

TOWN OF ANDOVER  
PLANNING & ZONING COMMISSION  
MONDAY, SEPTEMBER 20, 2021 7:00PM  
LOCATION: VIRTUAL MEETING VIA ZOOM

**REGULAR MEETING MINUTES**

**Members Present:** Chair Jed Larson, Vice Chair Anne Peterson Crème, Scott Person, Steve Nelson, and Susan England (alternate)

**Member Absent:** Leigh Ann Hutchinson, Anne Blanchard (alternate), and Kevin Arnesen (alternate)

**Others Present:** Zoning Agent – Jim Hallisey, Board Clerk – Abbie Winter, Erik Adamcik, Scott Beebe, Andrew Morin, and Mark K. Branse

- 1) CALL TO ORDER: Chair J. Larson called the regular meeting to order at 7:04 p.m.
- 2) ROLL CALL/SEATING OF ALTERNATES: Susan England seated for Leigh Ann Hutchinson.
- 3) ADDITIONS/CHANGES TO THE AGENDA:
  - a) M.Branse and J.Larson raised to change the first Old Business Action Item for S.Beebe’s application to read to “approval of permit for a kennel at 241 Route 6”, instead of “approval of modification to previously approved Special Permit for a kennel at 241 Route 6”.

J.Larson MOVED to apply the changes discussed. By unanimous voice vote,  
MOTION CARRIED 5:0:0.
- 4) PUBLIC COMMENT: None
- 5) OLD BUSINESS
  - a. **Action Item** – Approval of permit for a kennel at 241 Route 6 – Scott Beebe applicant.

Scott Beebe, the applicant, was present.  
S.Beebe stated he does not need a license for a Commercial Kennel Type C, but instead a Commercial Kennel Type A license. He requests permission to run his business under

the Commercial Kennel Type A license, with the opportunity to come before the Board in the future to apply for a Type C license.

J.Hallisey updated the Commission with S.Beebe's facility's flood lighting. J.Hallisey asked the fire marshal for comment, and J.Hallisey did not yet hear back from him. Therefore should the Commission choose to act on the application, a condition can be added that S.Beebe must get approval from the fire marshal. J.Hallisey stated the heating and cooling on site is a non-issue under state regulations.

J.Hallisey added that S.Beebe's business meets the Type A kennel requirement that a maximum of 10 dogs are present at any given time. J.Larson showed the difference between Type A and Type C kennels, and maintained that S.Beebe's business is in compliance with all the Type A kennel requirements.

J.Larson reviewed the application procedure, and he stated that J.Hallisey will check if the Town needs to return a \$65 Special Permit fee to S.Beebe.

M.Branse requested clarification that there is a site plan submitted for the proposed site, J.Larson confirmed.

J.Larson MOVED to approve the application for a Type A kennel at 241 Route 6. Seconded by S.Person.

M.Branse asked if there are conditions for approval. There was discussion regarding total number of dogs permitted on site, and fire marshal approval. J.Larson clarified S.Beebe has five kennels in the barn and six outdoor kennels, therefore he has enough housing for ten dogs as permitted for a Type A kennel.

J.Hallisey stated that the fire marshal's approval is not a requirement for the permit since it's not a Special Permit, but the approval can be added as a recommendation.

By roll call vote, MOTION CARRIED 5:0:0.

**b. Action Item** – Review Request For Proposals for the preparation of an Affordable Housing Plan/Selection.

J.Larson stated three proposals were submitted to the Commission – from Gormon+York, SLR, and Bill Warner. The first two proposals were for \$15,000, and Bill Warner's proposal was for \$6,900.

S.England stated she is not comfortable with the Gormon+York application because there was plenty of jargon, which could indicate it will be a poor and unclear public presentation. Also she didn't like their payment plan, which was a set monthly payment

as opposed to payment tied into the completion of various tasks, which could limit the Town's control of the contract management. She continued that Bill Warner's application was not as professional as the others, but she and the Commission worked with him in the past as he is a previous Zoning Agent. He was very easy to work with, she is comfortable with his work, and his products are high quality. S.England ranked Bill Warner first, SLR second, then Gormon+York third.

S.Nelson stated SLR's proposal was the most professional and included a detailed timeline. He stated Gormon+York was not a customized solution for Andover, and that SLR's proposal included local case studies and was the most comprehensive overall.

- c. J.Larson stated that the Commission did not request \$15,000 from the state's grant, so the Commission's budget is just above the amount that Bill Warner requested. If there is money leftover, it can be used to hire legal service to support in preparing the Affordable Housing Plan/Selection. J.Larson stated he is comfortable with Bill Warner's application.

S.England MOVED that the Commission obtain the services of William Warner to prepare the affordable housing plan for the Town of Andover. S.Person SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

## 1) NEW BUSINESS

- a. Special Permit Application for 23 Route 6 at Network Inc. for installation of 2 gazebos.

On behalf of applicant Network Inc, Erik Adamcik was present.

E.Adamcik stated that in June, Network Inc submitted a permit for two gazebos for their clients' outdoor use. He described the site plan to the Commission, including the proposed walkway. E.Adamcik stated the fire marshal requested that a barrier is built between the parking lot and the gazebo area. He confirmed that the Eastern Highlands Health District approved the installation.

J.Larson stated that the Network Inc facility was previously a Special Permit, then he referenced Chapter 21 – Enforcement of the Regulations to discuss considering the gazebos as minor non-substantial deviations from the approved Special Permit. If the Commission determines the gazebos are a substantial change, then the request must be treated as a new application for approval.

J.Larson MOVED that the commission resolves to send the permit to the Zoning Enforcement officer to authorize minor non-substantial deviations from the

approved Special Exemptions / Special Permits, which we consider the gazebos to be. S.Nelson SECONDED.

J.Hallisey presented a comment from the fire marshal that he will sign off on the plan for the barrier.

M.Branse asked for clarification if there are dimensions on the plans. E.Adamcik and J.Larson confirmed.

There was discussion about Section 23.1 and 21.7c, regarding exterior change to the site.

By roll call vote, MOTION CARRIED 5:0:0.

b. Action Item – Approve Annual Report

J.Larson reported that he corrected the typo previously pointed out to him.

J.Larson MOVED that Planning and Zoning Commission Annual Report be approved for forwarding to the Board of Selectmen. A.Crème SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

**2) APPROVAL OF MINUTES**

a. Meeting of August 16, 2021

S.Person MOVED to approve. S.England SECONDED. By roll call vote, MOTION CARRIED 4:0:1 with S.Nelson abstaining.

**3) CORRESPONDENCE: None.**

**4) ADMINISTRATIVE REPORT/ENFORCEMENT ACTIONS**

J.Hallisey stated he sent a letter to Steve Barnett, on his property on Route 6. He has not heard back, so he will call him or contact him in person. There were several approvals for Special Permits on the parcel over the years, so J.Hallisey plans to clarify with S.Barnett where he is in violation.

J.Hallisey discussed ongoing administrative work with the public.

J.Hallisey discussed the Town's transition to an online permitting system, and that the Town is working to hire someone for 20 hours a week. Cathy is working there now for a short period of time.

J.Hallisey reported on general inquiries about determining a commercial parcel between Route 6 and Hutchinson Rd, the White Tavern property, as a floating zone.

**5) COMMISSION DISCUSSION/MISCELLANEOUS**

S.Person stated that Frontage and No Building in the Flood Zone should be put on the agenda for future meetings.

There was discussion regarding the Special Permit modification process.

**6) PUBLIC COMMENT: None.**

**7) ADJOURNMENT**

S.Person MOVED to adjourn the meeting at 8:07 p.m. S.Nelson SECONDED. MOTION CARRIED 5:0:0.

NOTE TO PUBLIC: All Planning and Zoning Commission meetings and public hearing will be held virtually until further notice. Should any members of the public need access to a public computer please contact the Building & Land-Use Office a minimum of 48 hours prior to any scheduled meeting – 860.742.4036 x 3.

Respectfully submitted by Abbie Winter,

*Abbie Winter*

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.