

Town of Andover Connecticut
Planning and Zoning Commission
Community Room, 17 School Road, Andover

December 18, 2017
Regular Meeting
7:00 PM
MINUTES

1. **Call to Order** Eric Anderson calls the Meeting to order at 7:10PM
2. **Roll Call/Seating of Alternates**

Members Present: Eric Anderson, Mike Palazzi , Scott Person, Leigh Ann Hutchinson, Robert Hamburger

Members Absent: None

Alternates Present: Jed Larson, Ed Sarisley

Alternates Absent: Gerry Hardisty

Staff Present: John Valente, Zoning Official, Sandra Nichols, Commission Secretary, Julia Haverl, BOS liaison

Public Present: Joshua Clark, Carlamarie Goulet

3. Public Participation:
None

4. Open Public Hearing on:

Eric Anderson opens the Public Hearing at 7:12PM.

- a. Adopt a revised Zoning District Map, replace R-40 and R-80 Districts with an Andover Rural Design District (ARD) Zone.

Eric Anderson discusses the Revised Zoning District Map and the need for the Commission to approve it. He explains what the Map represents (changes from ARRD to ARD). Eric closes the hearing for the revised zoning map at 7:16PM and opens Public Hearing item b.

b. Application of Joshua Clark, 35 Riverside Drive, Home Occupation Special Permit under Section 23 Special Permit and Section 4.12.A(2)iii Home Occupation to have a business with 6 employees.

John Valente informs the Commission what information is still needed from Mr. Clark if they are considering approving the Application. He asks the Commission Members if they wish to deny the application at this time or discuss the information that is still required for approval that was identified by Mr. Anderson. The Commission agrees to proceed in the discussion of the Clark application.

Eric Anderson begins to go over the information needed and or clarification on with Mr. Clark and the Commission.

Eric Anderson reads 4.12A a home based business and asks Mr. Clark to speak on the advantage of a home based business vs a stand alone business.

Mr. Clark explains the advantages to him and his family in having a home based business.

John Valente notes that this home based business was previously approved at a different location in Andover.

Eric Anderson inquires if there will be any inconvenience to the neighbors?

Josh Clark explains the situation with the neighbors and why this business will not be an issue. He also states that at the previous location there were no issues with the neighbors.

John Valente states that this business does not create noise pollution or any discharge into the soil or water.

Eric Anderson would like copies of the deed restrictions on the property

Josh and Eric discuss why this is needed and issues that have occurred in the past. Mr. Clark states that he will provide a copy of the easement for the common driveway and the lease with the Town on the property. Josh Clark will provide a copy of all the information that he has on the property.

Eric Anderson clarifies that there is no CO at this time for the structures.

Discussion on the culvert on the property and the bridge going over it.

Eric Anderson asks the Commission if they would like to require guardrails on the bridge? The Commission discusses this with Mr. Clark who is not opposed to installing them if required.

Discussion on the liability and the language in the easement agreement

Eric Anderson compares this application with other home based business applications that have been reviewed by the Commission. He discusses the business with Mr. Clark regarding the on site/ non resident employees, their time

on the property, the hours of operation and the vehicles that will be on/traveling on the property.

Josh Clark explains what the employees do on the property and their time on the property.

Eric Anderson has a discussion with Mr. Clark on the materials that are stored on the property.

Discussion on the application/Zone the property is located in (R40) and the home based business

Eric Anderson and Mr. Clark talk about the structures on the property.

John Valente provides plans to the Commission which he discusses and notes that additional information will be provided at the next meeting.

Commission Members and Mr. Clark discuss the site plans provided

Eric Anderson asks the Commission Members if they approve of the location? The Commission has no issues with the location.

Eric Anderson states that the next requirement in a business zone is parking (paved or not paved)?

The Commission discusses this and agrees that gravel parking is acceptable and they see no issues with drainage.

Eric Anderson discusses with the Commission and Mr. Clark the parking situation and the number of parking spaces required. He asks the Commission if they will wave the exact formula for parking and allow 5 spaces? The Commission agrees to this.

Eric Anderson states to the Commission that they still need approval from Eastern Highlands Health District and the Fire Marshall.

Eric Anderson asks the Commission if the site map provided will suffice for the application or do they want Mr. Clark to get a formal/surveyed site map? The Commission discusses this.

Discussion on the driveway regarding available area for vehicles/trucks to turn around. Mr. Clark will identify the area on the plan.

Eric Anderson informs Mr. Clark that he needs to submit a request to the Commission to wave the mapping requirement and sub-section 6- depiction of the parking area.

Eric Anderson and John Valente discuss the E&S Plan and the need for a description. John believes the existing on should suffice. Eric would like the existing plan to be resubmitted.

Eric Anderson asks John Valente if this application has met IWWC approval?

John Valente informs the Commission what has occurred and states that what is further away from wetlands is out of the jurisdiction of that Commission. He will provide a letter stating this to the P&ZC.

Discussion among the Commission Members on the application and the property

Eric Anderson discusses 23.5B lighting requirements with Mr. Clark

Mr. Clark explains how the lighting is situated on his property

Discussion on lighting

Eric Anderson would like to see a plan as to where the lights are in relation to the parking and the doors.

Eric Anderson asks if they would like to do a site walk. The Commission agrees to Sunday January 7th at 8AM at 35 Riverside Drive.

Continued discussion among all on the application

Public Hearing to be continued to January 18, 2018 at the next Regular Meeting

Mike Palazzi Motions to close the Public Hearing on the revised Zoning District Map (ARD)

Robert Hamburger Seconded

Motion Passed/Unanimous 5/0/0

5. Old Business: Act on Public Hearing Applications:

a. Adopt a revised Zoning District Map, replace R-40 and R-80 Districts with an Andover Rural Design District (ARD) Zone.

Mike Palazzi Motions to adopt the revised Zoning District Map from ARRD to ARD.

Robert Hamburger Seconded
Motion Passed/ 4/1/0 Leigh Ann Hutchinson Opposed

b. Application of Joshua Clark, 35 Riverside Drive, Home Occupation Special Permit under Section 23 Special Permit and Section 4.12.A(2)iii Home Occupation to have a business with 6 employees.

Continued to January 18th

6. New Business:

- a. Discuss application for a Site Plan Approval for Charlamarie Goulet, 10 Shoddy Mill Road, to open a breakfast/lunch restaurant a Rte. 6/ Andover Plaza. Minimal work required and a 3'X15' sign requested.

Eric Anderson introduces the application. He states that the Commission can approve the site plan or turn it over to the Zoning Agent for an Administrative approval.

John Valente discusses the proposed restaurant that is outlined in the details of the application.

Eric Anderson believes that this should be handled as an Administrative Review not a Commission approval.

Discussion on the restaurant and the location of it (Andover Plaza)

Mike Palazzi Motions that the Commission turn the application over to the Zoning Agent for an Administrative Approval.

Scott Person Seconded

Motion Passed/Unanimous 5/0/0

7. Old Business Continued:

- a. Floating Zone (revisions) ***tabled***
- b. Parking Regulations (revisions) ***tabled***
- c. Storm Water Management Regulations (revisions) ***tabled***
- d. 2018/2019 Budget

Eric Anderson informs the Commission about request for funding by Attorney Branse that is required for a review of the current Zoning Regulations.

Discussion on the Zoning Regulations/ the need to revise them and the cost, approx. 15K.

Eric Anderson will present this request for funding to the BOF.

John Valente discusses the P&ZC current budget and what is on each line item. He does not see any changes that can be made and the Commission agrees.

Mike Palazzi **Motions** to set the 2018/2019 Budget at the same value as the 2017/2018 value.

Scott Person **Seconded**

Motion Passed/Unanimous 5/0/0

8. Approval of Minutes:

a. Regular Meeting October 16, 2017:

Mike Palazzi **Motions** to approve the October 16, 2017 Minutes with changes: delete Wallace and correct Jeb to Jed on page 1 under 5a, page two top, change toe to “to”, page 3 under old business, item a change painput to input.

Scott Person **Seconded**

Motion Passed/Unanimous 5/0/0

b. Special Meeting October 23, 2017:

Mike Palazzi **Motions** to approve the October 23, 2017 Minutes as presented

Scott Person **Seconded**

Motion Passed/ 4/0/1 Leigh Ann Hutchinson Abstained

c. Regular Meeting November 20, 2017:

Mike Palazzi **Motions** to approve the November 20, 2017 Minutes with changes: page 3 change deceleration to declaration, delete discussion paragraph.

Scott Person **Seconded**

Motion Passed/Unanimous 5/0/0

d. Special Meeting November 27, 2017:

Robert Hamburger **Motions** to approve the November 27, 2017 Minutes as presented.

Scott Person **Seconded**

Motion Passed/ 3/0/2 Mike Palazzi and Leigh Ann Hutchinson Abstain

9. Administrative Report:

John Valente talks about the barns that had to be taken down due to violations to the blight ordinance and he states that 12 Center St. is now in compliance with the blight ordinance. John also talks about other properties in violation of the blight ordinance.

Brief discussion on blight properties

Eric Anderson hands out a packet that outlines a checklist for a Site Plan review and Special Permit Applications. He would like it to be mandatory for the applicant to fill out.

Discussion on the form and the application process

Eric Anderson asks the Commission Members to review this form and send him suggestions regarding it.

10. Correspondence:

Discussed

11. Public Speak:

None

12. Adjournment:

Mike Palazzi Motions to adjourn at 10:23PM

Leigh Ann Hutchinson Seconded

Motion Passed/ Unanimous 5/0/0

*Respectfully submitted by Sandra Nichols, Commission Secretary

***These Minutes are submitted as required by the Freedom of Information Act and are not official until formally approved by the Commission.**