

TOWN OF ANDOVER  
PLANNING AND ZONING COMMISSION  
MONDAY, MARCH 15, 2021  
LOCATION: VIRTUAL MEETING VIA ZOOM, 7:00 P.M.

**REGULAR MEETING MINUTES**

**Members Present:** Chair Jed Larson, Vice Chair Anne Peterson Crème, Scott Person, Susan England, Leigh Ann Hutchinson, Anne E. Blanchard (alternate), Kevin Arnesen (alternate)

**Member Absent:** None.

**Others Present:** Zoning Agent – Jim Hallisey, Board Clerk – Mindy Gosselin, Megan Phillips, Bill Phillips, Judi Connelly

- 1) Call to Order/Seating of Alternates: J. Larson called the meeting to order at 7:01 p.m., no alternates were seated.
- 2) Public participation: None.
- 3) Additions and/or Changes to the Agenda:

L. Hutchinson MOVED to move “New Business” above “Old Business” on the agenda. S. England SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

4) New Business

- a) Application PZC #21-01, 57 Hendee Road, Application of 57 Hendee Road L.L.C. (Donna & William Phillips). Application seeking a Special Permit to deposit fill and construct a single-family residence in accordance with Section 10.5.2 of the Andover Zoning Regulations. Relief of 10.5.2 approved by the Zoning Board of Appeals so as to allow as an allowable use by way of a Special Permit.

J. Hallisey stated that this application is for a special permit to allow for the deposition of fill and the construction of a single-family residence in a flood zone and the reconfiguration of lot lines. The plan starts with 2 lots, and ends with 2 lots. For the record, this application was granted a variance at ZBA on 2/17/2021 and it received wetlands approval from IWWC on 8/31/2020.

J. Hallisey reviewed the application checklist.

Megan Phillips spoke to Andrew Bushnell. He stated that there was an original septic plan that was previously approved by the Health District, the current proposed septic plan hasn't changed since then. Andrew Bushnell is looking into renewing it, there should not be any issues because it was previously approved. J. Larson asked for the approval documentation for next meeting.

M. Phillips shared and explained the site plan. She pointed out the lot line reconfiguration, proposed septic location, proposed well, and proposed home. She stated that this plan exceeds FEMA's regulations as well as the town's.

J. Larson stated that he had a question about the lot lines. He stated that it appears from the site plan that there are 3 lots. M. Phillips stated that there are only 2 lots. J. Hallisey stated that it needs to be identified on the plan – the rear lot line needs to be removed or identified to be removed. J. Larson stated that it would be helpful to have the existing lot lines and then to have the proposed lot lines.

J. Larson stated that proposed final plan would have the north and the west boundary lot lines removed. The existing house would go all the way west to the hop river. A small ~60,000 sqft lot will be toward the east. The existing house would take all the frontage on the road with the exception of 40 feet.

M. Phillips reviewed the memorandum that was submitted to ZBA which included the background of the property and the Phillips' intentions. She stated that when the lot line modification is complete, 7.1 acres will be combined with 57 Hendee Rd. Around 66,000 sqft. (~1.3 acres), will be the new lot. J. Larson pointed out an error in lot size calculations. 1.3 acres is 56,628 sqft which is below the required lot size. M. Phillips stated that their engineer probably just miscalculated the conversion to acres because he was aware of the lot size requirement. She remembered him stating 1.4 acres before and that would be ~66,000 sqft.

J. Larson stated that he can't tell from the current proposed plan where the trees and the extent of trees that will be cleared. This would also be helpful for IWWC purposes. M. Phillips stated that there is a line for the area of disturbance and that IWWC did a site walk and understood which trees are being disturbed. J. Larson stated that a site walk may be needed for PZC as well.

M. Phillips stated that she will continue to be in contact with FEMA to exceed their regulations.

J. Larson stated the elevation leading to the house is 325.5 ft and the elevation is 354 ft on the south side, does that extend around to the back of the house? Or does it drop off to the back side of the house to 322 ft? M. Phillips identified the elevations on the plan. It does drop off 2 ft. Flood height is 323.5 ft.

J. Larson stated that the clearing looks more extensive. S. Person stated that the limit of clearing is from one property line to the other and to the road. M. Phillips stated that there are not many trees to the left of the driveway. J. Larson stated that the checklist mentioned trees in 10-inch in diameter or more, it would be helpful to have those identified.

J. Larson stated that the material submitted addressing section 10.8 to the ZBA was great. That would be very helpful for this application to PZC regarding section 10.7.

M. Phillips stated that during the ZBA process it was also explained that the town does not have liability if the property floods. That was concluded from the Town Attorney's opinion.

M. Phillips zoomed in to the site plan notes. J. Larson requested 10 printed copies due to this site plan being hard to read on the town website.

S. Person asked a question about the soil scientist. M. Phillips stated that the site has been flagged by certified soil scientist, John P. Ianni. J. Hallisey stated that he will look into why J. Ianni's signature is not on this site plan.

K. Arnesen asked about the lot line in relation to the building line. M. Phillips stated that they have worked with J. Hallisey and the town attorney regarding that and other items.

The checklist was reviewed again. Item 15 and 18 were discussed. M. Phillips stated that there were not any trees 10" in diameter or greater identified. J. Larson stated that Section 4.17 is exempt for the application.

J. Larson asked if the utilities will be above or below ground for this house. M. Phillips was unsure. J. Larson asked for confirmation for next meeting.

J. Larson stated that a driveway turnaround is not shown on the drawing. M. Phillips stated that it is wider in that area but there can be more of a bump out.

S. Person MOVED to schedule a site walk for Saturday March 20<sup>th</sup> at 9:30am. S. England SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

A. Crème MOVED to schedule a public hearing on Monday April 19<sup>th</sup> before the regularly scheduled PZC meeting. S. England SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

5) Old Business

a) Update – Use of Town-owned property

J. Hallisey sent a letter to the Sheehan's on Wheeling Road indicating the commission's decision. There should be an application forthcoming. He also addressed some questions regarding the deeds and site plan.

b) Discussion – Sign Regulations

J. Larson reviewed the current regulations and his proposed changes based on what was discussed in the February meeting. These changes addressed sign types and general sign regulations.

Sign examples were shared on screen to demonstrate the variety of sign types and locations that are existing throughout the town.

When these changes head to public hearing, the heads of the republican party and democratic party will be invited.

c) Discussion – Frontage Requirements (Zoning & Subdivision Regulations)

J. Larson stated that it was decided that there will be a frontage requirement. However, he has not worked on it since. This change will be addressed at a public hearing with the signs within the coming months.

J. Larson will write up a draft frontage regulation.

d) Commission Vacancies

J. Larson received a copy of the ballot for the upcoming election. There are 3 people running for 2 vacancies on PZC: Steve Nelson, Brian Briggs, and Leigh Ann Hutchinson. Susan England is also on the ballot as an alternate.

e) Training Workshop Follow Up

S. Person said the CT Bar Association webinar was very interesting. J. Larson said he enjoyed it as well. He recommends the book provided and watching the recording. J. Hallisey stated that if any members would like a book, let him know.

6) Approval of Minutes – Regular Meeting of February 22, 2021

Item 4c. S. England signed up as an alternate for the upcoming election. She was endorsed this past Friday by the ~~democratic commission~~ **democratic town committee**.

Item 4b. The email from the CT DOT regarding the ~~quick~~ **quip** claim said it's for highway purposes and it's up to the town to interpret.

Item 5a. Another option would be to keep the regulations the same and allow driveway access to properties via an **(CT General Statue) 8-24 824** referral.

Item 5b. The following regulations were reviewed and discussed: ~~15.4.2, 23.2.1 (15.5.3),~~ 15.4.2, and 23.2.1 (15.5.3).

Item 11. S. ~~p~~Person MOVED to adjourn the meeting at 9:26 p.m. S. England SECONDED. By roll call vote, MOTION CARRIED 5:0:0

S. England MOVED to approve the February 22, 2021 Regular Meeting Minutes as amended. A. Crème SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

7) Correspondence: None.

8) Administrative Report – Zoning Agent

a) Enforcement Actions

On 44 Wales Road, there is an outstanding complaint regarding someone living in an RV. This will be taken care of by April 1<sup>st</sup>.

The utility shed that was constructed without a permit on 137 Shoddy Mill has been taken down.

There is a lot of springtime activity. J. Hallisey expects a house permit to come in for Wheeling road and a number of people are looking at lots for development. Scott's Tree Farm has recently contacted him as well.

b) Other

The land use administrator has left.

The Town of Bolton's building inspector is temporarily covering the Town of Andover.

9) IWWC Liaison Report:

J. Larson is expecting a PZC application from property from Pine Ridge, they were approved by IWWC.

10) Miscellaneous

A. Blanchard had a question regarding when one should recuse themselves.

J. Larson and L. Hutchinson spoke about a forestry app webinar they attended. It was technical but useful.

11) Adjournment

A. Crème MOVED to adjourn the meeting at 9:19 p.m. S. England SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

Respectfully submitted by Mindy Gosselin,

*Mindy Gosselin*

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