

Town of Andover
Planning & Zoning Commission
Public Hearing & Regular Meeting Minutes
Tuesday, December 19th, 2023 – 7:00pm
Location: virtual Zoom meeting

Members Present: Jed Larson, Scott Person, Anne Cremè, Steve Nelson, Susan England, Leigh Ann Hutchinson, Annmarie Daigle

Zoning Agent: Jim Hallisey

Town Planner: John Guskowski (Tyche)

Town Administrator: Eric Anderson

Board Clerk: Marina Pandolfi

Public Present: none

PUBLIC HEARING MINUTES

1. Call to Order – Jed Larson called to order 7:00pm, welcomed Annmarie Daigle to the Commission.

2. Reconvene Public Hearing

Application of Town of Andover. 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 shared screen – reviewed Section 5 Licensed Day Care – Andover Rural Design District, proposed changes for accessory apartments subject to affordable housing restrictions, special permit requirements for home occupations, Family Day Care/Group Child Care homes, special permit use section changes/updates. Section 7 Licensed Day Care – Andover Lake District – added 7.0.5 Houses of Worship & Cemeteries, 7.0.7 Family Day Care/Group Day Care, 7.0.8 Home Occupations, 7.0.9 Accessory Apartments, 7a – reviewed additions, municipal land use, public parks. Chapter 15 Signs – changes requested by Town, billboards authorized by Board of Selectmen on Town owned property, regulation on content. Signs placed at AES – height, size, and notification to Board of Education. Chapter 24 Definitions – discussion and review on updates and changes, architectural plans, floor plans, childcare centers, family day care home, group day care home, and lot frontage.

Eric Anderson stated that the Town will remove the request for change to Section 4 Lighting – 4.21.7

COMMENT/QUESTIONS - VERBAL & WRITTEN

3. Close or Continue Hearing (Town initiated Zoning amendment) – Jed Larson closed the Public Hearing at 7:34pm.

4. Adjournment

REGULAR MEETING MINUTES

1. Call to Order – Jed Larson called the meeting to order at 7:38pm.

2. Roll Call/Seating of Alternates – Jed Larson performed roll call. No alternates sat.

3. Additions/Changes to Agenda – none

4. Public Comment- none

5. New Business- none

6. Old Business

a) Discussion/Action - Application of the Town of Andover for various text amendments to the Zoning Regulations;

Application of Town of Andover. Proposed amendments to the following sections of The Andover Zoning Regulations:

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

Jed Larson MOTIONED to approve changes to Section 4.11 Accessory Apartments. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

Jed Larson recommended 40-year deed restriction (recommendation from Zoning attorney) – discussion on affordable housing requirements, regulations, State recommendations, owner occupancy. Section B Square Footage – floor plan definition discussion. Jed Larson MOTIONED to amend the changes to specify 40-year deed restriction in Section 4.11.2. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

Section 4.21 Lighting; - REMOVED

Section 5 Licensed Day Care - Andover Rural Design District;

Jed Larson MOTIONED to approve Section 5 Licensed Day Care – Andover Rural Design District as amended. Steven Nelson SECONDED. MOTION CARRIED 5:0:0

Section 7 Licensed Day Care - Andover Lake District;

Jed Larson MOTIONED to approve Section 7 Licensed Day Care – Andover Lake District with the exception of moving “Houses of Worship” and “Cemeteries” from a Permitted Use to a Special Permit Use. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

Section 15 Signs (Public Interest);

Jed Larson MOTIONED to approve Section 15 Signs (Public Interest) changes as shown. Scott Person SECONDED. MOTION CARRIED 5:0:0

Discussion on billboard signs along fence at Veteran’s Memorial Field, regulating content of signs (political, business advertising), authorization by Board of Selectmen, payment for using space, public interest, applications – update wording for billboards, could add more definition to requirements if needed.

Jed Larson MOTIONED to amend the proposed changes to Section 15 Signs (Public Interest) as Commission discussed to now read “d. Billboard signs except where specifically authorized by the Board of Selectmen or their designated representative on the fence at the Andover Veteran’s Memorial Park soccer fields, and no more than 32 square feet”. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

Section 23 Lighting (Height & Intensity)

Jed Larson MOTIONED to approve the modification to the site and parking lot regulation (Chapter 23.5b) Steve Nelson SECONDED. Discussion on maximum lumens, sport lighting, height limits and restrictions. MOTION CARRIED 5:0:0

Jed Larson MOTIONED to amend the proposed changes to place an upper limit on the illumination based on appropriate athletic field lighting standards (standard does not include pickleball courts). No second on motion. MOTION CARRIED 5:0:0

Section 24 Definitions.

Jed Larson MOTIONED to approve changes to Section 24 Definitions. Scott Person SECONDED.

Jed Larson ELIMINATED the billboard definition from Section 24 and added “as in a corner lot” at the end of the “Lot Frontage” definition. MOTION CARRIED 5:0:0

b) Discussion/Action – Application of the Town of Andover, Improvements to the Public Safety Complex, 11 School Road (Installation of additional propane tanks) – Eric Anderson shared screen of site plan, application approved by Inland Wetlands & Watercourses Commission, Eastern Highland Health District, and Fire Marshall. The additional tanks to supply backup generator; Zoning Agent also reviewed and approved.

Jed Larson MOTIONED to approve the Application of the Town of Andover, Improvements to the Public Safety Complex, 11 School Road (Installation of additional propane tanks). Scott Person SECONDED. MOTION CARRIED 5:0:0

c) Discussion – Update of the Plan of Conservation & Development – Questions for Town-Wide survey

John Guskowski shared screen with draft of POCD survey for public input – reviewed introductory information, questions, answer choice format; looking for Commission input and feedback. Questions on survey pertain to housing, development, Town services, and Open Space – open ended questions, questions regarding future of Andover. Discussed ways to spread work – fliers, Town’s social media, push notifications, newspaper listing, printed survey

7. Approval of Minutes

a) Regular Meeting Minutes November 21st, 2023

Jed Larson MOTIONED to approve the November 21st, 2023 Regular Meeting Minutes with a spelling correction under New Business – Section 7 Licensed Day Care. No second on the motion. MOTION CARRIED 5:0:0

8. Administrative Reports

a) Zoning Agent – Jim Hallisey provided update on properties he is working with; Gravel Pit on Route 6 referred to Mark Branse, delegated to Alan Curto – working on. Enforcements – 117 Long Hill Road, 92 Merritt Valley Road, 225 Route 6 – letters have gone out, working with property owners. 480 Lake Road – site plan issues, 357 Lake Road – garage built without permit, owner living in home without c/o, 664 Route 6 – debris on property, appealed citation, hearing set up; Attorney Dennis O’Brien working with hearing officer. Jim will include matrix of properties he is working on with meeting packet.

b) Inland Wetlands & Watercourse Liaison – none, application approved for Town for propane tank installation

9. Commission Discussion - none

10. Miscellaneous – John Guskowski (Town Planner) will be on Jeopardy! Airing January 11th, 2024. Jed Larson welcomed Annmarie Daigle to the Commission.

11. Public Comment - none

12. Date of Next Regularly Scheduled Meeting – January 16th, 2024

13. Adjournment- Jed Larson MOTIONED to adjourn the meeting at 9:40pm. Leigh Ann Hutchinson SECONDED. MOTION CARRIED 5:0:0