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**ORFORD PLANNING BOARD**

**MEETING MINUTES**

**OCTOBER 20, 2014**

**Present:** Members- Jim McGoff, Harry Osmer, Chase Kling, Ann Green (Chair), Andy Schwaegler (Vice-Chair), Lawrence Hibbard, Tom Steketee (Select Board), Edward (Skip) Gould (Alternate), and Sam Hanford (Alternate)

Public – Harry Burgess

**Minutes:**

 Neither Planning Board Assistant, Vickie Davis nor scribe Melinda Ricker was able to attend this meeting. Therefore, upon opening the meeting, Andy agreed to chair so Ann could take the minutes.

 **Review Minutes** **of September 15, 2014**. The following corrections/additions were made. To those present, add Sam Hanford **(Alternate);** to minutes reviewed, add **of August 18,2014;**, page 2, para 7, change driveway to **country lane** and add **Andy S. explained that the country lane was required as is was the only way to provide the required road frontage on a town approved road;** page 3, para. 5, add to last sentence **but they did not use it.** Motion made by Harry O. and seconded by Ann G to approve minutes as amended; minutes approved.

 **Public Hearing.** At 7:15pm, Andy S. opened public hearing to hear comments regarding the Excavation Regulations. There were no public comments. Chase K. corrected the typo in the spelling of his last name on page 12. Ann G. suggested a change in fees on page 7 from $85 to $55 ($20 application/permit and $35 for public hearing notices). Public hearing was closed at 7:35pm following which a motion was made by Harry O. and seconded by Chase K, to approve the Regulations as amended. Motion passed unanimously. Ann G agreed to bring the final document to the November meeting for signature. Also Ann and Vickie will make some minor revisions of the Excavation application and permit and bring to the Board in November for approval.

 **Informal Preliminary Consultation** requested by Surveyor, Harry Burgess of Map# 7-32, Lot 1 jointly owned by Brenda and David Thomson and Peter Thomson. Property owners are requesting the separation of approximately 78 acres into two parcels with B. and D.Thomson owning one and Peter Thomson owning the other. Harry B. asked the Board if they should request for a lot line adjustment or a minor subdivision. It was consensus of the Board that a lot line adjustment was appropriate provided the lot was not previously subdivided within the past ten years and all parties agreed on how to proceed. Harry then thanked the Board and left the meeting.

 **Review of Covenant Shared Maintenance of Common Access Country Lane agreement.** Ann G. and Vickie D .will correct a few changes recommended by the Board and present in meeting scheduled for November. Also, Andy S noted that this particular agreement is only a suggested model for property owners to refer to as a guideline when a need arises.

 **Other business.** Ann G. advised of the Warranty Right-of-Way Easement Deed received from property owner Ray Clark concerning the subdivision of lot 35, Map 8-108R and the access to the proposed new lot 35A from Bridge Street. It was noted that the deed refers to the proposed driveway to be approximately 16’ in width. This does not meet the required width of a country lane (18’) the

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Planning Board stipulated as a condition for approval of this particular subdivision in order to meet the 50’ frontage on an approved road. Ann G. agreed to contact the property owner.

Ann G. distributed copies of the Board’s Rules of Procedures to all members for their review and discussion at next meeting.

Lawrence H. asked if Ted Eck who recently applied and was approved for a driveway permit on Archertown Road was asked to pave an apron at the entrance. Ann G. advised that according to the driveway application, it is required.

 Motion made by Tom S and seconded by Jim M. to adjourn. Meeting adjourned at 8:39pm.

 Submitted by,

 Ann Green

 Chair