

Town of Andover
Planning & Zoning Commission
Thursday, March 26, 2020 7:00 P.M.
Location: Virtual Meeting via Zoom Website Platform

Special Meeting Minutes

1. Call to Order

Vice Chair Ann Peterson Crème to order at 7:08 P.M.

2. Roll Call / Seating of Alternates

Members Present: Chair Jed Larson, Vice Chair Ann Peterson Crème, Scott Person, Leigh Ann Hutchinson

Alternate Member Present: Gerry Hardisty

Wetlands Agent: Jim Hallisey

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Public Present: Susan England

3. Public Speak – None.

4. Old Business – None.

5. New Business

a. Election of Officers

Scott Person MOVED to nominate Jed Larson as the Chair of the Planning and Zoning Commission.

Gerry Hardisty SECONDED

Discussion: Jed Larson would like to accept the position of commission Chair as temporary and encouraged support from the other members.

MOTION CARRIED 5:0:0

b. Appointment of Alternates Members to the Commission

Leigh Ann Hutchinson MOVED to appoint Susan England as an Alternate Member of the Planning and Zoning Commission.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Susan England to call the Town Clerk to be sworn in as a member.

c. Discuss Subdivision Regulations

Gerry Hardisty presented the following of the Zoning Regulations: (Located at www.andoverct.org)

Section 5 ARD – Andover Rural Design District (which details open space/cluster of subdivisions)

Section 7.0.10 Please note that this section states 'Section 5.5 Andover Rural Design shall apply to subdivisions in the Lake Zone'

Eric Anderson suggested the commission refer to the following sections of the Subdivision Regulations: (Located at www.andoverct.org)

Section 2. General Requirements; Section 4.7 Statement of Intent Regarding Future Development; Section 4.10 Fieldtrip; Section 4.12 Notice of Public Hearing; Section 5. Requirements of Maps; Section 5.5 Erosion and Sedimentation Control Plan; Section 6.4 Approval; Section 7 Design Criteria; Section 7.7 Driveway Requirements; Section 7.11.2 Open Space, Area; Section 7.11.6.4 Open Space, Easement Without Public Access; Section 7.15 Solar Access and Energy Usage.

Eric Anderson suggested the commission refer to the following sections of the Zoning Regulations:

Section 4.10 Erosion and Sedimentation Control Plan; Section 4.16 Driveways j. Passing Areas l. Completion of Work; Section 5. Andover Rural Design District (ARD) Section 5b.0.1 On parcels greater than 10 acres...; Section 5.5.7.2 Open Space Definition.

d. Trial of presenting application via Zoom

Gerry Hardisty: Shared his screen with the members to ensure the meeting participants can view and discuss the meeting materials.

Eric Anderson: The Town of Andover is currently obligated to publish on the town website how to access the virtual meeting information and the materials prior to the meeting. The Governor's emergency declaration has waived some of the requirements due to situations such as the newspaper publications being closed until further notice.

6. Administrative Report from Zoning Agent

Jim Hallisey: Shared that he has received letters for application review which will be presented at the next Regular Meeting. The Gravel Operation has been currently dormant. Has issued a few Certificates of Occupancies.

7. Approval of Meeting Minutes

a. Approval of Monday, February 24, 2020 Regular Meeting Minutes.

Ann Peterson Crème MOVED to approve the Monday, February 24, 2020 Regular Meeting Minutes.

Leigh Ann Hutchinson SECONDED

Discussion: Members requested to change G. Hallisey to J. Hallisey under the following items: New Business 5a.; New Business 6b. and 6c.

MOTION CARRIED with amendments 3:0:2 Scott Person and Gerry Hardisty abstained

8. Public Speak – None.

9. Commission Open Discussion

Jed Larson: Expressed concerns of readiness to conduct the Public Hearing on Monday, March 30th for the Grimaldi subdivision application. Offered to distribute the documents provided by Land Use Attorney Mark Branse regarding this application.

Jed Larson MOVED to postpone the Special Meeting and Public Hearing scheduled for Monday, March 30th, 2020 at 7:00 P.M. to be held at the next Regular Meeting on Monday, April 20th, 2020 at 7:00 P.M. with reasoning including for the applicants to properly notice the property abutters including those in surrounding towns, proper publication notices, and to consider logistics to accommodate the public for the virtual meeting.

Scott Person SECONDED

Discussion: Applicants need to notify the abutters in Columbia. There will also be no Special Meeting on Monday, March 30th. Jim Hallisey offered to notify the applicants of the postponement. Gerry Hardisty confirmed that the applicants are able to participate in the virtual meeting from home. Town Administrator Eric Anderson offered for a laptop to be available in the Town Hall Community Room for the virtual meeting if requested by the public.

MOTION CARRIED 4:1:0 Gerry Hardisty opposed

Gerry Hardisty MOVED for the commission members to conduct individual site walks, in order to practice social distancing, as a common courtesy prior to the Public Hearing.

Zoning Agent offered to do a field visit to check if silt fencing is effective.

No SECOND was made.

10. Adjournment

Gerry Hardisty MOVED to adjourn the Special Meeting

Leigh Ann Hutchinson SECONDED

MOTION CARRIED 5:0:0

Chair Jed Larson adjourned the Special Meeting at 8:40 P.M.

Helpfully submitted by Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto. All virtual meeting information to participate is included in the meeting agendas.