

**Call to Order**

The meeting was called to order at 8:00 a.m. in the 2<sup>nd</sup> floor Conference Room at the Town Offices. Present were: Chairman Timothy Vaill, T. Bradley Duffin, Marlene Hoyt, Andrea Leary, David Pierre, and Jeffrey Spagat; also present were: Planning Director Paul Materazzo, Senior Planner Lisa Schwarz, Selectman Paul Salafia, Selectman Alex Vispoli, and ABCA President Holly Nahabedian.

**Updates**

Parking Management Plan: Two consulting firms have submitted proposals. The parking sub-committee will meet so a decision can be made within two weeks as to which firm to hire.

Communications Program: EDC wants to ensure that its economic development goals are clearly articulated on the Town website. A suggestion was made to have a link from the home page to EDC which can then link to the town businesses, who could possibly help to sponsor the site. Andover's Chief Information Officer, Paul Puzanghera, will be invited to discuss the website at an upcoming EDC meeting in an effort to move this process forward.

Streamline Permitting: Mr. Fenton had emailed a letter to the Council with comments from tenants which should be addressed. The Community Development and Planning Office have been empowered to create a permitting process review. A *Permitting Process Review Draft 9/3/2014* document was distributed and discussed. One goal is to have all contractors for a particular project scheduled for a meeting together at a designated time each week, called "Trade IDR" (Interdepartmental Review). This would help to expedite the process. An update on this review will be presented to the Selectmen in October.

A clear, well-defined permitting process with a fair timeline is essential. Training for Volunteer Boards was suggested. Each Board should be given a copy of *A Guide for Doing Business in Andover*, and a link to the guide should be on the Town homepage. EDC members can become Ambassadors to new retailers moving into town, and contact information would be linked on the website.

Strawberry Hill Farm: This senior development proposal is currently being reviewed by the Planning Board. Mr. Materazzo can provide details as requested. EDC is encouraged to write supportive letters for any project which can add value to the Town from an economic development perspective.

Merrimack College: The Planning Board will be making a recommendation about the four residential buildings proposed to be constructed.

Schneider Electric: Since the Andover location is now its North American Headquarters, a ribbon-cutting grand opening is scheduled for September 10<sup>th</sup> where the Governor will be one of the speakers.

Station Square: The Planning Board is looking to extend the general business district and change the zoning to both enhance the area and control its use. Conversations will begin with neighboring residents and will be further discussed at a meeting on October 14th.

**Andover Tomorrow Program**

There was much discussion about the geographic area to be considered for rezoning the Transit Oriented District (TOD). The Selectmen are working on a proposal to relocate the Town Yard which is separate from redevelopment proposals for the entire TOD area. It is important to define a focused area to present to the Selectmen, and subsequently at the next Town Meeting with future plans, and the possibility to phase in redevelopment to the larger area. Early citizen input is crucial, and discussions as well as area tours have already begun in order to form a coalition.

Two important considerations are: 1. access to the river, and 2. the area needs to be big enough to justify the financial inputs into the transit that is there as well as at the intersection. Currently there are three different zoning districts, each with their own set of rules. The Town has an opportunity to rezone the area with one set of rules which will allow more choice.

If the next Andover Tomorrow series is to focus on this TOD area, then citizens need to understand the impact on the rezoning – what is there now, what is being proposed, and the differences. The area and uses will be clearly defined and how they impact/benefit the community will be described. It will be important to illustrate the plans on a map and solicit community input. There will be a walking tour of the site scheduled on September 20<sup>th</sup> at 9:00 a.m. for interested citizens.

**Adjournment**

The meeting was adjourned at 9:30 a.m.

Documents: Permitting Process Review Draft 9/3/2014