

Town of Andover
Planning and Zoning Commission
Regular Meeting Minutes
Tuesday, January 16th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Jed Larson, Scott Person, Steve Nelson, Anne Cremè, Susan England, Leigh Ann Hutchinson
Town Administrator: Eric Anderson
Town Planner: John Guskowski
Board Clerk: Marina Pandolfi
Public Present: Kevin Arnesen

1. Call to Order – Jed Larson called the meeting to order at 7:00pm

2. Roll Call – Jed Larson performed roll call

3. Seating of Alternates – no alternates sat

4. Additions to Agenda – Jed Larson MOTIONED to add agenda item 6d – Letter of interest from Kevin Arnesen and agenda item 8a – Approval of Meeting Minutes, November 21st, 2023 regular meeting. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

5. Public Comment – none

6. New Business

a. Discussion/Action – Referrals per Section 8-24 of the Connecticut General Statutes;

Eric Anderson shared screen with each map

1. Town of Andover/Hawes Property, School Road (Boundary Line Adjustment);

Town of Andover property on School Road (AES) – discrepancy between surveys of about .23 acres – boundary line agreement will resolve discrepancy. Once set surveyor will set pins on property.

2. Town of Andover/King Property, Burnap Brook Road (Boundary Line Adjustment & Trailhead Improvements);

Property owner asked to re-survey property when purchased – located in Western Highlands Open Space Corridor – 1 acre along Burnap Brook adjacent to rail trail. 10.4i of Plan of Conservation and Development, would give Town ownership of property – Town would give up land in return that is in flood plain. Difference in surveys would be resolved with boundary line agreement. Commission review and discussion – potential gain/loss of 14 acres~

3. Town of Andover Property (Trailhead Improvements);

Joshua's Trust property on Skinner Hill Road – looking to add small parking area (4 cars) on Town property – proposed trail head on Eastern Highlands Open Space Corridor, trail will run between Town property and Joshua's Trust property. Will be a municipal improvement – letter of support received by Planning and Zoning Commission from Conservation Commission.

All referrals to be discussed at Board of Selectmen meeting on 1/17/2024. Jed Larson MOTIONED to approve all three 8-24 Referrals. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

b. Discussion – Recent rainfall events; - Jed Larson shared screen of data collected of rainfall events per year in 2022 and 2023 – discussed stormwater runoff, areas of flooding along the Hop River. John Guskowski added questions regarding implications or impacts of rain levels, damage to roads, sides of roads have been stabilized to handle rain events, use larger culverts to increase capacity, increased salt use. Look into regulation changes for home builds in flood prone areas.

c. Discussion/Action – FY 2024/25 Budget; - Jed Larson shared chart on screen of budget costs and dollar amounts for Commission for Legal/professional, training, mapping – discussed recommendations for next year. Total budget amount requested was decreased by \$600. Jed Larson MOTIONED to approve and accept the budget submission for the 2024-2025 FY. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

d. Discussion – Letter of interest from Kevin Arnesen

Letter of interest received from Kevin Arnesen to rejoin Commission as alternate member – Kevin Arnesen shared screen with letter to review. Due to State regulation, all alternate members cannot be of the same political party. Jed Larson MOTIONED to accept Kevin Arnesen as an alternate member of the Planning and Zoning Commission. Scott Person SECONDED. MOTION CARRIED 5:0:0

7. Old Business

a. Discussion – Plan of Conservation & Development – Draft Survey

John Guskowski shared screen with draft survey. Jed Larson sent link out to review for additional feedback – discussed best ways to get the survey out to the public. Survey estimated to take around 11 minutes to complete; Commission reviewed questions, response format, answer choices/additions, ranking answer questions. Questions include topics such as Town Center development, water supply/sewer use, roads/culverts/bridges, Open Space, natural resources, Hop River Trail, long range planning, Senior housing, surrounding Town services, concerning issues for Andover’s future, open-ended questions, and contact methods. John Guskowski will edit and run final edits by Eric Anderson and Jed Larson – will post in the Rivereast (QR code), Town website, Town social media, will have hard copies of survey at Town Hall and Library, use push notification system, inform Senior Luncheon attendees – and will update at the February meeting.

b. Discussion/Action

Proposed Amendments to the following Sections of the Andover Zoning Regulations;

Section 4.11 Accessory Apartments - Use of Right/Site Plan Approvals;

Section 4.21 Lighting;

Section 5 Licensed Day Care - Andover Rural Design District;

Section 7 Licensed Day Care - Andover Lake District;

Section 15 Signs (Public Interest);

Section 23 Lighting (Height & Intensity);

Section 24 Definitions.

Jed Larson MOTIONED to approve the proposed changes to the Andover Zoning Regulations so as the read follows: (see attachment). Scott Person SECONDED. MOTION CARRIED 5:0:0

c. Discussion – Update on Town of Andover’s Complete Streets Program – John Guskowski provided update, met with Eric Anderson; Barton and Logudice conducting study – Town received funding for planning study for a route connecting the municipal complex on School Road to the Hop River Trail. Looking to have study start so LOTCIP application can be submitted by February 2024 deadline. Look to also pursue Rec Trails Grant for both trail options – also met with homeowners who would be impacted by connection and received feedback.

8. Approval of Minutes

a. November 21st, 2023- Regular Meeting Minutes – Jed Larson MOTIONED to approve the November 21st, 2023 Regular Meeting Minutes. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

b. December 19th, 2023 – Public Hearing & Regular Meeting Minutes – Jed Larson MOTIONED to approve the December 19th, 2023 Public Hearing & Regular Meeting Minutes. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

9. Administrative Reports

a. Zoning Agent - none

b. Inland Wetlands & Watercourse Commission Liaison - none

10. Commission Discussion – Jed Larson developing budget, no current funding for Open Space acquisitions – look to add \$50,000 to 2024-2025 FY budget.

11. Miscellaneous - none

12. Public Comment - none

13. Date of Next Regularly Scheduled Meeting – February 20th, 2024

14. Adjournment – Jed Larson MOTIONED to adjourn the meeting at 9:11pm. Steve Nelson SECONDED. MOTION CARRIED 5:0:0