

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

**November 19, 2018**  
**Regular Meeting**  
**7:00 PM**  
**MINUTES**

1. **Call to Order** Eric Anderson calls the Meeting to order at 7:02PM
2. **Roll Call/Seating of Alternates**

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

Members Absent: Leigh Ann Hutchinson

Alternates Present: Jed Larson, seated for Leigh Ann Hutchinson, Ed Sarisley  
(arrived at 7:17PM)

Alternates Absent: Gerry Hardisty,

Staff Present: John Valente, Zoning Official, Sandra Nichols, Commission Secretary

Public Present: None

**3. Public Participation:**

None

**4. Additions/Changes to the Agenda:**

None

**5. New Business:**

- a. Fee Ordinance:

**Eric Anderson** asks John Valente to discuss this Agenda Item.

**John Valente** states that he is compiling fee structures for The Town of Andover and other surrounding Towns for comparison. He will have this information for

the December Meeting and states why it is important that the Commission review and discuss the fee structure.

**Eric Anderson** discusses the procedure for setting the fee structure with the Commission.

**\*\*December Meeting Agenda**

b. AES wing conversion to Community Center future 8-24 referral and POCD implementation fund:

**Eric Anderson** discusses the population decrease in Andover and the continued decrease in enrollment at the AES. He talks about the proposal that the Long Term Planning Committee(LTPC) has been discussing with the school and other groups (seniors/youth included). Eric explains that with the decrease in enrollment at the school they LTPC is proposing the conversion of a wing of the school that is slated to be shut down be converted into a Senior/Community Center.

***Discussion on this proposal and the issues that the Commission sees including emergency exits, a kitchen area and child protection.***

**Eric Anderson** states that he has notified to BOS in writing regarding this proposal since he needs additional discussions on this matter.

c. Report from Long Term Planning Committee:

**Eric Anderson** discussed the new proposal in Agenda item 5b.

d. IWWC member from PZC:

**Eric Anderson** asks if any member of the Commission would like to be on the IWWC and he explains why it is necessary and their function at the meetings.

***Brief discussion on why this is a separate Commission***

***\*\*Tabled to Next Meeting***

e. Timing for starting Comprehensive Zoning Review with Mark Branse:  
(note: discussed after agenda Item 5f)

**Eric Anderson** discusses what occurred last year regarding the review and what needs to happen this year. He clarifies to the Commission that the Money is in the budget for this review. Eric then asks the Commission when they believe that Attorney Branse should start this review.

***Discussion on why this review is necessary and when the Commission would like to start it.***

***The Commission would like the Chairman to start the process as soon as possible.***

f. Annual Budget:

**Eric Anderson** goes through the P&ZC Proposed FY2019-2020 Budget with the Commission. (attachment #1 with changes)

***Discussion on the budget line items and recommended changes:***

- ***1-100-08-0803-100-Wages \$1,320.00 to \$1,350.00***
- ***1-100-08-0803-340-Mapping \$500.00 to \$100.00***
- ***1-100-08-0803-610-Office Supplies \$250.00 to \$100.00***

**Total FY 2019-2020 P&ZC Budget \$7,010.00**

**Michael Palazzi** **Motions** to accept the budget as presented with the changes that the Commission agreed to (attachment #1 with changes)

**Jed Larson** **Seconded**

**Motion Passed/Unanimous 5/0/0**

**6. Old Business:**

a. Home Occupation Regulations:

***\*\*Tabled to December Meeting***

b. Discuss Lake District Regulations:

**John Valente** reviews and discusses again the Land Use Worksheet that he has presented to the Commission regarding water runoff and Nutrient Loading. (JV has worksheet).

**Eric Anderson** would like John to present this worksheet to the IWWC for their input.

**John Valente** continues to go over examples on the worksheet and the projected costs to the property owner.

***Discussion among the Commission Members on the Calculations and the costs***

c. Solar Access Regulations:

(discussed after Item 6d)

***Discussion on the changes/actions that Attorney Branse recommended regarding this regulation.***

**Eric Anderson** to submit a legal opinion to Attorney Branse on Section 7.15b regarding HOAs and solar lighting regulations.

***Continued discussion on the regulation***

***Section 4.20.9 Impervious Surface: add the definition to this section from the Storm Water Management Regulation, Section 4.17 as defined.***

d. Lighting regulation:

**Eric Anderson** review the comments that Attorney Branse supplied the Commission for discussion.

***The Commission agrees with all the recommended changes to the regulation.***

e. Accessory Apartment Regulation:

***\*\*Tabled to December Meeting***

***Overview of the discussion on the changes to the regulations***

**7. Approval of Minutes:**

a. Regular Meeting October 15, 2018:

***\*\* Tabled to December***

**8. Administrative Report:**

**John Valente** discusses what is occurring in the Town on the lake and what has been brought to his attention regarding Construction Equipment/unregistered vehicles. He notes that there are now two rain gardens in Town, one on Town property and one on Private property.

***Discussion among the Commission Members on all properties in Andover.***

**9. Correspondence:**

None

**10 Public Speak:**

None

**11. Adjournment:**

**Mike Palazzi Motions** to adjourn at 9:34PM

**Robert Hamburger Seconds**

**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.**