

**ANDOVER CITY PLANNING COMMISSION /  
BOARD OF ZONING APPEALS**  
**Tuesday, March 15, 2016**  
**Minutes**

1. Call to order. 00:02:57

Chairman Lynn Heath called the meeting to order at 7:00 p.m.

2. Roll call. 00:03:07

Planning Commission members present were Chairman Heath, Mike Warrington, William Schnauber, and Stephanie Gillespie. Members Brian Lindebak, Tyson Bean and Lee Butler were absent.

Staff in attendance: Director of Public Works Les Mangus, City Administrator Mark Detter, Administrative Assistant Daynna DuFriend. City Council Liaison Sheri Geisler was absent.

A/V: Craig Brown

3. Approval of the minutes of the January 19, 2016 meeting. 00:03:17

*A motion was made by Mike Warrington, seconded by William Schnauber to approve minutes of the January 19, 2016 meeting. Motion carried 3/0/1. Stephanie Gillespie abstained as she was absent from the January 19, 2016 meeting.*

4. Communications 00:03:46
- A. Committee and Staff Report.
  - B. Potential Residential Development Report.

5. Andover Unified Development Code report from Foster Design Associates 00:04:28

David Foster and Bickley Foster, Foster Design Associates, presented the report.

David Foster presented and read an excerpt from the Scope of Services for the Unified Development Code, “an overriding goal of the completed (UDC) document is simplicity of use by staff and the development community, plus interpretation by decision makers throughout the plan review process”. He added that the Planning Commission is a very important body that will review this material before it is presented to the City Council. A lot of information will be involved in this project. The development of a new code will be divided into three phases. Phase 1, Analysis & Research is where they are at now. There is so much information used by the City for land development that needs to be researched, updated and crafted into one usable document.

Phase 2 of the project will involve bringing the materials and information together. They will be working to make this an internet friendly document for various users. Creating administrative forms will be phase 3. These forms are to be used by staff to conduct hearings legally and correctly.

They now have many of the land development documents used by the City and will begin integrating them in with the Zoning and Subdivision Regulations. The goal of the research phase is to create and bring to the Planning Commission a document that lists and outlines the table of contents for the Unified Development Code book.

Mike Warrington asked how often they would be able to review documents during this process.

David Foster suggested that three to four meetings or workshops would be needed to work on and finalize the table of contents for the UDC.

Chairman Heath asked if this document would streamline and correct items currently being used.

Bickley Foster explained that over a period of time there have been several amendments to both the Zoning Regulations and the Subdivision Regulations. These amendments are to be kept with the respective regulations for reference. The UDC will combine the Zoning Regulations and the Subdivision Regulations into one document of approximately 200 pages. A manner of identifying each of the amendment changes in the document will be necessary. Examples of different types of changes were described. Each of the regulation documents will also be updated.

David Foster noted that what is being discussed tonight is that each of the documents will be reviewed and “fine-tuned” before they are combined. They are here to listen and discuss with the commission any items related to land development that have been found in documents and meetings or that have been seen or heard in the community that need to be reconsidered.

Les Mangus explained to the commission members the concept of the document. Today there are 12-15 different documents being used for new development projects in order to meet each regulation. These documents each have different terminology and they do not always correspond with each other. The effort is to put everything together into one document with one index and one set of definitions. They are asking for input from the Planning Commission members on anything found in existing documents that they may question. Staff may not notice things in everyday use. This type of document is being used in many different places and is very important to a new person in town trying to find this type of information and helps to avoid any miscommunication. Workshop meetings would be conducted by focusing on one or two chapters at a time until a final draft is created allowing changes to be identified along the way.

Chairman Heath suggested possibly having a mobile device available on the bench allowing access to such a document if needed during meetings.

Mike Warrington said that he would like to see regulations for lighting of signage and landscaping looked at and asked if having Planning Commission workshop meetings would be beneficial.

David Foster said that time is the factor and creating another meeting would ultimately affect your time and the time needed for staff to process each project.

Les Mangus suggested having 2-3 chapters at a time sent to each person in draft format with comments submitted prior to the workshop meetings. Everyone would then meet to review the drafted form.

William Schnauber asked if the reason for this change was coming from State and Federal demands or requests from developers, if other committees would be included in the gathering of information and what the time frame would be for creating this document.

Les Mangus said that having multiple documents each with different terminology creates this need. A Unified Development Code is an enforcement tool to be used by the Planning Commission. The Site Plan Committee, Planning Commission, City Council and area developers will all be involved in the UDC workshop meetings.

David Foster designated Daynna DuFriend as the receiver of information and comments from committee members. Staff would then forward this information on to Foster Design Associates. Phase 1 should take four months to gather and organize the information with the goal of one year to complete the document.

6. Member Items. 01:06:03

There were no member items.

*A motion was made by William Schnauber, seconded by Mike Warrington to adjourn at 8:03p.m. Motion carried 4/0.*

Respectfully Submitted by

Daynna DuFriend  
Administrative Assistant

Approved this 19<sup>th</sup> day of April, 2016 by the Andover City Planning Commission/Board of Zoning Appeals, City of Andover.