

TOWN OF ANDOVER
PLANNING & ZONING COMMISSION
MONDAY, AUGUST 16, 2021 7:00PM
LOCATION: VIRTUAL MEETING VIA ZOOM

REGULAR MEETING MINUTES

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

Member Absent: Steve Nelson

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

- 1) Call to Order: Chair J. Larson called the regular meeting to order at 7:02 p.m.
- 2) Roll Call/Seating of Alternates: Anne Blanchard seated for Steve Nelson.
- 3) Additions/Changes to the Agenda.

J.Larson proposed that New Business item, Use of Open Space funds, should include discussion of a playground, and should be moved up to take place after Old Business item, 241 Route 6. MOTION CARRIED unanimously, 5:0:0.

- 4) Public Comment: None.

- 5) Old Business

- a) **Action Item** – Approval of previously approved Special Permit for a kennel at 241 Route 6. Scott Beebe applicant

Scott Beebe, the applicant, was present.

S.Beebe presented site photos and a map of the property's relationship to the wetlands and floodplains.

J.Hallisey overviewed the currently depicted site plan and addressed the property's relationship to the Hop River floodplain. S.Beebe added detail to the description of the property, heifer barn, and the dog training area.

S.Beebe clarified the extent of boarding at the facility and the client activity. The business's busy days are Tuesdays and Thursdays, and on each day S.Beebe sees about 20 clients for hourly appointments.

J.Larson reviewed Section 19 of the Zoning Regulations and the Requirements (A-E) for Special Permitted Uses – "Type C" Kennels. J.Larson confirmed S.Beebe's property is in compliance with Requirements A and B. S.Beebe stated the facility is in compliance with Requirement C and reported the kennel is several hundreds or thousands of feet from the property line.

S.Beebe addressed Requirement D and reported the state inspected his indoor housing facilities and stated that he can house dogs in the facilities excluding really hot and really cold weather until he installs heating and air conditioning. He does not plan to install heating and cooling because he does not plan on housing dogs for his business. J.Larson stated that S.Beebe needs an indoor kennel facility that complies with state requirements if he is training.

S.Beebe confirmed that he and J.Hallisey covered the general requirements to confirm that the facility complies with Requirement E.

J.Larson reviewed the Application Procedure and stated that the Commission did not receive a PZC application form, including the Special Permit checklist out of Chapter 23 of the Commission's regulations. The Commission is also missing the detailed description of proposed operation.

A.Cremé pointed to the special permit for a Class C Commercial Kennel and dog day care that was approved on May 16, 2011. J.Larson stated the committee needs to go through the approval process again because the application was unsigned by the former PZC chairman, and the application details have changed.

J.Larson confirmed that S.Beebe needs the Special Permit checklist, application form, and detailed description of the proposed operation, submitted 10 days before the next Commission meeting so that it may be voted on.

J.Larson asked the committee if they would like a site visit to review S.Beebe's facility and operations. S.Person stated the photos clearly depict the operation.

No action was taken regarding S.Beebe's application.

- b) **Action** - Use of Open Space funds for design/construction of trailhead enhancements at Town property on Lake Road, and a playground at Andover Veterans Memorial Field on Long Hill Road.

E.Anderson inquired if the Commission would consider using Open Space Funds for improvements on two town properties to increase recreational opportunities in town.

E.Anderson discussed the property purchased from the Merritts on Lake Road by the rail trail to use as parking, a low-impact picnic area, and potentially commercial development. Some trees need to be cleared, the parking area needs to be regraded, trail access needs improvement, and horse trailer parking needs to be developed.

E.Anderson proposed a small low impact picnic area to be installed by the old bridge near Merritt Valley Road. The area needs a little clearing and to be flattened for a picnic table and a few chairs.

E.Anderson inquired if a portion of the Open Space fund money can be used for this, likely \$3-5,000 for design, engineering, flattening and gravel. The project will incorporate wetlands planning to consider runoff into Blackman's Brook.

Once the project is designed, the town needs to submit an 8-24 referral to the Zoning Commission since it is a municipal improvement. E.Anderson stated that as soon as the Commission agrees to fund the project, the design work would begin as soon as possible, and the site clean-up would occur over the winter.

S.Person MOVED to approve up to \$5,000 to the parking area and the picnic area along Merritt Valley Road, pending satisfactory 8-24 referral. A.Cremé
SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

E.Anderson proposed the construction of a playground at Andover Veterans Memorial Field on Long Hill Road. He discussed the project has funding from grants, fundraising, the Recreation Commission, and town residents. E.Anderson asks if the Commission would be willing to spend Open Space Funds to complete the project, roughly \$25,000.

L.Hutchinson stated the project should be a separate budget line item as a capital expense, since there is not much funding put into the Open Space Fund and it is primarily reserved for land acquisition.

E.Anderson stated he will put his funding request for the Zoning Commission's Open Space Fund on the backburner.

c) **Discussion** - Affordable Housing Plan

J. Larson expected to receive one or two applications to assist the commission with the plan on 1 September and the submittals would be discussed with the commission at the next meeting.

d) **Discussion** – Legislative Update Connecticut General Assembly 2021 Session

J.Hallisey stated he would like to continue sending out information regarding new legislation.

e) **Discussion** – Update on implementation of revised Lake Regulations (Zoning).

J.Hallisey provided updates on new applications. Brandon Handfield, 344 Lake Rd, submitted a new nutrient allocation plan on behalf of the owner.

6) New Business

a) **Discussion** – Regulating cannabis at the local level.

J.Larson stated that the Board of Selectmen wrote a resolution supporting implementation of the new cannabis law in the Town of Andover, and right now the Commission's regulations do not permit the sale of cannabis in town.

J.Larson mentioned Section 17 of the Commission's Regulations outlines rules for package stores, and could be updated to regard package stores and cannabis dispensaries.

To be discussed at the next meeting.

b) **Discussion** – Accomplishments of the Planning and Zoning Commission in FY 20/21 and Goals for FY 21/22.

J.Larson shared PZC year in review July 2020 – June 2021 as a basis for the committee's eventual annual report. The review included the committee goals met, the number of meetings, significant accomplishments, and goals for the coming year.

7) Approval of Minutes

a) Regular Meeting of July 19, 2021

The July 19th, 2021 Regular Meeting Minutes were amended as follows:

Members Present: Chair Jed Larson, Vice Chair Anne Peterson Crème, Scott Person, Steve Nelson, Leigh Ann Hutchinson, ~~Scott Person~~, Anne Blanchard (alternate), Kevin Arnesen (alternate)

Item 5b. A. Crème MOVED to approve PZC Application 21-04, 128 Wheeling Road. S. Person SECONDED. By roll call vote, MOTION FAILED ~~4:1:0~~ **1:4:0 with L.Hutchinson, J.Larson, S.Person and S.Nelson opposed.**

L.Hutchinson MOVED to approve the Regular Meeting and Public Hearing minutes of July 19th, 2021 as amended. S.Person SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

- b) Correction to the minutes of the Regular Meeting of the Planning & Zoning Commission meeting held on May 17th, 2021.

Let it be noted in the minutes that Bill and Donna Phillips were present at the Planning & Zoning Committee meeting held on May 17, 2021.

- 8) Correspondence: None
9) Administrative Report

J.Hallisey sent a letter to Steve Barnett, property owner of 644 Route 6, to request a site visit and discussion regarding the previously approved property use and the current use of the property.

J.Hallisey reported that Abbie Winter, the new Board Clerk, is working on in the Town Hall on Monday nights to provide administrative support.

J.Hallisey stated the commission is in the process of converting to an electronic permitting system with the goal to streamline the permitting process.

L. Hutchinson advocated for adequate cross-training of the Assistant Town Clerk and Board Clerk so that they may best serve the public.

- 10) Commission Discussion/Miscellaneous:

J.Larson reiterated the importance of reviewing and referencing the Commission's regulations. S.Person added that for every application, the Commission should review the applicable regulations and how they are read.

J.Larson opened the discussion of the Commission's regular meeting format, and stated he is more comfortable continuing with Zoom meetings.

- 11) Public Comment: None.

- 12) Adjournment

S.Person MOVED to adjourn the meeting at 9:29 p.m. A.Cremé SECONDED. MOTION CARRIED 5:0:0.

Respectfully submitted by Abbie Winter,

Abbie Winter

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