

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

**January 18, 2018**  
**Regular Meeting/Public Hearing**  
**7:00 PM**  
**MINUTES**

1. **Call to Order** **Robert Hamburger** calls the Meeting to order at 7:06PM
2. **Roll Call/Seating of Alternates**

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

Members Absent: Eric Anderson, Leigh Ann Hutchinson

Alternates Present: Jed Larson, seated for Eric Anderson, Ed Sarisley (arrived at 7:18PM and was seated for Leigh Ann Hutchinson)

Alternates Absent: Gerry Hardisty

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

Public Present: Joshua Clark, George Jordan

**3. Public Participation:**

None

**4. Open Public Hearing on:**

**Robert Hamburger** opens the Public Hearing at 7:08PM.

- a. 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 that was still required from Mr. Clark has now been provided to the Commission, the Town Sanitarian, the Fire Marshall and the Wetlands Agent have all submitted letters of approval for the application. He discusses these letters and the document submitted by Mr. Clark that addresses other issues that were raised at the last meeting (attachment

#1). John reads this document to the Board and discusses each Item in detail (waiver requests 23 2B/4 site plan and 23 2B/6 parking, ENS Plan, Outdoor Lighting and Bridge Guard Rail)

**Josh Clark** clarifies the sketch that he provided to Mr. Valente on the Bridge Guard Rail,

**John Valente** briefly discusses the design however he finds is acceptable. He then shows the Commission the turn around on the property that he showed to Curt Dowling and the Fire Marshall who both confirmed would be ample space to turn around and that the parking area is acceptable. John then reads sections of the letter from Attorney O'Brien (attachment #2).

***Discussion on the letter and the verbiage about the Easement.***

**John Valente** reads the Easement Agreement to the Commission (on file in the Building Dept.). He mentions next what is still required prior the a CO being granted (grading of the driveway and the railings). John then outlines the process that an application for a home based business is conducted and how Mr. Clark proceeded.

***Discussion among the Commission Members and Mr. Clark on the number of employees (resident/non residents), the hours of operation, the lighting and the driveway/parking/vehicles***

**Mike Palazzi Motions** to close the Public Hearing at 7:39PM

**Jed Larson Seconded**

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

**5. Old Business: Act on Public Hearing Applications:**

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.

**Mike Palazzi Motions** to approve the application of Joshua Clark for a home based business under Section 4.12.A(2)iii.

**Jed Larson Seconded**

***Discussion on the condition of approval***

**John Valente/Robert Hamburger** list the conditions of approval:

- Limit the number of non-resident employees, no more then 6
- The installation/construction of the guardrail as proposed by 6/30/2018

- Dark sky/shielded lighting/LED compliant
- Prior to being granted a CO the applicant must provide an as build garage building plan and driveway grades.
- As built should include the finished parking areas showing the private parking areas and the loading spots
- No motor vehicle repair/oil changes on the property
- Re-inspection within 90 days
- Hours of operation to be Mon-Fri: 7:30AM-5PM and Sat 7:30AM-1PM

***Mike Palazzi amends his original motion***

**Mike Palazzi** **Motions** to approve the application of Joshua Clark for a home based business under Section 4.12.A(2)iii. With the conditions that John Valente stated.

**Jed Larson Seconded**

**Motion Passed 4/0/1 Ed Sarisley Abstained**

**6. New Business:**

None

**7. Old Business Continued:**

- a. Floating Zone (revisions) ***tabled***
- b. Parking Regulations (revisions)
- c. Storm Water Management Regulations (revisions) ***tabled***

**John Valente** discusses the revisions to the regulations and he goes through what has happened to date between the Chairman, Bill Warner and the Town Attorney.

***Discussion on the regulations and the revisions that were made by the parties mention by John.***

**Ed Sarisley** states that he would like to table this to next Month

**John Valente** replies that he would like to go through the Parking Regulations at this meeting. He reads through each section of the regulation (available on the Town website) and the Commissions comments as noted:

- Robert Hamburger question why diagonal parking is not in the Regulation
- 12.6.1.1 correct manor to manner
- 12.6.2 add “additional” after each and before 20,000SF
- 12.7.2.2 needs to be broken out of section 12.7.2.1

***Discussion on the parking chart and where it came from, the Rte 6 corridor plan and other studies. The Commission believes that the source(s) should be referenced.***

***The Commission would also like each revision of the Regulations clearly noted so that they are sure the correct version is being adopted***

- 12.8.2 question about it being after the table and is 12.8.1 the table?
- 12.8.2 “parking demand analysis” should be in lower case letters
- 12.8.3 after 12.8.3.2 Should be 12.8.4
- 12.8.4 should be 12.8.5
- 12.8.4 should be 12.8.6

***Discussion on the last paragraph (attachment #3)***

**John Valente** informs the Commission that a new version of this regulation with the edits will be sent out.

**Robert Hamburger** tables the discussion on items 7a and 7c and the Commission agrees.

## **8. Approval of Minutes:**

a. Regular Meeting/ Public Hearing December 18, 2017:

**Mike Palazzi Motions** to approve the December 18, 2017 Minutes with corrections: change wave to waive on page 3, on page 4 2<sup>nd</sup> paragraph change on to one and add no resident prior to employees in the description of Items 4b and 5b.

**Robert Hamburg Seconded**  
**Motion Passed 5/0/0**

b. Special Meeting January 7, 2018:

**Mike Palazzi Motions** to approve the January 7, 2018 Minutes as presented  
**Scott Person Seconded**  
**Motion Passed/ 4/0/1 Ed Sarisley Abstained**

## **9. Administrative Report:**

**John Valente** talks about Andover Auto and the wrecked truck that is on Rte 6 that the Town wants removed and he discusses his conversation with the owner.

***Discussion on this property/the truck***

**John Valente** discusses other blight issues in the Town including the blight barns that were taken down due to violations to the blight ordinance and he states that 12 Center St. is now in compliance with the blight ordinance.

**10. Correspondence:**

*Discussed*

**11. Public Speak:**

None

**12. Adjournment:**

**Mike Palazzi** Motions to adjourn at 9:26PM

**Jed Larson** 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.**