

TOWN OF ANDOVER
PLANNING & ZONING COMMISSION
MONDAY, MAY 16, 2022- 7:00 P.M.
LOCATION: VIRTUAL MEETING VIA ZOOM

REGULAR MEETING MINUTES

Members Present: Chair Jed Larson, Vice Chair Anne Peterson Cremé, Leigh Ann Hutchinson, Steve Nelson, and Anne Blanchard (alternate)

Member Absent: Scott Person, Susan England (alternate), and Kevin Arnesen (alternate)

Others Present: Abbie Winter – Board Clerk, and Jim Hallisey – Zoning Agent

- 1) CALL TO ORDER: Chair J. Larson called the regular meeting to order at 7:00 p.m.
- 2) ROLL CALL/SEATING OF ALTERNATES: : J.Larson seated Anne Blanchard in place of Scott Person.
- 3) ADDITIONS/CHANGES TO THE AGENDA

Section 5 – Old Business: Add item a: Vote to adopt the affordable housing plan.

Section 7 – Discussion: Add item a: Common driveway at 580 Lake Road.

J.Larson MOVED to add these two items to the agenda. A. Cremé SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

- 4) PUBLIC SPEAK: None.
- 5) OLD BUSINESS

- a. Vote to adopt the affordable housing plan.

J.Larson reported he briefed the public on the affordable housing plan during Saturday (5/14) morning's Public Info Meeting, and he stated attendance was low. The recording is available for residents to view on the town YouTube channel.

J.Larson stated Diane Grenier and Joanne Hebert provided positive feedback on the plan. D.Grenier provided her opinion that Andover residents will not be interested in developing mobile home parks in town, to which J.Larson replied that the PZC cannot prohibit mobile homes, but the Committee can place restrictions on them.

J.Larson stated he added edits to Bill's final report by adding page numbers to the table of contents, fixing some typos, and including comments. He did not change the content of the plan. He will send this updated version of the plan to the Commission and J.Hallisey after it is voted on and adopted tonight.

J.Larson MOVED to adopt the Affordable Housing Plan prepared by Bill Warner. S.Nelson SECONDED.

L.Hutchinson reiterated E.Anderson's feedback from Saturday's Public Info Meeting that the Committee should refer to the affordable housing instead as "workforce housing".

There was discussion on media coverage by the Rivereast. J.Hallisey stated Sloan Brewster was on vacation during the meeting, and she plans watch the recording and publish an article on it.

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

b. **Discussion** – Changes to the Sign Regulations

J.Larson stated he received the regulations with feedback back from M.Branse. J.Larson will send it out to the Commission members.

J.Larson MOVED to forward the sign regulations for CROG and town review, and schedule public hearing to discuss the sign regulations immediately prior to the Commission's regular meeting on July 18th. S.Nelson SECONDED.

L.Hutchinson stated she does not think it is burdensome that the Shell station posts many window signs - it's not doing any harm. J.Larson stated he thinks maintaining the character of the town calls for less signage.

J.Larson discussed M.Branse's presentation, "The Good the Bad and the Ugly", which address's the PZC's latitude to require a business to look aesthetically pleasant for the town. J.Larson will send a recording of M.Branse's presentation out the Committee members.

S.Nelson stated public safety is a consideration in the conversation about window sign coverage; for safety reasons people and the state trooper should be able to see into the building without significant impairment. J.Larson and L.Hutchinson agreed, and L.Hutchinson added that there needs to be a happy medium between visibility and the business's ability to advertise.

There was conversation about political signs.

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

c. **Update** – Gravel Pit Operation at 517 Route 6.

J.Larson asked about clarification on the extension deadlines.

J.Hallisey stated he spoke with Chris Bell and he is interested in presenting an updated restoration plan for approval during the Commission's regular meeting in June. J.Hallisey stated he walked the site and a silt fence is in place. He reported C.Bell will meet with J.Hallisey and Hank Gruner before the next meeting to review the restoration plan.

J.Hallisey stated the operation is approved through September 17, 2022. The original approval was in June 2019, and there were 3 approvals for extension – two 6-month extensions and one 90-day extension. The restoration can extend 60 days beyond the permit's September 17, 2022 expiration date.

J.Larson stated he intended for the site's restoration to occur during warmer weather to plant grass seed.

J.Hallisey reported the stockpiles on site are for filling the site's drainage basin. He stated the applicant was approved to remove materials until 9.17.22, and then restoration needs to be completed within 60 days of the 9.17.22 deadline.

6) NEW BUSINESS

a. **Receive Application for a Zoning Amendment** (change in text) and **Set Public Hearing.**

The Commission covered this in Old Business item b. Discussion – Changes to the Sign Regulations.

b. **Discussion** – Other regulatory amendments.

J.Larson reported he discussed with Mark Branse the Commission's outstanding questions regarding the regulations such as frontage, kennels, and cannabis and alcohol regulations. J.Larson reported M.Branse provided a full review of the Town's zoning regulations, and M.Branse raised concerns about some regulations such as open space subdivision.

J.Larson stated he intends to address these regulation issues raised by M.Branse, however the Commission first needs to opt out of the accessory dwelling unit requirements mandated by the State. If the Commission does not opt out, then every lot has the right to have an accessory dwelling unit. J.Larson stated it is not in the Commission's interest to allow this everywhere, especially on the small lake district lots. After opting out of the State-mandated accessory dwelling unit requirements, then the Commission needs to modify the accessory dwelling unit regulations to adopt some of the State regulations.

J.Larson reported if the Commission want the accessory dwelling units to count as affordable housing, the accessory dwelling units need to be deed restricted. J.Larson stated that therefore, the Commission needs to figure out a way to incentivize property owners to put a 10-year deed restriction on their accessory dwelling unit. S.Nelson proposed the idea to incentivize accessory dwelling units via tax abatements, J.Larson agreed with this idea.

L.Hutchinson volunteered to serve on the Affordable Housing Committee.

7) **DISCUSSION**

a. Common driveway at 580 Lake Road.

J.Larson reported M.Branse stated the Commission should have included the common driveway as a condition for approval when they approved the applicant's subdivision permit.

S.Nelson proposed the idea to create a checklist for the Commission's use when they review a commercial application, including signage, sidewalks, and driveways.

J.Larson stated the Commission tried this with what he calls the "Heinz 57 checklist" within section 23 for Special Permit Site Plan applications. It may need to be expounded upon, it wasn't very efficient since all the applications are all so unique it isn't effectively streamlined.

J.Larson reported M.Branse stated the only way to do better and catch the issues that arose in the 580 Lake Road application is to have a professional town planner. It will be tough to do with a committee of volunteers.

S.Nelson asked about the DOT study status. J.Hallisey stated the Commission does not have it, and it will not be a condition of approval since the DOT review timeline is out of the applicant's control; it will be a part of the building permit process. S.Nelson noted he thinks the DOT may extend the right-turn lane from Route 6 onto Lake Road so that it starts before the facility's new entrance. J.Larson reiterated L.Hutchinson's point to extend the 40 mph speed zone.

L.Hutchinson asked how the Commission can request to the DOT extending the right-turn lane and extending the 40 mph speed zone. J.Hallisey stated he will follow up on how to do this.

8) **APPROVAL OF MINUTES** - Special Meeting of 5.3.2022.

J.Larson MOVED that the minutes from the Special Meeting of 5.3.2022 be approved.
S.Nelson SECONDED.

The Commission discussed the following corrections to the Minutes:

~~MONDAY~~ **TUESDAY**, MAY 3rd, 2022 - 7:00 P.M.

Members Absent: Vice Chair Anne Peterson Cremé **and Kevin Arnesen (alternate)**

By roll call vote, MOTION CARRIED 4:0:1 (A.Cremé abstained).

9) CORRESPONDENCE

10) ADMINISTRATIVE REPORT

a. Zoning Agent

J.Hallisey stated he is working with residents on subdivisions of parcels, and he is dealing with some enforcement actions. He reported the progress on the removal of RVs on the Route 6 property, and he is working with Mr. Barnett and his property at the junction of Parker Bridge and Route 6.

J.Hallisey hasn't seen any progress on the demolition at 12 Center Street, so he will be issuing a blight ordinance this week or next.

J.Hallisey has more complaints he's dealing with in the next week.

J.Larson asked if the house that caught fire near the Lake is a blight ordinance and when the ordinance is in effect since it only recently occurred. J.Hallisey will follow up on this.

J.Hallisey is expecting an application from Hebron Road residents for an in-law apartment.

b. Inland Wetlands & Watercourse Liaison Report

J.Larson updated that there is nothing to report from the Inland/Wetlands Commission that affects PZC.

11) PUBLIC SPEAK

J.Hallisey reported on the status of filling the Board Clerk position, which is on the agenda for tonight's Board of Selectmen meeting.

L.Hutchinson asked if Lynn Werner clerks for the boards. J.Hallisey stated she does not clerk.

12) Next Regularly Scheduled Meeting – June 20, 2022 at 7:00 p.m.

13) ADJOURNMENT

J.Larson MOVED to adjourn the meeting at 8:11 p.m. A. Cremé SECONDED. MOTION CARRIED unanimously.

Respectfully submitted by Abbie Winter,

Abbie Winter

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