

**TOWN OF ANDOVER  
PLANNING & ZONING COMMISSION**

**REGULAR MEETING MINUTES**

MONDAY, March 20, 2023 7:00 P.M.

LOCATION: VIRTUAL MEETING VIA ZOOM

1. CALL TO ORDER: CHAIRMAN JED LARSON- called to order a regular meeting at 7:00 PM
2. ROLL CALL / SEATING OF ALTERNATES

**Members Present:** Chairman Jed Larson, Vice Chairwoman Anne Peterson Cremé, Leigh Ann Hutchinson, Steve Nelson, Kevin Arnesen (alternate), Susan England (alternate),

**Members Absent:** Scott Person, Anne Blanchard (alternate),

**Others Present:** Town of Andover Zoning Agent Jim Hallisey, Town of Andover Board Clerk Carol Ann McClean, Katherine Hutchinson, Nick Lulik of Wood Craft Design and Robert Diadomo (Lulu)

Chairman Jed Nelson seated Susan England (alternate) until Scott Person could join the meeting.

At 7:14 PM In place of alternate Susan England, Chairman Jed Larson seated Scott Person

3. ADDITIONS/ CHANGES to the agenda

Chairman Jed Larson would like to add under new item c. Upcoming Regulation Changes.

Chairman Jed Larson MOTIONED to add upcoming regulation changes to new item c. to the agenda.

Steve Nelson SECONDED THE MOTION

MOTION CARRIED 5:0:0

4. PUBLIC COMMENTS

NONE

5. NEW BUSINESS

a) None

b) 43 Aspinall Drive- Special Permit request for an accessory apartment in an existing detached 1-car garage. The commission reviewed and discussed the details with Nick Lulik of Wood Craft Design and the homeowner Robert Diadomo. The commission requested some further information for this application, the applicant agreed it will not be a problem for it to be provided by April 17, 2023, if a hearing is agreed on.

Chairman Jed Larson MOTIONED to schedule a public hearing for the accessory unit at 43 Aspinall Drive, for April 17, 2023.

Steve Nelson SECONDED THE MOTION

TOWN OF ANDOVER ZONING AGENT, Jim Hallisey stated he will provide the applicant with the letter that explains the process and requirements for the Public Hearing.

MOTION CARRIED 5:0:0

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c) Upcoming regulation changes- Chairman Jed Larson presented information he is working on regarding Zoning Regulation Changes. The board discussed and reviewed the information regarding a special permit for kennels, and building in a flood plain. Scott Person noted that the term "conditioned space" needs to be discussed further. Commission agreed to continue the discussion at the next meeting.

**6) OLD BUSINESS**

a) Gravel Pit 517 Route 6- TOWN OF ANDOVER ZONING AGENT, Jim Hallisey- Shared a map that he had received from the applicant. There will be a better copy for the next meeting.

Leigh Ann Hutchinson asked if, at the next meeting, information from this applicant, can be provided to the commission before the meeting so that they can review and comment. TOWN OF ANDOVER ZONING AGENT, Jim Hallisey, stated he will work on that request.

b) Plan of Conservation and Development- Chairman Jed Larson discussed getting feedback for a new PZC meeting date. The 3rd Tuesday of the month if the Town was to hire John from Tyche to become the Town of Andover, Town Planner. The full commission discussed the dates, and they all agreed that would be fine with their schedules. Chairman Jed Larson said after July 2023 the schedule may change to Tuesdays.

c) Training requirements- Chairman Jed Larson discussed the PZC training requirements.

Chairman Jed Larson requested all who did attend the CT Bar Association training via ZOOM on 3/11/2023, to send him an email confirming your attendance so he can update his records and record that you have met the conditions of your land use training. The CT Bar website should have available the 3/11/2023 ZOOM event to review. UCONN Clear training program links are available for the training requirement if anyone could not attend the CT Bar event.

Chairman Jed Larson reminded everyone he needs to complete his annual report as part of the chairman's duties. Included in the report is the completion of the sexual harassment training by the commission members. Please report to him when it has been completed. Commission members need to complete this by the end of June 2023.

**7) APPROVAL OF MINUTES**

Public Hearing of January 23, 2023

Chairman Jed Larson MOTIONED to approve the amended Public Hearing Minutes of January 23, 2023 (attached)

Vice Chairwoman Anne Peterson Cremé SECONDED THE MOTION

MOTION PASSED 5:0:0

Regular Meeting of January 23, 2023

Chairman Jed Larson MOTIONED to approve the amended Regular Meeting of January 23, 2023 minutes (attached)

Vice Chairwoman Anne Peterson Cremé SECONDED THE MOTION

MOTION PASSED 5:0:0

Amendments to 1/23/23 minutes:

#6 Old Business 6a, to remove "well within".

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Discussion: Jim Hallisey, or the Wetland agent will measure the buffer distance for the next meeting, from the crest of the hill to the river, to confirm the distance.

Chairman Jed Larson MOTIONED to approve the minutes as amended, to remove "well within" from #6 Old Business 6a

Vice Chairwoman Anne Peterson Cremé SECONDED THE MOTION

MOTION PASSED 5:0:0

Special Meeting of February 16, 2023 (interviews POCS Consultant)

Chairman Jed Larson MOTIONED to approve the Special Meeting Minutes of February 16, 2023

(Interviews POCS Consultant)

Vice Chairwoman Anne Peterson Cremé SECONDED THE MOTION

Steve Nelson and Leigh Ann Hutchinson abstained

MOTION PASSED 3:0:2

Regular Meeting of February 27, 2023

Chairman Jed Larson MOTIONED to approve the Regular Meeting Minutes of February 27, 2023

Vice Chairwoman Anne Peterson Cremé SECONDED THE MOTION

Amendments to 2/27/23 minutes:

Others Attending; include Katherine Hutchinson and Hank Gruner.

Eric Anderson was not in attendance and should be removed.

Kevin Arnesen (alternate) and Anne Blanchard (alternate) were seated as Commission Members that evening due to absent members.

Under Zoning Agent, enforcement action; an application has been received for 43 Aspinall Drive. The date of March 2023 will be removed. A public hearing will be slated for April 2023 will be replaced with; It is expected that a public meeting will be slated for April 2023.

Chairman Jed Larson MOTIONED to approve the minutes as amended.

Steve Nelson Abstained

4:0:1 Steve Nelson Abstained

8) CORRESPONDENCE

None

9) ADMINISTRATIVE REPORTS

a) Zoning Agent, Jim Hallisey updated the commission on the following enforcement actions:

43 Times Farm Road, Phillip Byron- Close to being resolved, a person living in the trailer said they are leaving.

87 Merritt Valley Rd, Jacob, and Chelecee Surdam- operating business from residence, will be following up.

64 Long Hill Road, Build with Integrity- Working with Town Attorney, remodel, no dumpster, debris piles.

349 Route 6, Thomas and Linda Mills- Fence repair, owner has the supplies they will start the work soon.

664 Route 6, Steve Barnett- Blight violation has been sent, in discussions with Attorney Mark Branse on managing the numerous issues. Regarding an RV that is there, there was a cease and desist, that was vacated,

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but people have moved back in. There is a health order on the dwelling, trying to manage this difficult process that includes several Town Departments.

b) Inland Wetlands & Watercourse Commission Liaison.  
Chairman Jed Larson stated there was nothing to report.

10) No, # 10 noted on the agenda of 3/20/2023

11) PUBLIC COMMENT

None

12) NEXT REGULAR MEETING

The next meeting will be April 17, 2023 at 7:00 PM. This meeting will be in person only, at Town Hall, in the Community Room. A hybrid meeting will be planned in the future.

13) MISCELLANEOUS

Scott Person- Questioned corner pins on properties and the process for that. The board discussed with Zoning Agent Jim Hallisey, the issues around this topic and items that need to be updated.

Kevin Arnesen- Asked what is in place to have new construction or contractors remove material properly from the project/ building site. The commission discussed with Zoning Agent Jim Hallisey. There is a town ordinance requiring a dumpster, but that is all that is in place at this time.

14) ADJOURNMENT

Chairman Jed Larson MOTIONED TO ADJOURNMENT at 8:56 PM

SCOTT PERSON SECONDED

5:0:0

Respectfully submitted by,

*Carol Ann McClean*

**Motions-** are not official until approved by PZC at the next meeting.

**Minutes-** please see subsequent meetings for the approval of these minutes and any corrections hereto.

TOWN OF ANDOVER YOUTUBE CHANNEL  
<https://www.youtube.com/@townofandoverct7881>

The following boards/commission Zoom Video Recordings are posted to the **Town of Andover, CT YouTube Channel**  
Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses  
Commission, Planning and Zoning Commission, and Zoning Board of Appeals for a community update