

Town of Andover
Planning and Zoning Commission
Regular Meeting Minutes
Monday, May 22nd, 2023 – 7:00pm
Location: Hybrid meeting via Zoom & Community Center in Town Hall 17 School Road

Members Present: Jed Larson (Chair), Scott Person, Steve Nelson, Leigh Ann Hutchinson, Anne Cremè, Anne Blanchard (alternate), Susan England (alternate)

Members Absent: Kevin Arnesen

Andover Board of Education: Superintendent Valerie Bruneau, Taylor Parker, Gerry Cremè, Shannon Loudon, Celeste Willard

Board of Selectmen: Jeff Murray, Paula King

Town Engineer: Joe Dillon

Town Administrator: Eric Anderson

Zoning Agent: Jim Hallisey

Board Clerk: Marina Pandolfi

Public Present: Katherine Hutchinson, Jacob Surdham

1. Call to Order

Jed Larson called the meeting to order at 7:04pm. Jed introduced Joe Dillon – Town’s Engineer.

2. Roll Call & Seating of Alternates

All five regular members present – no alternates sat.

3. Additions/Changes to the Agenda

Jed Larson MOTIONED to change “35 School Road” to “17 School Road” in agenda item 5a., and to re-letter agenda item 5. a. a. to 5b. and agenda item 5b. to 5c. and to approve the agenda as modified. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

4. Public Comment (Limited to items not on this Meeting’s agenda) - none

5. New Business

a. Accept Application for a Special Permit/Set Public Hearing. Property known as 17 School Road (Andover Elementary School), Andover. Applicant - Town of Andover. Applicant seeking a Special Permit in order to construct a Community Center on the property currently identified as #25 School Road

Application submitted by Town and dated today (5/22/2023) – will be discussed at Public Hearing.

Jed Larson reviewed application process – Public Hearing started within 65 days of receiving the application, notice of Public Hearing must be posted twice, need to send notice to abutters of the

property, signs up notifying the public, could hold the Public Hearing any time after June 6th. Once Public Hearing process is started – must be complete within 35 days and once closed the application must be acted upon within 65 days.

Jed shared screen to review Town calendar and discuss possible dates – would like land use Attorney involved in process.

Jed Larson MOTIONED to conduct a site walk on June 7th, 2023 at 6pm followed by a Public Hearing in the Town Hall Community Room (hybrid meeting) at 7pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

Jed Larson MOTIONED to schedule a Special Meeting on June 20th, 2023 at 7pm to continue discussion on the Public Hearing (hybrid meeting). Scott Person SECONDED. MOTION CARRIED 5:0:0

Jed Larson MOTIONED to move the regularly scheduled meetings from July to December 2023 to the third Tuesday of each month. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

Superintendent Valerie Bruneau sent correspondence to Commission voicing concerns on the Community Center build.

b. Accept Application/Set Public Hearing from Jacob Surdham, 87 Merrit Valley Road. Applicant is seeking a Special Permit in order to operate a home-based business (landscaping) - Section 4.12.a (Section 23 Accept Application/Set Public Hearing from Jacob Surdham, 87 Merrit Valley Road. Applicant is seeking a Special Permit so as to operate a home-based business (landscaping) in accordance with Section 4.12.A of the Zoning Regulations.

Planning and Zoning Commission to review application.

Jed Larson MOTIONED to schedule a Public Hearing regarding the Special Permit on June 20th, 2023. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

c. Discussion/possible action of change to Regular Meeting dates commencing July of 2023 – previously discussed in meeting.

6. Old Business

a. Update- Application of William Genovese, Special Permit to operate a gravel pit at 517 Route 6

Jim Hallisey gave update – 2 remaining issues; drainage flow and lack of vegetation & topsoil. Has sent letter to applicant's engineer – received a response and will reply back to Chris Bells' recent letter.

Joe Dillon will do a site walk with Jim. Commission continued discussion (Katherine Hutchinson included) on restoration plan that was originally set on August 15th, 2022 – will discuss further at the June 20th meeting – will have land use attorney present.

b. Discussion – Amendments to the Town of Andover's Zoning Regulations

Jed has been in communication with land use attorney requiring one of the property owners to either be in the primary residence or the accessory dwelling and also keeping the rural character of the Town – recommended any accessory apartments be affordable to try to get Town to goal of 10 affordable units.

Jed shared screen – commented on accessory apartment regulations, will incorporate into draft changes.

c. Update – Status of Contract for the update of the Town’s Plan of Conservation and Development & Planning Services

Budget for FY24 passed including funding for Town Planner – meeting will be set up with Town Administrator and contractor to get started on POCD. Also met with new Building Official.

7. Approval of Minutes

a. Action – Minutes of 4.17.2023 Public Hearing hosted by the Planning & Zoning Commission

Jed Larson MOTIONED to approve the Minutes of 4.17.2023 Public Hearing hosted by the Planning & Zoning Commission. Anne Cremè SECONDED. MOTIONED CARRIED 5:0:0

b. Action – Minutes of 4.17.2023 Regular Meeting of the Planning & Zoning Commission

Jed Larson MOTIONED to approve the Minutes of 4.17.2023 Public Regular Meeting hosted by the Planning & Zoning Commission. Steve Nelson SECONDED. MOTIONED CARRIED 5:0:0

8. Correspondence – none

9. Administrative Reports

a. Zoning Agent – Enforcement actions, pending applications

Jim Hallisey gave update on current issues. Steve Barnett (664 Route 6) – blight & zoning issues, cease and desist issued working with Town attorney and land use attorney. 349 Route 6 – next to Library. 243 Long Hill Road – abandoned house (house on market). 87 Merritt Valley Road – received application discussed earlier in meeting. 64 Long Hill Road – in process of being resolved, letter sent from Town attorney. 43 Times Farm Road – RV issue, Jim in contact with property owner. Driveway went in on Jurovaty road with no permit – Public Works Supervisor brought to Jim’s attention.

b. Inland Wetlands & Watercourse Liaison – no meeting

10. Public Comment (limited to items not listed on this meeting’s agenda) – none

11. Next Scheduled Meeting – June 7th, 2023 Site Walk & Public Hearing, June 20th 2023, Special Meeting & Public Hearing

12. Miscellaneous

Will discuss Superintendent Valerie Bruneau's correspondence at the Public Hearing. Jim Hallisey has paper application copies and plans for the Community Center available.

13. Adjournment

Jed Larson MOTIONED to adjourn the meeting at 8:17pm. Steven Nelson SECONDED. MOTION CARRIED 5:0:0