

Call to Order:

The Planning Board Meeting was called to order at 7:06PM on January 11, 2022 via Cisco Webex online video conferencing platform. Present were Chair Zachary Bergeron, Vice Chair Rocky Leavitt; Members Vincent Chiozzi, Jr. (joined late via phone call), Neil Magenheim (via phone call until 8PM), Ann Knowles, and associate Morgan von Prelle Pecelli. Also present were Jacki Byerley, Planner, Lisa Schwarz, Assistant Director of Planning, and Officer Glen Ota, Andover Police.

CONTINUED PUBLIC HEARINGS:**300 Minuteman Road – Special Permit for a Major Non-Residential Project (SP21-06) and Special Permit for a Change in Parking Space Requirements (SP21-07):**

Mr. Bergeron opened the continued public hearings for a major non-residential project and change in parking space requirements; special permit applications submitted by 300 Minuteman Road, LLC. Mark Johnson, Johnson & Borenstein, LLC, Attorney for the applicant; Michael Rak, Vice President, Spear Street Capital; and Charles Scott Doty, Managing Principal, John G. Crowe Associates, were in attendance. Mr. Johnson and Ms. Byerley provided a progress update, specifying that a stormwater peer review was completed by Horsley Witten Group, plan details were updated at the request of the Department of Public Works (DPW), and sewer conditions continue to be worked through between the applicant, Planning, DPW, and Town counsel. It is expected that a draft set of conditions would be available for review at the next Planning Board meeting.

Planning Board members requested more information regarding the proposed conditions and sewer repairs. Per Mr. Johnson, the applicant and DPW has agreed on the scope of the work; however, cost is an outstanding issue that needs to be resolved. Ms. Byerley added that the number of parking spaces needs to be determined, as the Zoning Board of Appeals (ZBA) granted a variance authorizing the Planning Board to make this decision. Following a review of the proposed parking and further discussion with Mr. Doty, the Planning Board agreed that the suggested number of spaces was sufficient for the proposed use.

On a motion by Ms. Knowles, seconded by Mr. Leavitt, the Planning Board voted to continue the public hearing to January 25, 2022 at 7:30PM. **Vote: (5-0)**

DISCUSSION ITEMS:**Minutes:**

On a motion by Ms. Knowles, seconded by Mr. Leavitt, the Planning Board unanimously voted to approve the minutes for the October 12, 2021 and October 26, 2021 meetings. **Vote: (5-0)**

Other Planning Related Topics:

Ms. Byerley provided an update on the Zoning Recodification project, indicating that a third public information session was held virtually on January 10, 2022, and an initial draft needs to be entered in as a warrant article by January 21, 2022. She added that a final draft would continue to be worked on throughout the public hearings scheduled on March 8, 2022, March 15, 2022, March 29, 2022, and April 12, 2022.

Ms. Schwarz stated that the Master Plan Subcommittee convened earlier in the day to discuss the vision of the Town. The process to date has included focus groups, an affinity map compiling and organizing the results, and will conclude with a quantitative survey to determine goals and objectives.

CONTINUED PUBLIC HEARING:**140 Haverhill Street – Special Permit for Major Non-Residential Project (SP21-04):**

Mr. Bergeron opened the continued public hearing on the abovementioned special permit application. The following representatives were present for the discussion: Attorney Mark Bobrowski, representative for the applicant; Benjamin Osgood, PE, Director of Engineering, Ranger Engineering Group, Inc.; Kenneth Cram, PE, Director of Traffic Engineering, Bayside Engineering; and Paul Kneeland, owner of Medico 140, LLC were present for the discussion. Mr. Bobrowski listed agenda items to be discussed, including landscaping and parking, and invited Ms. Byerley to share a video tour of the recently opened Wilmington detox facility for Planning Board members who were unable to visit. He provided an overview of the clinic and encouraged Andover Police to connect with Wilmington Police to inquire about any incidents or lack thereof since opening.

Mr. Osgood proceeded to display a revised landscape plan via PowerPoint presentation and discussed proposed additional evergreen plantings around the exterior to provide more screening for abutters to the property. He also provided information regarding the lighting schedule in the evening. Ms. von Prella Pecelli requested a follow-up on funding to be allocated towards landscape shielding for immediate abutters. Per Mr. Bobrowski, the offer stands subject to an amount being mutually agreed upon with the landscaping company and funds would need to be expended by a particular date.

Mr. Cram displayed a parking demand summary on-screen and provided a summary of the number of parking spaces required in consideration of both uses (detox facility and day clinic) and the anticipated number of staff and patients. Mr. Cram stated that parking calculations would be formalized and submitted as part of a traffic study to be forwarded to the Planning Board for review within the week. Once the final number of spaces is determined, Mr. Bobrowski indicated that the applicant would apply for a variance to seek a reasonable accommodation for a reduction in parking.

The Planning Board discussed the turnaround time for a traffic peer review to be completed. Per Ms. Byerley, the reviewer would need two weeks to submit a report upon receipt of the outstanding parking calculations from the applicant. She requested that the applicant submit information to the Planning Board one week in advance of the continued public hearing to allow sufficient time for review.

Mr. Bergeron proceeded to open the hearing to questions from the community. Richard Renzi, resident at 135 Haverhill Street, provided comments and concerns related to the building design, landscaping plan, and parking calculations. Mr. Renzi stated that he was impressed by the design of the Wilmington facility and expressed his preference for this residential/home design than what the applicant had proposed in Andover. Mr. Bobrowski responded that the building is zoned for office use and designed for functionality as the facility will house more beds than the Wilmington facility. He added that an application would be submitted to the Design Review Board (DRB) soon and Ms. Byerley encouraged Mr. Renzi to share his thoughts at the upcoming public meeting. Regarding landscaping, Mr. Renzi inquired if there was any attempt to improve the height of the suggested evergreen plantings to provide more coverage. Per Mr. Osgood, smaller trees (6-8 feet) are more appropriate as they will grow immediately as opposed to larger trees. Mr. Renzi further commented on the parking calculations and claimed there were inconsistencies, especially with regards to family transportation and van usage. Mr. Cram stated that he would review these numbers again. Ms. Knowles added that the peer reviewer would be providing feedback on this analysis as well. Finally, Mr. Renzi requested that consideration be made to an increase in noise due to snow removal for a 24-hour facility.

Thomas Flannagan, Attorney for MacLean Holloway, Doherty & Sheehan, P.C. and representative for South Bay Properties, LLC, stated that parking requirements are determined by zoning rather than what the applicant indicates is needed. He added that 57 of the proposed 241 parking spaces violate the bylaw which prohibits cars from backing out into ways or streets. Mr. Bobrowski reminded the Planning Board that the applicant intends to file for a reasonable accommodation concerning parking.

Mr. Chiozzi shared that he visited the Wilmington facility and noticed that the HVAC units were located on the roof, resulting in concern over acoustics if the design in Andover would be similar. Mr. Bobrowski stated that the applicant would be consulting with the DRB and intends to follow the state guidelines regarding decibel levels.

On a motion by Mr. Magenheim, seconded by Mr. Leavitt, the Planning Board unanimously voted to continue the public hearing to February 8, 2022 at 7:30PM. **Vote: (6-0)**

PUBLIC MEETING:

58 Beacon Street – West Elementary School and Shawsheen Preschool – Site Plan Review (SPR21-01):

Mr. Bergeron opened the public meeting on the abovementioned Site Plan Review application submitted by the Town of Andover. Joel Blumstein, Chair of the Building Committee, provided a summary of the proposed project and introduced the various partners serving on the project team, including the Town of Andover Facilities Department; PMA Consultants, Project Manager; Gilbane Building Company, Construction Manager; and SMMA, Project Architect. Mr. Blumstein stated that this project, which received approval at the 2021 Annual Town Meeting with the debt exclusion passing at the ballot box, will replace the two oldest and most inefficient school buildings and relieve district-wide overcrowding. He added that the Town has partnered with the Massachusetts School Building Authority, which will provide 25% of the funding.

Erin Prestileo and Jesse O'Donnell, Civil Engineers with SMMA, proceeded to display a PowerPoint presentation and provided an in-depth review of the project, including existing conditions; proposed site plans which comprise a 4-wing building and a synthetic turf field (191,000 gross square feet); amenities such as a sensory garden, playground, ADA compliant routes, and an educational wetland boardwalk; and the site circulation plan which featured proposed parking and access for visitors, parent pick-up/drop-off, school buses, and deliveries. Ms. Prestileo stated that the Town is seeking a waiver of the administrative fee due to the project being a municipal/Dover use. She added that, upon approval of the Site Plan Review, construction would begin in April 2022 and include multiple phases over three years.

Mr. Magenheim requested information related to redistricting and staging for the construction of the new school. Per Mr. Blumstein, the school administration would need to review redistricting beginning in the 2025-2026 school year. Lorraine Finnegan, Vice President & Project Manager at SMMA, stated that the new school building would be located behind the existing West Elementary School; therefore, school would remain in operation during construction. Officer Ota stated that he did not have any concerns with the site circulation in response to Mr. Magenheim's request for feedback.

Ms. Knowles inquired about the proposed fence and whether it would impact visibility for vans or children walking to school. Megan Tomkins, Principal at CBA Landscape Architects, responded that the fence is made of ornamental metal and four feet high ensuring proper visibility. Ms. Knowles also expressed concern with the artificial turf as it relates to environmental safety. Per Ms. Finnegan, they are specifying

a coconut product similar to what is currently used at Andover High School which is more environmentally-friendly.

Ms. Byerley asked about the proposed manual gates and expressed concerns with safety should people need to turn around. Mr. O'Donnell provided assurance that the North side would not be problematic; however, the South side would require proper signage due to its T configuration.

Ms. von Prella Pecelli inquired on walkability for abutting families. Per Mr. O'Donnell, there are several existing concrete sidewalks with plans to re-pave, improve, and/or maintain for accessibility as well as a proposed sidewalk on the East side of the building from High Plain Road.

Mr. Chiozzi posed several questions regarding earth movement and storage, and construction-related traffic. Michael Marcella, Senior Project Manager at Gilbane Building Company, responded that construction vehicles would be restricted from approaching Beacon Street from the South, and added that earth movement and on-site, versus off-site, storage considerations are under review. Ms. Finnegan stated that storing large stockpiles on-site would not be likely due to limited space and shared their efforts to reuse materials. Janet Nicosia, Director of Facilities, added that efforts to find storage options in Town were unsuccessful and they have yet not secured an off-site facility. Mr. Marcella also advised that construction vehicles would not have access to the site during school pick-up and drop-off times and early-release days would be monitored.

Ms. Byerley provided an update on the Interdepartmental Review (IDR) Meeting which was held remotely earlier in the day. She stated that the Department of Public Works (DPW) is in the process of reviewing the site plans and Horsley Witten Group has been contracted to provide a peer review of the Stormwater Management Report. She added that several informal IDR meetings had been held prior, and as a result, the applicant submission had included the requests by the various departments. Ms. Byerley stated that the Fire Department was satisfied with the fire access and hydrants in response to Ms. Knowles inquiry. Officer Ota added that the applicant provided 360-degree access to the building and increased road width as requested.

Ms. Knowles requested information on energy efficiency as it related to parking spaces. Per Ms. Prestileo, a percentage of vehicles would have charging stations. Ms. Finnegan added that the building would solely utilize electric energy.

Ms. Byerley asked the Planning Board if they would like to consider waiving the administrative fee, which would cost \$19,600 based on the proposed square footage.

On a motion by Mr. Magenheim, seconded by Mr. Leavitt, the Planning Board unanimously voted to grant a waiver of the administrative fee for the project. **Vote: (6-0)**

Ms. von Prella Pecelli requested more information on exterior lighting and energy conservation. Ms. Finnegan responded that the proposed LED lighting would provide maximum flexibility. Mr. O'Donnell displayed the site photometric plan on-screen and reviewed the targeted areas that would be illuminated, as well as the lighting schedule.

On a motion by Ms. Knowles, seconded by Mr. Leavitt, the Planning Board unanimously voted to continue the public meeting for site plan review to February 8, 2022 at 7:30PM. **Vote: (6-0)**

DISCUSSION ITEMS:**Other Planning Related Topics:**

Mr. Magenheim asked if there were any larger projects expected to come before the Planning Board in the next few months. Per Ms. Byerley, March, April, and May will be busy with preparation for Annual Town Meeting. She asked that individual Board Members alert her of any meeting dates they would not be available for during those months.

Adjournment:

On a motion by Ms. Knowles, seconded by Mr. Magenheim, the Planning Board unanimously voted to adjourn the meeting at 9:11PM. **Vote: (6-0)**

Documents:**140 Haverhill Street:**

- Email from 135 High Street Resident to the Planning Board – 12.2.21
- Email from 174 High Street Resident to the Planning Board – 11.30.21
- Email from 207 High Street Resident to the Planning Board – 11.30.21
- Email from 207 High Street Resident to the Planning Board – 12.3.21
- Memorandum from Environmental Partners to Jacki Byerley re: Traffic Peer Review Proposal – 12.7.21
- Memorandum from Jacki Byerley to the Planning Board re: Review Topics – 12.30.21
- Mayflower Detox Facility Video -1.10.22

300 Minuteman Road:

- Revised Full Plan Set – 12.30.21
- Revised Stormwater Management Report and Report – 12.17.21
- Stormwater Management Plan and Report – 8.11.21
- John G. Crowe Associates, Inc. Response No. 2 to DPW Comments – 12.27.21
- Sewer Capacity Study – 12.27.21
- List of Documents with Revision Dates – 12.30.21
- Operations and Maintenance Plan – 12.30.21
- John G. Crowe Associates, Inc. Follow-Up Response to Horsley Witten Group Comments Dated November 22, 2021 – 12.7.21
- John G. Crowe Associates, Inc. Response to Horsley Witten Group Stormwater Management Review Comments Dated November 22, 2021 – 12.3.21
- Memorandum from Environmental Partners to Jacki Byerley re: Proposed Sewer Rehabilitation Review – 12.1.21
- John G. Crowe Associates, Inc. Response to Horsley Witten Group Stormwater Management Review Comments Dated September 14, 2021 – 11.16.21
- Memorandum from Mark Johnson, Johnson & Borenstein to Jacki Byerley re: Sewer Peer Review – 12.9.21
- Continuance Request – 12.14.21
- Memorandum from DPW to the Planning Board re: Environmental Partners Peer Review Memo – 12.3.21
- Memorandum from Horsley Witten Group to Jacki Byerley re: 4th Stormwater Management Peer Review – 12.29.21

- Memorandum from Horsley Witten Group to Jacki Byerley re: 3rd Stormwater Management Peer Review – 12.6.21
- Memorandum from Jacki Byerley to the Planning Board re: Review Topics – 12.30.21

58 Beacon Street – West Elementary and Shawsheen Preschool:

- Memorandum from Horsley Witten Group to Jacki Byerley re: Stormwater Peer Review Proposal – 12.20.21
- Memorandum from Jacki Byerley to the Planning Board re: Project Review and Considerations – 12.30.21
- Site Plan Dover Use Regulations May 30, 2019 – 12.30.21
- West Elementary Shawsheen Preschool Application – 12.7.21
- West Elementary Shawsheen Preschool Application Appendices – 12.7.21
- Full Plan Set – 12.7.21

Minutes:

- October 12, 2021 Planning Board Meeting Minutes
- October 26, 2021 Planning Board Meeting Minutes