

**Town of Andover**  
**Planning & Zoning Commission**  
Public Hearing & Regular Meeting Minutes  
Tuesday, November 21<sup>st</sup>, 2023 – 7:00pm  
Location: Virtual Zoom meeting

Members Present: Jed Larson, Anne Cremè, Scott Person, Steve Nelson, Leigh Ann Hutchinson, Susan England  
Zoning Agent: Jim Hallisey  
Town Administrator: Eric Anderson  
Zoning Attorney: Mark Branse  
Town Planner: John Guskowski (Tyche)  
Board of Education: Shannon Loudon  
Board Clerk: Marina Pandolfi  
Public Present: Katherine Hutchinson, Eve Cicchiello

**Public Hearing Minutes**

**1. Call to Order** – Jed Larson called the meeting to order at 7:16pm.

**2. Application of Town of Andover. Proposed amendments to the following sections of the Andover Zoning Regulations:**

**Section 4.11 Accessory Apartments – Use of Right/Site Plan Approvals;**  
**Section 4.21 Lighting;**  
**Section 5 Licensed Day Care – Andover Rural Design District;**  
**Section 7 Licensed Day Cre – Andover Lake District;**  
**Section 15 Signs (Public Interest);**  
**Section 23 Lighting (Height & Intensity)**  
**Section 24 Definitions**

**Presentation by Applicant(s);**  
**Questions/Comments by Commission & Staff;**  
**Questions/Comments by Public;**  
**Written Comment (previously submitted)**

Jed Larson shared screen of proposed modifications for Section 4.21 Lighting – reviewed formatting, additions and modifications. Special Permit application process to relax regulations for lighting on athletic fields – Commission discussion, Attorney Mark Branse provided insight. Eve Cicchiello (neighbor to fields, Long Hill Road & Riverside) shared how temporary lighting effected their home and farm – looking for timeline, goal, and next steps for going forward with the temporary lighting.

Jed Larson moved to Section 23 Lighting (Height and Intensity) – reviewed proposed modifications and current Zoning regulations. Eric Anderson weighed in on lighting intensities for athletic fields, reviewed photos of lighting on athletic fields in Hebron and Manchester. Discussed benefits of larger light poles, dark sky compliance, glare, numbers of usage for fields (children, adults, programs, hours, days, months out of the year), and lighting for proposed pickle ball courts.

Commission discussed Section 4.11 Accessory Apartments – Use of Right/Site Plan Approvals; Jed Larson shared screen with proposed changes – discussed rental charges, deed restrictions (10 years vs. 40 years) – are there different length of time options available, affordable housing points, how to incentivize affordable housing.

**3. Close/Continue Public Hearing** – Jed Larson will continue to have the Public Hearing open at the next regularly scheduled meeting on December 19<sup>th</sup>, 2023 at 7:00pm via Zoom for remaining items not discussed in tonight’s meeting.

**4. Adjournment** – Jed Larson adjourned the Public Hearing at 8:35pm.

### **Regular Meeting Minutes**

**1. Call to Order** – Jed Larson called the meeting to order at 8:36pm.

**2. Roll Call/Seating of Alternates** – Jed Larson performed roll call; no alternates sat.

**3. Additions/Deletions to the Agenda** – none

**4. Public Comment (issues/concerns unrelated to public hearing items) –**

Katherine Hutchinson – looking for follow up on Route 6 Gravel Pit; Jim Hallisey provided update, left message for Alan Curto (Halloran & Sage) – have not yet heard back but has indicated that he was working on issue. Attorney Mark Branse stated Alan Curto is involved with enforcement actions for the firm. Eric Anderson also spoke with Mark Branse that this matter was referred to Alan Curto based on his experience with these types of matters.

**5. New Business**

**a. Discussion – Proposed Amendments to the Following Sections of the Zoning Regulations:** - no further discussion this meeting, will continue at Public Hearing at next meeting December 19<sup>th</sup>, 2023 – 7:00pm via Zoom

**Section 4.11 Accessory Apartments – Use of Right/Site Plan Approvals;**

**Section 4.21 Lighting;**

**Section 5 Licensed Day Care – Andover Rural Design District;**

**Section 7 Licensed Day Cre – Andover Lake District;**

**Section 15 Signs (Public Interest);**

**Section 23 Lighting (Height & Intensity)**

**Section 24 Definitions**

**b. Discussion – Nomination of Officers – Chairperson and Vice-Chairperson;  
Election at a following meeting per the By-Laws**

Leigh Ann Hutchinson nominated Jed Larson as Planning and Zoning Commission Chairperson. Susan England SECONDED. MOTION CARRIED 6:0:0. Jed Larson nominated Anne Cremè as Planning and Zoning Commission vice-Chairperson. Steven Nelson SECONDED. MOTION CARRIED 6:0:0

**6. Old Business**

**a. Plan of Conservation & Development (POCD);** - John Gostkowski shared screen with long term plan survey results done in 2019 regarding Town Facilities, improvements, and use of Town resources; looking to put together public survey on priorities and preferences – build new survey around these topics. Shared preliminary survey topics/categories of questions such as residential/commercial development, Open Space/natural resources, transportation, community services and connections, and future concerns. Would like to have Commission members think of topics and questions to discuss and potentially add to survey – think of 10-year plan for Town.

**b. Discussion/Action – Application to the Town of Andover, Site Plan Review of proposed development at the Public Safety Complex, 11 School Road;** - Eric Anderson provided information regarding Town of Andover application for concrete pad behind Fire Department to house 2 new propane tanks (will be next to existing tanks) – awaiting Wetland’s approval. Long-term plan is to apply for grant for new generator.

**c. Action – Approval of Commission meeting dates for calendar year 2024** – approved in previous month meeting

**7. Approval of Minutes – Regular Meeting October 17th, 2023** – Jed Larson MOTIONED to approve the October 17<sup>th</sup>, 2023 Regular Meeting Minutes with a correction to the date from “2022-2023 Fiscal Year” to “2024 Calendar Year”. Steve Nelson SECONDED. MOTION CARRIED 5:0:0

**8. Administrative Reports**

**a. Zoning Agent;** - Jim Hallisey provided update; Route 6 Gravel Pit appears to be stable, will have a conversation with Attorney Curto on how to proceed. 664 Route 6 – ongoing blight issue, working with Town Attorney, owner looking to sell property – Jim researching necessary documents for previous zoning change. Resolved blight issue on 92 Merritt Valley Road, junk violation on Long Hill Road property.

**b. Inland Wetlands & Watercourse Liaison** – Jed Larson provided update; IWWC is working on approval of permit for new propane tanks behind the Fire Department

**9. Commission Discussion/Miscellaneous** – Leigh Ann Hutchinson inquired about for sale sign at Andover Plaza, multiple businesses vacant. For sale sign is only for vacant spaces in building and not building/property.

**10. Public Comment (Issues/concerns unrelated to Public Hearing items)** - none

**11. Date of next regularly scheduled meeting – December 19<sup>th</sup>, 2023**

**12. Adjournment** – Jed Larson MOTIONED to adjourn the meeting at 9:15pm. Anne Cremè SECONDED. MOTION CARRIED 5:0:0