

**Call to Order**

The meeting was called to order at 8:00 a.m. in the 1<sup>st</sup> floor Conference Room at the Town Offices. Present were: Chairman John Fenton, Vice-Chairman T. Bradley Duffin, Marlene Hoyt, Andrea Leary, and David Pierre; also present were: Planning Director Paul Materazzo, Senior Planner Lisa Schwarz, Selectman Paul Salafia, and Selectman Alex Vispoli.

**Minutes**

On a motion by Mr. Duffin seconded by Ms. Hoyt, the Council voted to approve the July 9<sup>th</sup> minutes by a unanimous vote.

On a motion by Mr. Pierre seconded by Ms. Hoyt, the Council voted to approve the August 6<sup>th</sup> minutes by a unanimous vote.

On a motion by Mr. Fenton seconded by Ms. Hoyt, the Council voted to approve the October 15<sup>th</sup> minutes by a unanimous vote.

**Economic Review Template**

An EDC sub-committee including Mr. Spagat, Mr. Fenton, Ms. Hoyt, and Mr. Carroll will work with Ms. Schwarz to create a template explaining the economic impact of proposed projects. The template will be completed by the developer to assist the EDC in providing information to various Boards to consider when evaluating projects. The goal of the template is to gather information which will assist in whether or not to recommend approval of a project, as a helpful tool in the process.

**Parking Assessment**

Ms. Leary reviewed the Nelson Nygaard Draft Power Point of the *Downtown Andover Parking Study Project Update*. The parking sub-committee had already reviewed the slides and was looking for EDC input prior to the November 17<sup>th</sup> Board of Selectmen mid-year review meeting where Lisa Jacobson from Nelson Nygaard along with sub-committee members will present a 15-20 minute overview. The Board of Selectmen will have an opportunity to review the recommendations along with getting input from the townspeople.

The presentation will demonstrate to the townspeople the culmination of what was approved at Town Meeting by their vote to conduct the study, with the following findings emphasized:

- Issues and Opportunities – recommendations will be included as a result of the study. One example is to provide consistent signage, and this information should be available on the Town website and accessible on smartphones. Recommendations will be made to provide easy, simple and clear traffic and pedestrian flow which will help the Town to be more welcoming.
- Pricing and Time Limits – pricing determines turn-over, and a recommendation is being made to increase the price of the most popular downtown areas to provide more availability.
- Key core recommendations – signage and information, pricing and time limits, employee parking program, parking technology, shared parking, and optimized supply will be reviewed.

Recommendations were made to streamline the presentation to the main point of the study, provide possible next steps and an opportunity for questions and answers. Once the Parking Management Action Plan is finalized, the Town will decide how it will be implemented. The sub-committee

**Parking Assessment (cont'd)**

will send the slides/presentation to the Board of Selectmen, be available to answer questions, and assist in implementation with the final draft to be completed by the end of the calendar year. The goal is for Andover to remain competitive and vibrant which improves commercial tax revenue, and in turn increases residential values.

**BOS Mid-Year Review**

EDC will discuss what the group is working on and its goals. Mr. Fenton will be the liaison from the business community and provide a five minute presentation to the BOS about the importance of streamlining the permitting process, the new business template being worked on and the economic impact to the Town, schools, and townspeople. The parking assessment plan will then be presented and reviewed.

**Fast Food Bylaw**

Mr. Materazzo explained that when restaurants are looking to come to town, either in an existing building, taking over an existing space, or moving from one space to another, according to the existing *Table of Use Regulations* in the Mixed Use district they need to go through the Zoning Board of Appeals (ZBA). The issue is that this step often takes between 60-100 days for approval. Fast food definition includes any restaurant with a take-out component and there is no benefit to put businesses through ZBA permitting. The goal is to streamline this permitting process by changing the Table of Uses and definition of “fast food” restaurant.

A suggestion was made to propose an Article to change the Table of Uses in the General Business and Mixed Use areas. A second Article can be written to change the definitions of various types of restaurants – full service, limited service, take-out, as examples. ZBA Chair David Brown provided two handouts: *Food Service Establishment Definitions* and *Restaurant Definitions in Other Cities & Towns* to assist in revising these definitions. These issues will be reviewed by the Planning Board with recommendations made to EDC to discuss at a subsequent meeting. In addition, alcohol licensing will be further reviewed.

**Adjournment**

The meeting was adjourned at 9:45 a.m.

Documents: Table of Use Regulations for Restaurants and Food Service Establishments  
Food Service Establishment Definitions  
Restaurant Definitions in Other Cities & Towns