

Town of Andover
Planning & Zoning Commission
Regular Meeting Minutes
Tuesday, October 17th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: Jed Larson, Steve Nelson, Scott Person, Leigh Ann Hutchinson, Anne Cremè, Susan England, Anne Blanchard

Members Absent: Kevin Arnesen

Zoning Agent: Jim Hallisey

Town Administrator: Eric Anderson

Town Planner: John Guskowski (Tyche)

Conservation Commission: Mike Palazzi, Mary Ann Gile, Hank Gruener

Commission on Aging: Cathy Palazzi

Board Clerk: Marina Pandolfi

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. No alternates sat.

3. Changes/Additions to the Agenda – none

4. Public Speak –

Katherine Hutchinson – will comment regarding Gravel Pit discussion

5. Old Business

a. Discussion – Plan of Conservation & Development (POCD)

i. Planning for an Older Population;

ii. Update of Chapter 8 of Andover’s Plan of Conservation & Development (Protecting our Natural Resources – An Open Space Plan);

iii. Planning for “A Sense of Place”;

John Guskowski shared screen with implementation recommendations from current Plan of Conservation and Development (POCD) items and their current status – reviewed first half of items at previous meeting.

i) Planning for an Older Population – reviewed survey results; regularly meeting with Commission on Aging and Senior Center staff, pleased with services currently being offered to Seniors in Town. Discussed allowing higher density neighborhoods in close proximity to services and activities -zoning regulations, expanding Senior Transportation, working on “meals on wheels” service, improving signage on Town roads to make reflective/more visible. Affordable housing ideas for Seniors to ‘age in place’, age restricted housing (55+) – coordinate policies to plan for aging population.

Cathy Palazzi has list of new programs to begin once new building is complete. She will also bring information discussed from meeting to next Commission on Aging meeting.

ii) Natural Resources – Natural Resource inventory completed, make Open Space plan easily available to developers and land owners. Have Commission on Aging’s assessment on preparing for older population for survey questions. Discussed reviewing the Open Space plan when reviewing development applications – preserve selected parcels to enhance existing Open Space – permanently preserve 284 additional acres of open space – creating an Open Space map dedicated to Andover – tax abatement promotion in open space corridors (Board of Selectmen encourage plan for Public Act 490) – Post Farm development rights – promote access to the Hop River – mandatory ARD (Andover Rural Design) subdivisions in open space corridors.

Hank Gruener shared his screen with slides re-visiting Chapter 8 – Natural Resource Inventory. 1) Where Natural Resources occur in Town and what they are. 2) What Open Space does the Town have and how well is it protected? Look to create a map with GIS layer, looking to have complete by December 31st, 2023. 3) Natural Resources and how existing Open Space align. 4) Priorities for Open Space and Natural Resource conservation. 5) How to move forward to achieve goals – draft Open Space map; also reviewed core forest habitat map. Look to get the Public and other commission input on items – could schedule a public hearing before survey goes out for feedback.

iii) John Guskowski shared screen to review creating a sense of place – protecting Andover’s quality of life (define elements) – protect historic resources, educate the public on Andover’s history, Hop River access – Town’s long term goal is to control as much of the Hop River as possible, preserve rural character & protect scenic vistas, consider scenic road ordinance & demolition delay (SHPO – properties over 50 years old). Anne Cremè weighed in on lot sizes for building and percentage of seniors in Town.

b. Update – 517 Route 6, Gravel Pit – Jim Hallisey provided update; reached out to Land Use attorney, spoke with another attorney at the firm – reviewing information regarding gravel pit. Leigh Ann Hutchinson weighed in on property – look at potential courses of action (calling bond). Jim will follow up with an update for the next meeting.

c. Discussion/Set Public Hearing date for proposed text amendments to the Andover Zoning Regulations - Sections 4.11 Accessory Apartments, 4.21 (Lighting), 5 Andover Rural Design, 7 Andover Lake District, Chapter 15 (Signs), 23.5 Lighting Chapter 24 Definitions; and - Jed Larson shared screen with proposed changes to review and discuss. Leigh Ann Hutchinson MOTIONED to set the Public Hearing at the next regularly scheduled Planning & Zoning Commission meeting on Tuesday, November 21st, 2023. Scott Person SECONDED. MOTION CARRIED 5:0:0

d. Adoption of the Planning & Zoning Commission’s component of the Town of Andover’s Annual Report – Jed Larson sent out to Commission members. Provided information regarding funds obtained for Route 316 study – RFP currently out. Jed Larson MOTIONED to approve the Planning & Zoning Commission’s component of the Town of Andover’s Annual Report. Scott Person SECONDED. MOTION CARRIED 5:0:0

6. New Business

a. Receive application/discuss/set public hearing: Applications from the Town of Andover Planning and Zoning Commission for a Zone Change – text amendment to Section 4.11 of the Andover Zoning Regulations; - Previously discussed in meeting

b. Site Plan Approval (Modification) to the Public Safety Complex, 11 School Road; - Eric Anderson will be requesting approval at next meeting for site plan review of (2) 1,000-gallon propane tanks to be located behind Andover Fire Department. One to serve Town Hall, and one to serve as reserve tank for generator

c. Setting Regular Meeting Dates for the 2022/23 Fiscal Year – Jed Larson MOTIONED for calendar year 2024 to continue to hold meetings on the 3rd Tuesday of each month. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

Additional discussion on meeting locations – virtual vs. hybrid vs. in-person, acoustics in Community Room; will keep meetings virtual for Winter months and revisit in the Spring

7. Adoption of Minutes

a. September 20, 2023 Regular Meeting – Jed Larson MOTIONED to approve the September 20th, 2023 Regular Meeting Minutes as presented. Scott Person SECONDED. MOTION CARRIED 4:0:1 with Leigh Ann Hutchinson abstaining.

8. Administrative Reports

a. Zoning Agent; - Jim Hallisey provided update – sent letter out to representative from Buddhist Center, awaiting response regarding site plan approval. Sent blight notice for debris on Long Hill Road. Working with resident regarding vehicles in road on Merritt Valley Road. Sent letter to resident on Times Farm Road regarding potential business being run out of home. 664 Route 6 – working with Town attorney on potential property lien. Zoning Board of Appeals meeting following day regarding structure built without a permit, 357 Lake Road.

b. Inland Wetlands & Watercourse Commission – none

9. Communication – none

10. Miscellaneous – Jed Larson shared article from newspaper.

11. Next Regularly Scheduled Meeting – Tuesday, November 21, 2023

12. Public Speak – none

13. Adjournment – Jed Larson MOTIONED to adjourn the meeting at 9:34pm. Leigh Ann Hutchinson SECONDED. MOTION CARRIED 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.