

Andover Design Review Board

Meeting Minutes: 01-14-2026
Location: 36 Bartlet Street, Andover, MA – 3rd Fl Conference Room

Board Attendance:

| | |
|----------------------------|---------|
| Jonathan Fournier (Chair) | Present |
| Eric Daum (Member) | Present |
| Kenneth Feyl (Member) | Present |
| Kaitlin Vortherms (Member) | Present |
| Adam Knoll (Member) | Absent |

Minutes:

Meeting called to order: 7:00 pm by Jonathan Fournier

Public Meeting:

DRB-25-21 100 Old River Road – Multifamily Housing – MBTA District (2nd Mtg)

Scope: Building / Site Design

Recommendations: Brick soldier course over window headers
Review Darker garage color possible
Differentiate retail and residential entries
Brick at townhomes
Revisit large townhome picture window
Differentiate between retail and residential amenity areas windows
Prefer long throw downlighting vertically at ally way

Action Taken: Continue to February 11 meeting

Motion: Eric Daum

Second: Kaitlin Vortherms

Vote: Yes 4

No 0

Abstain 0

Board Discussion:

a. Section 8.5 Historic Mill Overlay District (Essex and Person Street)

- i. Reviewed revisions to building height set backs – 2nd set back to be 30' from property line.

b. Town Articles

- i. 5.2.6 add language

5. Signs shall be limited to 60 days unless otherwise extended by the Building Department.

5.2.4.5 add language

No animated, revolving, flashing backlit, exposed neon or similar exposed gaseous tube illuminated signs **or devices** shall be permitted.

c. Permanent Building Committee

- i. Nothing to report at this time.

d. Application – Completion of Submissions

- i. DRB to remind town staff to confirm completeness of applications prior to putting on agenda.
 - 1. Add to agenda to review checklist and note “required” next to items decided to be necessary

e. Other Town DRB groups

- i. Possible meet up to see how they handle their submissions/comments

Meeting Minutes Review/Approval: 12/10/2025

| | |
|---------|-------------------|
| Motion: | Eric Daum |
| Second: | Kaitlin Vortherms |
| Vote: | Yes 4 |
| | No 0 |
| | Abstain 0 |

Next Meeting: Wednesday, February 11, 2026

Meeting Adjourned: 8:10pm

| | |
|---------|------------------------------|
| Motion: | Ken Feyl motioned to adjourn |
| Second: | Kaitlin Vortherms |

| | |
|-------|-----------|
| Vote: | Yes 4 |
| | No 0 |
| | Abstain 0 |