**Town of Orford Planning Board**

**Meeting Minutes – December 21, 2015**

***Subject to Planning Board Review and Approval***

*Board Members & Staff Present:* Andy Schwaegler, Vice-Chair, Harry Osmer, Member; Lawrence Hibbard, Member; Chase Kling, Member; Sam Hanford, Alternate; and Victoria Davis, Planning Assistant

*Board Members Absent:* Ann Green, Chair; Member; Tom Steketee, Selectboard Representative Member; Jim McGoff, Member; Rob O’Donnell, Alternate; Edward (Skip) Gould, Alternate

*Public*: Mark Burger, Jim Evans, Harry Burgess, James Strout

**Item 1: Review of Meeting Minutes:** Andy Schwaegler called the meeting to order at 7:00 pm and appointed Sam Hanford to sit on the Board. The minutes of the November 16, 2015 meeting were reviewed. Harry Osmer made a motion to accept the minutes. The motion was seconded by Larry Hibbard, and unanimous approval followed.

The Board discussed that former Recorder, Melinda Ricker had been absent for a few months due to her young daughter’s illness and death. The Board requests that Ann Green send condolences on behalf of the Board. Andy Schwaegler read a letter from Melinda stating that she would be willing to resume her duties for the Board.

**Item 2: Public Meeting and Hearing for Jim Evans Lot Line Adjustment (2348 Route 25A; Tax Map 8-31-67 and 68):** Andy opened the public meeting at 7:10 pm. Victoria Davis reviewed the application for completeness with the Board noting that the submitted plan statement had been incorrect, the floodplain had not been shown, there were no elevations to go with the elevation lines shown, and the “old line” might not be clear. She had sent an e-mail to Harry Burgess about the first two items. Harry Burgess presented a revised plan with a corrected statement and the floodplain delineated. He explained that both lots are owned by Jim Evans, and he simply wished to annex 1.81 acres from the larger lot 67 to lot 68. The new lot 67 would be 8.23 acres and the new lot 68 would be 3.05 acres. Lot 68 has an existing house. There was discussion about the “old line” which was to the low water mark of the brook. Simply for historical purposes, Harry Burgess agreed to add a note explaining the location of the “old line” as it is not entirely clear on the map. Chase Kling made a motion to accept the application as complete. Harry Osmer seconded the motion, and unanimous agreement followed.

Andy Schwaegler opened the public hearing and asked for any public comment. There being none, Andy closed the hearing and went into deliberations. Sam Hanford made a motion to approve the lot line adjustment with the conditions that 1.) A note be added to the plan to clarify the location of the “old line;” and 2.) Elevations be added to the elevation lines on the plan. Chase Kling seconded the motion, and unanimous agreement followed.

**Item 3: Other Business:** Andy Schwaegler reported that Ann Green had spoken with Ray Clark about the remaining requirements to his subdivision approval. Ray said a Planning Board member could dig a hole in his country lane if they wanted to see what materials he had put down to meet the Subdivision Regulations and the subdivision approval condition. He also said he has submitted a septic system design to the State, has hired an engineer to determine the impact of his development on the floodplain, and has submitted a Shoreland permit application to the State. Ray requested that the Board consider his subdivision a work in progress as it takes time to obtain the various required permits. Larry Hibbard commented, it would be nice if applicants would notify the Board when they are about to begin construction so the Board has an opportunity to see the work in progress and determine if it is being done as required.

Larry Hibbard noted that there appears to be a new accessory house at a property on Route 25A. There was discussion about the need for these buildings to be approved by the Planning Board. Victoria Davis recalled that a notice had been put in the Town Report last year to let residents know that Planning Board approval is needed, but she could not recall the Planning Board’s policy decision. She and Larry recalled that it might have been to require approval from a date forward and none retroactively. They will consult the minutes and bring up the topic again at the next meeting.

Andy Schwaegler reported that Ann Green was contacting the former Master Plan committee members to get them together to determine how to proceed with updating the Master Plan. Former Committee members, Paul Dalton and Sam Hanford have agreed to participate. She will continue contacting other former members.

The meeting adjourned at 7:55 PM.

Submitted by,

Victoria Davis, Planner

Upper Valley Lake Sunapee Regional Planning Commission

**Tentative Meeting Agenda for January 18, 2015**

* Master Plan Committee
* Accessory Dwelling Approvals and Enforcement