

Town of Andover
Planning & Zoning Commission
Regular Meeting & Public Hearing
Monday, April 17th, 2023 – 7:00pm
Location: Hybrid (Zoom and Community Room @ Town Hall)
17 School Road, Andover

Members Present: Jed Larson, Anne Blanchard, Anne Cremè, Scott Person, Steve Nelson, Susan England, Kevin Arnesen, Leigh Ann Hutchinson

Town Administrator: Eric Anderson

Zoning Agent: Jim Hallisey

Andover Board of Education: Gerry Cremè, Chris Bernard, Shannon Loudon, Michael Beckwith

Board of Selectmen: Adrian Mandeville

Public Present: Robert D'Adamo & Jeannine D'Adamo (Applicants), Nicholas Lulick – Woodcraft Designs (Contractor), Julia Haverl

PUBLIC HEARING

1. Call to Order

Jed Larson called the meeting to order at 7:00pm

2. Planning & Zoning Commission Application #23-02

Application of Robert D'Adamo, 43 Aspinall Drive – Applicant is seeking a Special Permit to allow for an accessory apartment in accordance with Section 4.11 of the Andover Zoning Regulations

Nicholas Lulick provided information to Commission members on the central sewage system, improved blueprints showing the heating and cooling system, adding in missing information from the site plan. Reviewed plans that were posted on the Town's website – received approval from Sanitarian; any lighting added must be in accordance with Town Zoning regulations.

3. Continue or Close Public Hearing

4. Adjournment

Jed Larson closed the Public Hearing at 7:15pm.

REGULAR MEETING

1. Call to Order

Jed Larson called the regular meeting to order at 7:15pm.

2. Roll Call/Seating of Alternates

Jed Larson took roll call, no alternates seated

3. Additions/Changes to the Agenda

Jed Larson MOTIONED to move agenda item 6b) Update – Proposed Senior/Community Center to agenda item 5b, move agenda item 5b to 5c, and agenda item 5c to 5d. Scott Person SECONDED. MOTION CARRIED 5:0:0

4. Public Comment – none

5. New Business

a) Action Item – Application #23-02, applicant Robert D’Adamo, 43 Aspinall Drive; applicant seeking a Special Permit so as to follow for a detached accessory apartment in accordance with Section 4.11 of the Andover Zoning Regulations

Zoning Agent Jim Hallisey stated this application is complete and meets regulations.

Jed Larson MOTIONED to approve Application #23-02. Steven Nelson SECONDED. MOTION CARRIED 5:0:0

b) Update – Proposed Senior/Community Center, pre-app conference

Eric Anderson passed out a packet of mapping, draft of proposed building conditions, and parking regulations – about a month away from submitting the application.

Parking Regulations – showed an aerial view of the Town Hall, Fire Department, and Elementary School. There are 191 parking spaces between the three properties – Eric has monitored usage, only about 26% of spaces used daily. The Fire Department has 35 active members, with Wednesday nights being the busiest for parking. The Town Hall has around 8 employees and 1-5 members of the public (15 cars or less daily) – discussed if PZC can pass application without adding additional parking spaces.

The Town Hall parking lot entrance would be the main entrance for the Community Center. The project engineer, Public Works, and Eastern Highland Health District dug a test hole – no sign of active water, tested soil conditions

Commission discussed handicapped parking requirements, additional spaces, bicycle parking – designated loading area, & separate septic systems

Eric shared an overall boundary survey of all parcels – 8-24 referral will need to be filed – in interest of having a clean survey a Boundary Line agreement may need to be completed with the Hawes family property next to AES

c) Discussion/Possible Action – Regarding a Boundary Agreement and possible 8-24 Referral for a portion of property owned by Stephen King, located on Burnap Brook Road (Eric Anderson)

Eric shared his screen displaying a map of property – Transfer Station property abuts property owned by Mr. King, Town will need to do a boundary line agreement with property owner at some point. The Town would try to acquire property at Burnap Brook/Rail Trail, this would require an 8-24 referral.

d) Discussion – Monumentation of Subdivision Lots – discussed Pine Ridge Drive subdivision

6. Old Business

a) Update – Gravel Pit, 517 Route 6

Slated for haying and seeding this week, starting planting on southside along Hutchinson property. Need written restoration plan – may need land use attorney involved.

Jed Larson shared screen of zoning regulations – draft change to accessory apartment regulations, reviewed the change. New change to item D in section 4.11.2 – will send to zoning attorney for review

7. Approval of Minutes – March 20th, 2023

Jed Larson MOTIONED to approve the minutes as amended (applicant name misspelled, “motion passed” missing). Leigh Ann Hutchinson SECONDED. MOTION CARRIED 4:0:1 with Steve Nelson abstaining.

8. Correspondence – none

9. Administrative Reports

a) Zoning Agent – Enforcement Actions, Pending Applications

Jim Hallisey updated the commission on various properties in Town; 664 Route 6 – blight/junk/RV issue, hopeful to file liens against property, working with zoning attorney on violations. 243 Long Hill Road – no roof, property has been on the market, will issue an order. 344 Route 6 next to Library – fence issue, Jim has been in contact with owner to resolve. 27 Hendee Road – blight issue, home has been under construction for quite some time. 43 Times Farm – RV being lived in

b) Inland Wetlands & Watercourses Commission Liaison – no update

10. Public Comment

Julia Haverl – commented on 27 Hendee Road property; animals in the brook and road, additional housing unit, junk in yard

Gerry Cremè – thanked Jed for allowed Board of Education members to attend the meeting and for Eric’s presentation on the Community Center

11. Next Regular Meeting – May 22nd, 2023, June meeting June 26th, July meetings will shift to 3rd Tuesday of the month

12. Miscellaneous – Board Clerk resigned, Marina Pandolfi will be completing minutes

13. Adjournment – Jed MOTIONED to adjourn the meeting at 9:10pm. Scott Person SECONDED. MOTION CARRIED 5:0:0