

Town of Andover
Planning & Zoning Commission
Regular Meeting Minutes
Tuesday, September 19th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: Jed Larson, Scott Person, Anne Cremè, Anne Blanchard, Steve Nelson, Susan England, Kevin Arnesen

Members Absent: Leigh Ann Hutchinson

Town Planner: John Guskowski – Tyche Planning

Town Administrator: Eric Anderson

Zoning Agent: Jim Hallisey

Board Clerk: Marina Pandolfi

Economic Development Commission: Elaine Buchardt

Public Present: Katherine Hutchinson

1. **Call to Order** – Jed Larson called the meeting to order at 7:00pm.
2. **Roll Call** - Jed Larson performed roll call.
3. **Seating of Alternates** - Anne Blanchard was seated as an alternate.
4. **Additions/Changes to the Agenda** – Jed Larson MOTIONED to add agenda item 7c – Discussion of Annual Report. Scott Person SECONDED. MOTION CARRIED 5:0:0
5. **Public Comment**
Elaine Buchardt – none at the moment, will comment in discussion regarding POCD
Katherine Hutchinson - none at the moment, will comment in discussion regarding gravel pit
6. **Old Business**
 - a. **517 Gravel Pit/Property of William Genovese** – Jim Hallisey met with Chris Bell and William Genovese, not much progress on property, discussed plan and followed up with letter with request to revise plan. Commission discussed additional topsoil, drainage, and approved as-built. Jim requested to walk property and hopeful for compromise – additional discussion on letter sent and restoration plan approved in August 2022. Plan that was presented and approved is not being followed. Agent Hallisey contacted the Zoning Attorney for further advice.
 - b. **Discussion – Proposed Revisions to Zoning Regulations** – Commission members discussed accessory apartment/dwellings to potentially be Affordable Housing – potential restrictions or paperwork involved for property owners and renter. Questions from Commission members regarding accessory apartments for family members – Eric Anderson suggested that these dwellings could be automatically considered affordable housing or can file for a special permit if they are for certain situations/family members. John also suggested possible incentives such as a tax abatement. Will include petition for sign and lighting regulation changes at the next meeting.

7. New Business

- a. **Recap & Discussion – Plan of Conservation & Development (POCD) Survey** – Town Planner John Guskowski shared screen with 2015 POCD – reviewed results and responses to survey questions, will receive input from Economic Development Commission and review natural resources chapter at next meeting (Elaine Buchardt will take information back to commission members). Reviewed completed sections including rezoning areas to standard lot size, Andover Rural Design regulation, commercial development & business retention, Andover Town Center development, blight ordinance to correct issues at 12 Center Street, Village District zoning and design considerations, Town Hall property, and additional Town owned property. Will discuss remaining sections at next meeting.
- b. **Receive Application/Set Public Hearing for Zone Change (Text Amendment) – Licensed Day Care Facilities (Eric Anderson, Town Administrator)** – Eric provided information regarding recent change to Public Act 23-142 (Town regulation on child care facilities in residential zones) – current Zoning regulations require a Special Permit. Eric submitted recommendation – affidavit must be signed each year by Town, Jed Larson weighed in on recommendations from Zoning Attorney Mark Branse – also shared screen to show petition for amendments to regulations. Will set Public Hearing date at next meeting.
- c. **Discussion of Annual Report** – Jed Larson sent out to Commission members, will discuss at next month's meeting

8. Approval of Minutes

- a. **Regular Meeting August 15th, 2023** – Jed Larson MOTIONED to approve the August 15th, 2023 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 3:0:2 with Steve Nelson and Anne Blanchard abstaining.

9. Correspondence – none

10. Administrative Reports

- a. **Zoning Agent** – currently working on sheds/garages, houses of worship, garage built without a permit (357 Lake Road), vehicles parked in roadway (Merritt Valley Road), update on homebased business on Merritt Valley Road, working with owner of Over Andover, and miscellaneous complaints.
- b. **Inland Wetlands & Watercourse Liaison** – none

11. Public Comment – none

12. Next Regularly Scheduled Meeting – October 17, 2023 – will discuss dates and meeting type for next year's meetings

13. Miscellaneous – none

14. Adjournment – Jed Larson MOTIONED to adjourn the meeting at 8:47pm. Scott Person SECONDED. MOTION CARRIED 5:0:0