

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

**May 15, 2017**  
**Regular Meeting**  
**7:00 PM**  
**MINUTES**

1. **Call to Order** Eric Anderson calls the Meeting to order at 7:08PM

2. **Roll Call/Seating of Alternates**

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

Members Absent: Patrick Dougherty, Leigh Ann Hutchinson

Alternates Present: Gerry Hardisty (Seated for Patrick Dougherty), Jessee Person  
(Seated for Leigh Ann Hutchinson)

Alternates Absent: Ed Sarisley

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

Present: Bill Warner, Consultant

Public Present: None

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

None

4. **Public Participation**

None

5. **New Business:**

a. Discussion of Technical Memorandum #2

**Eric Anderson** reviews what was previously discussed among the Commission Members in regards to Technical Memorandum #2 and the questions that the Members raised during that discussion.

**Bill Warner** begins to discuss Technical Memorandum #2 in detail with the Commission.

*(Leigh Ann Hutchinson arrives at 7:12 and is seated)*

**Bill Warner** continues to discuss the mixed use zone as well as the village district and overlay zones.

*Discussion on the Village District Zone, single family homes and the regulations that need to be in place.*

**Bill Warner** reviews the comments that the Commission had on Technical Memorandum #2 and his responses. (attachment #1)

*Discussion among the Commission and Bill Warner on attachment #1*

**Eric Anderson** asks Mr. Warner about the current regulations as they exist regarding having a business in a residential zone?

**Bill Warner** asks the Commission how they would like the regulations to read?

*Discussion on how the regulations should read and how a residence and a business in a structure should exist.*

**Eric Anderson** questions that the average roof height is 40ft and he speaks on how the Town defines the average height.

*Discussion on this topic*

**Bill Warner** discusses set-backs with the Commission and recommends what he believes it should be changed to. The Commission agrees with his recommendation. He next mentions the percentage of lot coverage.

*Discussion on the percentage that the Commission would like to be required*

**Bill Warner** asks the Commission what they want to see in regards to architectural design in the Village District Zone?

**Eric Anderson** states that he understands the rationale about the Village District Zone however he believes that most of the Town will not be in favor of it.

**Bill Warner** replies that it will be based on the control that the Town would have on the design guidelines. He next presents the Floating Zone concept to the Commission (attachment #2) and goes through it in detail with them.

***Discussion on Floating Zones and how they work within the Town; Mixed Use Zones vs Floating Zones***

**John Valente** asks Mr. Warner if he knows of any nearby Towns that have approved this type of application for this Floating Zone? Bill responded that he would look into it and send John the information to forward to the Commission.

**Eric Anderson** asks the Commission if they would like to have a straight Mixed Use Zone or introduce the Floating Zone?

***Discussion on how to apply this to all zones (the Floating Zone)***

**Eric Anderson** again asks the Commission if they would like to move forward with the Floating Zone as opposed to the Mixed Use Zone?

***Discussion on the Floating Zone continues and Mr. Warner explains the concept again***

**Eric Anderson** asks Mr. Warner to send him the information that he has from the State allowing this type of Zone.

***The Commission overall is favorable with the Floating Zone***

***(Gerry Hardisty leaves the meeting at 8:30PM)***

**Eric Anderson** asks the Commission how they feel about the Village District Zone?

***Discussion on the advisory committee regarding this Zone***

**Eric Anderson** asks if the Commission could apply the Mixed Use/Floating Zone to the Village Zone?

**Bill Warner** replies that they can not.

***(Jessie Person is seated for Gerry Haristy who was seated for Patrick Dougherty at 8:38PM)***

**Eric Anderson** ask the Commission what they would like to do regarding the Village District Zone?

### ***Discussion on all Zones including the Village District Zone***

**Mike Palazzi** mentions the POCD and believes that the Village District should be protected as it is in this document.

**Eric Anderson** gives his opinion regarding this

### ***Continued discussion on this topic***

**Eric Anderson** asks the Commission again how they fell regarding the Village District Zone and a slender majority would like to continue with the Village District Zone. He then states the three priorities as follows:

- Andover Rural District Zone
- Floating Zone
- Village District Zone

### ***The Commission goes back to a discussion on the height of a structure/dwellings in the Town.***

**John Valente** notes that he still needs to find out the max height from the Town Fire Marshall and what their capabilities are in case of an emergency. He has reached out to him however has not had a response to date.

### ***Continued discussion on structure heights***

**Eric Anderson** goes over what he would like clarification on in Technical Memorandum #2, specifically on page 9 regarding lot coverage with Mr. Warner.

**John Valente** along with the rest of the Commission would like to see clarification on these items.

### ***Discussion among the Commission***

**Eric Anderson** asks John Valente what his concerns are in regards to parking regulations. (parking in front, sides and back of structures)

**John Valente** asks Bill Warner his opinion on this regulation

**Bill Warner** replies to John and the Commission about their concerns and what options they have.

### ***Discussion on parking in the different zones***

**Eric Anderson** states that this will pretty much all roll into a Floating Zone. He asks if the Commission has any questions?

***Commission asks several questions of Mr. Warner on the topics discussed and he answers them***

**Eric Anderson** asks that Bill Warner re-write Technical Memorandum #2 to reflect a Floating Zone for Mixed Use Development and that he submit it to the Commission for review. The Commission has agreed to continue on with the Village District Zone.

***General discussion on Zones and permits that are required by the Town***

**Eric Anderson** suggests that they adopt the changes to the parking regulations (from Chapter 20 of the Rte. 6 Corridor Plan, on file in the Building Dept.) at the same time that the Commission adapts the Floating Zone into the Technical Memorandum #2.

***The Commission has a discussion in regards to the parking of bikes vs motorcycles.***

**b. Discuss parking regulation(related to mixed use housing)**

Discussed

**c. Leigh Ann Hutchinson discussion on CT Bar Association. Workshop**

She discusses the workshop and the information that she gained from it, procedural issues, wetland laws, special permits/sight reviews, etc. She received a document (over 500pages that she will share with any Commission Member that wishes to review or make a copy of). Leigh Ann states that this workshop would be beneficial for all Members to attend.

***Discussion on the workshop Leigh Ann attended and the Chairman states that there are several workshops that the Commission may be interested in attending and he along with John Valente will make sure that the information is made available.***

**Old Business:**

**a. Discuss Technical Memorandum #1 (changes)**

**Eric Anderson** discusses what changes were made and states that a copy was sent to the Zoning Attorney who will make comments on and send a revision/reply later this week. This will require a Special Meeting in order to review the revisions and hold a Public Hearing in June. The Commission needs to discuss use vs intent.

***The Commission suggests Monday, May 22<sup>nd</sup> at 7PM***

**Mike Palazzi Motions** that a special Meeting on May 22<sup>nd</sup> at 7PM to discuss revision to Technical Memorandum #1.

**Leigh Ann Hutchinson Seconded**

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

**b. Discuss Revision to Planning and Zoning Regulations**

**Eric Anderson** discusses a note from the Zoning Attorney. He discusses regulation 4.1.4 and the non conformity that it poses. Are the exiting regulation clear or unclear? He reads attachment #3

***Discussion on attachment #3(4.1.4)***

**c. Report of Sub-Committees.**

***No report***

7. **Approval of Minutes** Regular Meeting Minutes April 17, 2017 and the Special Meeting April 24, 2017.

***(Leigh Ann Hutchinson leaves at 10PM)***

a. Regular Meeting Minutes April 17, 2017 ***Tabled***

b. Special Meeting April 24, 2017

**Mike Palazzi Motions** to approve the April 24, 2017 Special Meeting Minutes  
**Jessee Person Seconded**

***Discussion: Eric would like on page 5 under his comment “that he” be changed to “that the Town” and “that the Town Attorney” be changed to “that Bill Warner”.***

**Motion Passed / Unanimous 4/0/0**

**8. Administrative Report:**

**9. Correspondence**

**John Valente** discusses both Agenda Items 8 and 9; He talks about 16 West Street extension that had a fire. The occupants have a camper on the premises and would like to utilize it for a period of time. John explains to the

Commission how the situation is being handled. Next he brings up the auto retail business on Hendee road, he is set to meet with the owner. (Mr. C(K)ristoff?) on this situation. On Aspinwall Drive John has received a complaint however he does not see an issue at this time. He will keep in touch with it. John recaps other meeting discussions including the required homeowners association which at this time he has no additional information. He will request it again and possibly discuss it on May 22<sup>nd</sup> if the information is available.

*Open discussion among Commission Members*

## **10. Adjournment**

**Mike Palazzi Motions**

**Scott Person Seconded**

**Motion Passed/Unanimous 4/0/0**

\*Respectfully submitted by Sandra Nichols, Commission Secretary