

**Town of Andover**  
**Planning and Zoning Commission**  
Monday, June 24<sup>th</sup> 2019 at 7:00 P.M.  
Andover Public Library  
Special Meeting & Public Hearing Minutes

1. Call to Order

Vice Chair Robert Hamburger called the Special Meeting to order at 7:03 P.M.

2. Roll Call / Seat Alternates

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

Regular Members Absent: None

Alternate Present: Jed Larson

Alternate Absent: Gerry Hardisty

Zoning Agent Present: John Valente

Public Present: Dianne Grenier

Board Clerk Present: Amanda Gibson

3. Public Hearing to approve the following 7 regulatory documents:

- i. Home Occupation Regulations
- ii. Accessory Apartment Regulations
- iii. Parking Regulations for Commercial Vehicles and Signage Requirements
- iv. Proposed Zoning Regulations for Keeping of Animals
- v. Solar Access Regulations Subdivision and Zoning
- vi. Lighting Regulations
- vii. Andover Zoning Application Checklist Appendix.

Vice Chair Robert Hamburger presented documents via projector screen.

Zoning Agent John Valente shared the CRCOG Report on Zoning Referral.

a. Open Public Hearing

**Eric Anderson OPENED the Public Hearing at 7:04 P.M.**

- i. Home Occupation Regulations

Discussion from the public: Dianne Grenier voiced opinion on general feeling that regulations are too restrictive.

Open discussion with commission for any comments, questions, concerns, etc.

Dianne Grenier left the Special Meeting & Public Hearing.

ii. Accessory Apartment Regulations

Open discussion with commission for any comments, questions, concerns, etc.

None.

iii. Parking Regulations for Commercial Vehicles and Signage Requirements

Open discussion with commission for any comments, questions, concerns, etc.

Leigh Ann Hutchinson shared concerns on overnight vehicle parking. Jed Larson brought up how to parking of vehicles in backyard is precluded from section 4.19.4. Leigh Ann Hutchinson confirmed it states, ‘...these measures may include, but are not limited to:’

Zoning Agent John Valente questioned the wording of the 4.19.4 header with ‘...and noise of the vehicle storage...’ Bob Hamburger confirmed that Town Attorney Mark Branse understood and approved the document. Commission confirmed that the storage includes process of moving vehicles to storage.

iv. Proposed Zoning Regulations for Keeping of Animals

Open discussion with commission for any comments, questions, concerns, etc.

None.

v. Solar Access Regulations Subdivision and Zoning

Open discussion with commission for any comments, questions, concerns, etc.

Chair Eric Anderson abstaining from discussion on Item 3.a.v due to employment in the solar industry.

Zoning Agent John Valente addressed issue of solar energy within historic districts.

vi. Lighting Regulations

Open discussion with commission for any comments, questions, concerns, etc.

Leigh Ann Hutchinson understands need for most of the points, but believes some regulations are over restrictive, reading example of 4.20.1.

Zoning Agent John Valente stated that these regulations have been further developed due to complaints and are only enforced following complaints.

Chair Eric Anderson shared known global concerns of light pollution for many reasons. (i.e. affecting migratory birds and nocturnal animals).

Example: Eric Anderson’s father has complained about the lighting from Andover Plaza at night as it hinders his ability to see the road whilst driving.

Leigh Ann Hutchinson asked for explanation on Section 23.5B.1.3 Lighting Standards and Requirements.

Commission discussed importance of appropriate lighting. Eric Anderson drew diagram to explain hot spots and dark area. He explained that the regulations are asking commercial properties to uniformly light their parking lot so it has roughly same illumination throughout the entire space.

vii. Andover Zoning Application Checklist Appendix.

Open discussion with commission for any comments, questions, concerns, etc.

Commission discussed reasoning behind importance of including checklist.

Eric Anderson explained reasoning for including the checklist in the regulations. Application is not complete until commission has a copy of the checklist filled out.

Eric Anderson acquired the checklist from the Town of Bolton, editing the document to coincide with the Town of Andover.

Eric Anderson shared edit to be made on Number 5 as it is written incorrectly. To be edited to the following sentence:

“Copy of a request for review and approval by the Fire Marshall, approval of the water supply for fire protection.”

**Chair Eric Anderson CLOSED the Public Hearing at 8:17 P.M.**

b. Re-Open Regular Meeting

**Chair Eric Anderson RE-OPENED the Special Meeting at 8:17 P.M.**

4. Old Business

a. Possible action on Items 3.a.i-vii.

i. Home Occupation Regulations

Robert Hamburger MOVED to approve and adopt the Home Occupation Regulations, Section 4.12a Home Occupation Uses with one edit described in discussion below.

Scott Person SECONDED

Discussion: Leigh Ann Hutchinson requested to add a letter ‘i’ in the word waiver in Home Occupation Regulations, Section 4.12A Home Occupation Uses, Item 3.c. under Application for Home Occupation.

MOTION CARRIED 5:0:0

ii. Accessory Apartment Regulations

Mike Palazzi MOVED to approve and adopt the Accessory Apartment Regulations, Section 4.11 Accessory Apartments.

Leigh Ann Hutchinson SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

iii. Parking Regulations for Commercial Vehicles and Signage Requirements

Scott Person MOVED to approve and adopt the Commercial Vehicles and Signage Requirements, Section 4.18 Overnight Parking at residential dwellings of vehicles containing business signage with passenger or combination plates.

Robert Hamburger SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

Mike Palazzi MOVED to approve and adopt the Commercial Vehicles and Signage Requirements, Section 4.19 Regular or Overnight Parking at residential dwellings of vehicles with State of Connecticut Department of Motor Vehicles commercial registration.

Scott Person SECONDED

Discussion: Eric Anderson announced commission's edits made to Section 4.19.4: removal of bracket typo and change in wording to read:

"The commission shall consider whether the proposed location(s), scale, and noise of the vehicles being stored is appropriate to the site and district and can require additional measures to limit the visual or noise impact. These measures may include, but are not limited to:"

MOTION CARRIED 5:0:0

iv. Proposed Zoning Regulations for Keeping of Animals

Mike Palazzi MOVED to approve and adopt the Proposed Zoning Regulations for Keeping of Animals for personal use, Section 20.5.1 Application Procedure.

Scott Person SECONDED

Discussion: Eric Anderson announced this is a new section to an existing regulation.

MOTION CARRIED 5:0:0

v. Solar Access Regulations Subdivision and Zoning

Chair Eric Anderson abstained from the motion.

Alternate Jed Larson seated for Eric Anderson.

Mike Palazzi MOVED to approve Zoning Regulation for Solar, Section 4.20 Solar Systems.

Scott Person SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

Alternate Jed Larson unseated.

Chair Eric Anderson reseated.

Mike Palazzi MOVED to approve and adopt the New Subdivision Regulation, Section 7.15 Solar Access and Energy Usage.

Leigh Ann Hutchinson SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

vi. Lighting Regulations

Scott Person MOVED to approve and adopt the Lighting Regulations, Section 4.21 (changed from Section 4.20), Lighting Regulations in all Zoning Districts.

Robert Hamburger SECONDED

Discussion: Changed section number to align with master regulations.

MOTION CARRIED 4:1:0

Leigh Ann Hutchinson opposed.

Mike Palazzi MOVED to approve and adopt the new Lighting Regulations, Section 23.5B Site and Parking Lot Lighting.

Scott Person SECONDED

Discussion: None.

MOTION CARRIED 4:1:0

Leigh Ann Hutchinson opposed.

vii. Andover Zoning Application Checklist Appendix.

Mike Palazzi MOVED to approve and adopt the checklist as an appendix to the Zoning Regulations with the one below correction to Item 5.

Scott Person SECONDED

Discussion: Correction to Item 5 "Copy of a request for review and approval by the Fire Marshall, approval of the water supply for fire protection."

MOTION CARRIED 5:0:0

Leigh Ann Hutchinson left the meeting at 8:32 P.M.

Alternate Jed Larson reseated for Leigh Ann Hutchinson.

b. Discuss Lake Regulations

Vice Chair Robert Hamburger presented document via projector screen.

Zoning Agent John Valente shared the following documents:

- Zoning Overlay map
- USGS Andover Lake Watershed Stream Stats Report

Commission discussed potential changes based off of Zoning Agent John Valente's recent edits.

Commission decided to solidify and approve for December 2019.

Action item is to take feedback and formalize the language, then host a meeting in a more structured way.

5. Commission Open Discussion

- a. Chair Eric Anderson thanked Mike Palazzi for his time on the commission.
- b. Chair Eric Anderson to formalize Monday, July 15<sup>th</sup> Public Hearing. Announced that Gerry Hardisty is giving the presentation for 8-24 Statutory Review at the Public Hearing. Eric Anderson has decided to reclude himself from the Planning and Zoning Commission since he created the Connectivity Grant and is helping Gerry Hardisty with the presentation.

6. Administrative Report from Zoning Agent John Valente

- a. He has spoken with the employees at the XtraMart property regarding their unnecessary and unwanted extra signage along Route 6 in front of gas station property.
- b. Shared that Conservation Biologist Hank Gruner discovered a couple turtles within the silt fencing on the gravel operation property.

7. Adjournment

Eric Anderson MOVED to adjourn the Special Meeting.

Robert Hamburger SECONDED

MOTION CARRIED 5:0:0

Vice Chair Robert Hamburger adjourned the Special Meeting at 9:36 P.M.

Meeting Minutes helpfully submitted by Board Clerk, Amanda Gibson.

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.