Call to Order:
The meeting was called to order at 7:35pm in 3rd Floor Conference Room of the Town Offices. Present were Chair Zachary Bergeron, Members Vincent Chiozzi, Ann Knowles, Rocky Leavitt and Associate Member Morgan von Prelle Pecelli; also present was Jacki Byerley, Planner.

1 Burtt Road Development- 3, 3R and 4 Executive Place- Special Permit for Major Non-Residential Project

Chairman Bergeron opened the Public Hearing on an application submitted by R.J. Kelly Co., Inc. for a Special Permit for Major Non-Residential Project under Section 9.4.8 of the Andover Zoning Bylaw for the construction of a 224,900 SF development containing warehousing, associated parking, landscaping stormwater management and utilities at 3, 3R and 4 Executive Place and being specifically identified as Assessor’s Map 163, Lots 8, 9 and 9A.

Ms. Byerley informed the Board that the stormwater for this project is being peer reviewed by Horsley Witten Group and the Applicant is currently responding to the first comments. Sam Gregorio met with Ms. Byerley, Glen Ota and Peter Ellison regarding the traffic.

Sam Gregorio presented the traffic study to the Board. The Trip Generation Manual was used to project the traffic under the use of “general warehouse”. The estimation is for approximately 400 trips, both in and out of the property, per day. There will be 40 truck bays and 170 employees. Employee traffic will generate 62% of the traffic going north with the remainder heading south. It is estimated at 100 trips in and out during the day. Trucks will be directed to use Route 125. With 40 truck bays, it is projected that 1 truck per day per bay will be used. The study estimated 34 truck trips along River Street during the day.

Chairman Bergeron asked if there was a tenant yet or if there would be multiple shifts during the day. Sam Gregorio informed the Board that there are not multiple shifts, however people will be arriving at different times during the day. Mr. Leavitt asked if there would be night time working hours. Sam Gregorio stated there would be minimal overnight hours. Mr. Leavitt read from the traffic study and filing that this project “would eliminate new traffic during night time hours”. Sam Gregorio replied that it was meant to refer to normal business hour traffic for general office employees. Peter Ellison informed the Board that the core office hours will be 9am-5pm, however the warehouse space may work multiple shifts. He agreed to provide a new memo with the corrected language. There will be signage directing trucks to go south on Route 125 instead of River Street. Ms. Knowles asked if car traffic coming from the north could be asked to use the highway. Sam Gregorio responded that 20% of the employees will come from Andover and would take River Street, as would any employees from North Andover or Lawrence. Mr. Chiozzi stated that most of the traffic would be during the day and night traffic would be minimal. The Board should consider how to protect the neighbors from additional truck traffic at night. Scott Kelly added the nature of the neighborhood is industrial and this project is located far from the neighborhoods and that we cannot predict what the traffic will be like 10 years from now. Chairman Bergeron suggested an additional traffic study 6 months after opening, as was done with the Medical Buildings.

Officer Glen Ota stated that solar speed signs will help maintain safe traffic speeds and suggested installing a flashing beacon at River Street for a pedestrian crossing. He also informed
the Board that Pfizer hired a detail 4 hours per day to keep speeds down. There is no enforceable way to keep truck traffic off River Street, unless Wilmington agrees to the truck exclusion.

Parking was discussed next. Mr. Leavitt asked about the Planning Board hearing in Tewksbury. Peter Ellison informed the Planning Board that the hearing was continued due to a lack of a quorum.

212 parking spaces are required proportionally by the two towns, Andover and Tewksbury, that this project affects and this project proposes 252 parking spaces. There is enough land for 400 parking spaces, more than enough spaces to meet Andover’s zoning requirements, if Andover’s requirements were applied to the entire property. They do not need reserve parking. Jacki Byerley’s memo to the Board indicated that the Building Inspector confirmed that when a Town line is involved, the proportionate zoning requirements of both towns is appropriate and has been done in the past.

The requested waiver for a portion of the fee was discussed. 105,000 square feet of the project are in Tewksbury. Ms. Knowles made a Motion to waive the portion of the fees that represents the 105,000 square feet of the project in Tewksbury; it was seconded by Vice Chairman Chiozzi and unanimously approved.

Dean Romig, 78 River Street, informed the Board that River Street is gridlocked when the trains are passing. As well, in the late afternoon through early evening River Street is backed up with traffic. He believes tractor trailers will use GPS to take the shortest route and signs will not be enforceable.

Chairman Bergeron stated that the traffic issue is larger than the project before the Board and needs to be communicated to the Town. Ms. Knowles stated that the only way to address the problem is with this project and ask the owner to reduce the size of the project. Mr. Leavitt stated that denying this project will not improve the existing conditions on River Street. This project will have a minimal increase in traffic of 2.9%. Kathy Romig, 78 River Street, stated that between 2:30-6:00pm traffic is stopped on River Street. There is trash on the street. Pfizer mentioned a slip ramp [on Rte 93] years ago, but that never happened. Vice Chairman Chiozzi suggested adding language to the lease regarding the route of the trucks, however the police cannot enforce it.

The items to be discussed at the next hearing will be the stormwater review; the amended memo and suggestions by Officer Glen Ota.

Mr. Leavitt made a Motion to continue to November 12, 2019 at 7:30pm the Public Hearing on an application for a Special Permit for Major Non-Residential Project under Section 9.4.8 of the Andover Zoning By-Law; the Motion was seconded by Ms. Knowles and unanimously approved.

Minutes
On a Motion by Ms. Knowles seconded by Mr. Leavitt the Board approved the minutes for August 13, 2019 and August 27, 2019. Vote: 5-0
Adjournment: The meeting was adjourned at 8:29pm on a Motion by Ms. Knowles, seconded by Vice Chairman Chiozzi and unanimously approved.

Documents:
1 Burtt Road
- Memo from Jacki Byerley, Planner to the Planning Board dated October 2, 2019
- Letter from Devine, Millimet & Branch dated October 2, 1998
- Letter from Horsley Witten Group dated September 30, 2019
- Memo from TEC dated September 30, 2019 with Plan entitled “Burtt Road Development” dated 10/1/19
- Letter from Division of Fisheries & Wildlife dated September 24, 2019

Minutes
- Andover Planning Board Draft Minutes of August 13, 2019 and August 27, 2019