

TOWN OF ANDOVER
PLANNING & ZONING COMMISSION
ANDOVER COMMUNITY CENTER
25 SCHOOL ROAD

DRAFT MOTION FOR CONSIDERATION:

MOVE TO APPROVE THE APPLICATION OF THE TOWN OF ANDOVER TO CONSTRUCT A COMMUNITY CENTER, PARKING AND ASSOCIATED SITE WORK IN ACCORDANCE WITH THE APPLICATION AND PLANS ENTITLED "ANDOVER COMMUNITY CENTER 17 SCHOOL ROAD ANDOVER, CONNECTICUT" DATED MAY 18, 2023 AND REVISED THROUGH JUNE 20TH, 2023 AS PREPARED BY THE BSC GROUP, WITH THE FOLLOWING CONDITIONS:

- 1) Pre-construction Meeting - The contractor, relevant subcontractors and the applicant shall meet with town staff and its representatives prior to the commencement of construction to go over schedule, coordination of construction and any other matters deemed pertinent by either staff and/or its representatives, the contractor or the applicant. It is expressly agreed that representative(s) of the Andover Elementary School and/or the Andover Board of Education will be provided an opportunity to participate in said meeting. Notice to be provided a minimum of 48 hours prior to all meetings.
- 2) Contact Information - The contractor shall provide town staff with contact information including names, phone numbers and emails for 24/7 emergency contact. Any updates to such information shall be provided to town staff in writing.
- 3) The revised plans (showing modifications to address stormwater management concerns) shall be reviewed/approved by Eastern Highlands Health District prior to endorsement by the Chairman of the Planning & Zoning Commission. Minor revisions to the plan, as determined by town staff, shall be incorporated into the final plans.
- 4) Prior the issuance of a Certificate of Occupancy the contractor shall make necessary adjustments (vertical & horizontal) to existing lighting at CL& P pole #598 so as to meet the lighting regulations contained within the Zoning Regulations and provide the Town of Andover with documentation of same.

- 5) Construction Meetings - Interim construction meetings shall be held bi-weekly and include the contractor, relevant sub-contractors, town staff and BOE representative(s) so as to discuss progress, future schedule and any issues that have arisen or may be envisioned. The contractor shall provide written updates of the project schedule at such meetings.
- 6) Lot Coverage - The perimeter lot line(s) shall be relocated at the north side of the subject property or otherwise so as to bring the lot coverage into compliance with Section 11.2 of the town's zoning regulations.
- 7) Signage – The applicant shall provide the town with signage detail to determine compliance with the town's sign regulations detailed in the town's zoning regulations. Upon review and staff approval the sign detail shall be added to the final plans prior to endorsement. This condition shall apply to all signage include all construction signage.
- 8) Traffic Circulation – The contractor shall provide and install concrete barriers, or approved equal, to prevent traffic flow during construction between the Andover Elementary School parking lot and the Town Hall parking lot. "Approved equal" shall be as determined by the Zoning Agent. Barriers shall include reflective markers on both sides so as to maintain visibility.
- 9) Construction Fence – The construction fence shall be field located so as to allow the Andover Elementary School vehicular access to the basement garage and to provide for ingress/egress requirements detailed in any and all operational/emergency or evacuation plans adopted by the Andover Elementary School.
- 10) Monumentation – All lot corners shall be pinned in accordance with the Andover Subdivision Regulations prior to the issuance of a building permit and be shown on the as-built drawings.
- 11) Revise the address of the project so as to read "25 School Road" on the cover sheet of the plans.
- 12) Final plans shall be filed in the Andover Land Records in accordance with statutory requirements.
- 13) As-built Drawings: Prior to the issuance of a Certificate of Occupancy an "as-built" drawing prepared in accordance with A-2 standards will be filed on the Andover Land Records.
- 14) Per the applicant's presentation, the two parallel parking spaces located near the west wall of the school shall be removed from the final plans.

- 15) During construction of the facility, there will be no truck deliveries to the site during the time period that students are being dropped off and picked up at the school, but construction activity need not be suspended during that time period.
- 16) In accordance with Section 12.8.5, the Commission approves shared parking for all of the Town-owned parcels and finds that the various uses have different periods of peak occupancy. The Commission finds that perpetual cross-easements are not required because all of the relevant parcels are under the same ownership and it is impossible for the same owner to grant an easement to itself.
- 17) All items contained in the letter dated June 20, 2023 from the Town Engineer shall be addressed in the final plans to the satisfaction of the Town Engineer.
- 18) Prior to the issuance of a Certificate of Occupancy, the Town, the Board of Education, and the Fire Marshal shall devise an evacuation plan for the School.