

Call to Order:

The meeting was called to order at 7:31PM on February 10, 2026 via Zoom online video conferencing platform. Present was Chair Neil Magenheimer, Vice Chair Zachary Bergeron; Members Morgan von Prella Pecelli and Associate Lelani Foster. Also present was Paul Materazzo, Director of Planning & Land Use, Lisa Schwarz, Assistant Planning Director, Ann Ormond, Director of Business, Arts and Cultural Development, Monica Gregoire, Planner, Doug Heim, Town Counsel, and Jonathan Fournier, Design Review Board Chair. A recording of this meeting is available at: https://andovervt.org/planning_board_meetings.

PUBLIC HEARINGS:**Town Meeting Warrant Article P21 – Zoning Bylaw Amendment – Accessory Dwelling Unit Bylaw****Adjustments:**

Town Counsel presented Article P21, noting that it makes technical amendments to the recently adopted ADU Bylaw to align it with state law and language approved by the Attorney General's Office. The changes clarify how ADUs relate to principal dwelling units, update dimensional and setback references, and refine parking language, but do not alter the core policy the Town previously adopted. Counsel characterized the article as legal and administrative cleanup.

On a motion by Mr. Bergeron, seconded by Ms. von Prella Pecelli, the Planning Board voted to close the public hearing. **Vote: (4-0)**

On a motion by Mr. Bergeron, seconded by Ms. von Prella Pecelli, the Planning Board voted to support and endorse Town Meeting Warrant Article P21 – Zoning Bylaw Amendment – Accessory Dwelling Unit Bylaw Adjustments. **Vote: (4-0)**

Town Meeting Warrant Article P25 – Zoning Bylaw Amendment – Historic Mill Overlay District**Dimensional Regulations:**

Planning staff presented Article P25, which would amend dimensional regulations in the Historic Mill Overlay District (HMOD) by removing the minimum lot size requirement to better align with underlying zoning districts and to provide additional flexibility for appropriately scaled downtown development. Staff noted that only a small share of parcels within the district presently meet the existing minimum lot size and that the proposed change would not alter review thresholds or the Planning Board's permitting authority. The Board asked who would present the article at Town Meeting and was informed it would likely be the Planning Director and/or the Chair, with further refinement of the presentation prior to Town Meeting. Staff recommended continuing the public hearing to allow more time for public awareness and comment.

On a motion by Mr. Bergeron, seconded by Ms. von Prella Pecelli, the Planning Board voted to continue the public hearing to February 24, 2026. **Vote: (4-0)**

Town Meeting Warrant Article P26 – Zoning Bylaw Amendment – Portable or Removable Sign:

Mr. Fournier, Design Review Board (DRB) Chair, presented Article P26, which would define and limit the duration of temporary portable or removable signs, particularly banners and similar temporary business signage. The proposed change would limit such signs to 60 days, with possible extensions at the discretion of the Building Department. Mr. Fournier explained that the absence of a clear "temporary" standard has made enforcement difficult, especially where temporary banners risk becoming de facto permanent signage. Board members asked how the provision would apply to both commercial and

residential properties, and about the practical process for businesses (e.g., a new restaurant using a banner while awaiting a permanent sign) and renewals. There was also discussion about potential questions at Town Meeting given community sensitivity around signs. Planning staff described the article as primarily a housekeeping and enforcement tool, not intended to burden legitimate business operations.

On a motion by Mr. Bergeron, seconded by Ms. von Prelle Pecelli, the Planning Board voted to continue the public hearing for Article P26 to February 24, 2026 at 7:45PM. **Vote: (4-0)**

The Planning Board revisited Town Meeting Warrant Article P25 – Zoning Bylaw Amendment – Historic Mill Overlay District Dimensional Regulations to correct the motion to include a time for the public hearing.

On a motion by Mr. Bergeron, seconded by Ms. von Prelle Pecelli, the Planning Board voted to continue the public hearing for Article P25 to February 24, 2026 at 7:45PM. **Vote: (4-0)**

Town Meeting Warrant Article P27 – Zoning Bylaw Amendment – Prohibited Signs and Devices:

Mr. Fournier also presented Article P27, explaining that it is intended as a housekeeping amendment to clarify that certain animated, revolving, flashing, or similar illuminated sign-related devices are prohibited. The change would expressly add “or devices” to the list of prohibited items so that associated lighting or electronic elements can be regulated and enforced, not just the sign face itself. Board members questioned what qualifies as a “device” and raised concerns about potential ambiguity and how broadly the term might be interpreted. Mr. Fournier noted that “devices” is already used in the section title and that the focus is primarily on commercial sign-related installations but agreed that examples would be helpful. Planning staff suggested that visuals and clearer examples would support both the Board’s understanding and Town Meeting presentation.

On a motion by Mr. Bergeron, seconded by Ms. von Prelle Pecelli, the Planning Board voted to continue the public hearing for Article P27 to February 24, 2026 at 7:45PM. **Vote: (4-0)**

DISCUSSION ITEMS:

Town Meeting Warrant Articles P4, P5, P6, P7, P8, P9, P11, P12, P13, P14, P15, P16, P17, P18, P19, P20, P34:

Planning staff noted that bond counsel typically requests formal Planning Board recommendations on articles involving appropriations or borrowing above \$100,000, as well as certain routine or “housekeeping” articles. Board members asked clarifying questions about specific articles, including P34 – West Elementary Borrowing and Andover High School Maintenance and P14 – Unpaid Bills. The Board chose not to take any positions on these articles at the present meeting and agreed to defer action until the next session, after members have had an opportunity to review the warrant and request additional background where needed.

Minutes:

On a motion by Ms. von Prelle Pecelli, seconded by Mr. Bergeron, the Planning Board voted to approve the minutes for the January 27, 2026 meeting. **Vote: (4-0)**

Other Planning Related Topics:

Planning staff provided brief updates on ongoing planning efforts and projects including the Route 133 Corridor, Public Arts Commission, and Town Yard Redevelopment.

Staff confirmed that the Board's February 24, 2026 meeting will be in person, and that the agenda will include an initial discussion of a major project at 100 River Road, the first project filed under the Multifamily Overlay District.

A Board member who works next door to the P&G site asked whether that employment could pose a conflict of interest in considering an upcoming minor modification request. Staff recommended discussing this question with Town Counsel outside the meeting.

Adjournment:

On a motion by Mr. Bergeron, seconded by Ms. von Prella Pecelli, the Planning Board voted to adjourn the meeting at 8:22PM. **Vote: (4-0)**

Documents:

Town Meeting Warrant Article P21 – Zoning Bylaw Amendment – Accessory Dwelling Unit Bylaw Adjustments

- ADU Bylaw Approved at 2025 Town Meeting – 3.19.25
- ADU Warrant Article P21 – 2.5.26
- ADU Article P21 Presentation Slides – 2.10.26

Town Meeting Warrant Article P25 – Zoning Bylaw Amendment – Historic Mill Overlay District Dimensional Regulations

- Memorandum from Paul Materazzo to the Planning Board RE: HMOD Summary – 2.4.26

Town Meeting Warrant Article P26 – Zoning Bylaw Amendment – Portable or Removable Sign and Article P27 – Zoning Bylaw Amendment – Prohibited Signs and Devices

- Memorandum from Paul Materazzo to the Planning Board RE: Articles Summary & Recommended Motion – 2.3.26

Town Meeting Warrant Articles P4, P5, P6, P7, P8, P9, P11, P12, P13, P14, P15, P16, P17, P18, P19, P20, P34

- Memorandum from Paul Materazzo to the Planning Board RE: Summary of Articles & Recommended Motion – 2.3.26

Minutes

- January 27, 2026 Planning Board Meeting Minutes

Miscellaneous

- Memorandum from Town Counsel to the Planning Board RE: 2026 Warrant Articles P10, P13, P16, P17, and P30 – 2.7.26
- February 10, 2026 Planning Board Meeting Agenda