoke with Charles and they will come before the board on April 25, 2017 for a non-binding consultation.
4. Dave went to 8 Tilton Brook Road to view the garage / shed and determined it is

20' from the property line.

Public Hearing: Jeff Woodward for an annexation / lot line adjustment for 456 Franklin Highway, Tax Map 10, Lots 647,351 and 645,306

Powers reviewed the application for completeness prior to the meeting and the board reviewed the application and determined the following is necessary:

1. "Rebar is set" needs to be indicated on the map by the surveyor.
2. The survey needs to indicate that the lot between Tax Map 10 Lot 690,308 and Tax Map 10 Lot 645,306 is not material to this application.
3. The surveyor needs to indicate the current lot line is to be abolished.
4. A revised fee check is needed.
- 5.

The following waivers were requested:

- 1AVII Show location of existing and proposed easements
- 1AVIII Show location of existing and proposed utilities, septic and well
- 1B Topographic map
- 1BII Results of soil tests
- 1BIV Surface water runoff, sedimentation and erosion

The board will review for completeness at the April 25, 2017 meeting and grant the requested waivers in order to act on the application.

Organization of the Board (Election of Officers)

1. Urie nominated Nancy Teach for Chair; Jon Warzocha seconded the motion and the board voted unanimously in favor of the motion.
2. Warzocha nominated Randall Costa for Vice-Chair; Dave Blinn seconded the motion and the board voted unanimously in favor of the motion.
3. Currier nominated Doug Phelps for Secretary; Jon Warzocha seconded the motion and the board voted unanimously in favor of the motion.

Teach made a motion to recommend the Selectboard re-appoint Phelps, Costa and Urie as board members. Currier seconded the motion and the board voted unanimously in favor of the motion.

LPRC Map Project for Andover

Phelps and Teach will be going to LRPC on April 14, 2017 with their map revisions.

There being no further discussion, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,
Lisa Meier, Recording Secretary