



TOWN OF ANDOVER

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TOWN OF ANDOVER, MA

December 11, 2025

Mr. Christopher Clemente, Inspector of Buildings
Town Office Building
36 Bartlet Street
Andover, MA 01810

Re: SITE PLAN CERTIFICATE OF APPROVAL
Merrimack College Classrooms, 305 North Main Street, Andover, MA 01810

Dear Chris:

At a regularly scheduled public meeting held on December 9, 2025, the Andover Planning Board voted to issue a favorable recommendation for Site Plan Certificate of Approval for the renovation and reconstruction of a 46,152 square foot space and associated site work, located at 305 North Main Street. The building will provide a space for classrooms, faculty offices, a café, and common space.

The Site Plan Certificate of Approval was issued subject to the following conditions:

Certificate of Approval to be issued by the Inspector of Buildings subject to the following conditions:

1. For purposes of this site plan approval, the project shall be defined as the structures, parking lot, access drive, utilities, drainage systems, signage, landscaping and all other details as shown on the approved plans. The site is identified as the property owned by Lupoli Companies, the site is located at 305 North Main street, Andover, MA identified as Assessor's Map 36 Lots 93,94, 95, 96 and 97. The developer shall be defined as the applicant, 305 North Main St. LLC, and its assigns or successors in title to the development, and all contractors and subcontractors under control of or in service to the developer, with Merrimack College as the primary lessee;
2. Except as may be provided for in these conditions all construction activities shall be in conformance with these conditions and the following plans and drawings prepared by TEC, Inc.:
 - a. Title and Index Sheet, C-1, dated 9/30/25, prepared by Matthew W. Perry;
 - b. Legend and General Notes, C-2, dated 9/30/25, prepared by Matthew W. Perry;
 - c. Demolition, Erosion & Sediment Control Plan, C-3, dated 9/30/25, prepared by Matthew W. Perry;
 - d. Layout and Materials Plan, C-4, dated 11/12/25, prepared by Matthew W. Perry;
 - e. Grading, Drainage and Utilities Plan, C-5, dated 11/12/25, prepared by Matthew W. Perry;
 - f. Landscaping Plan, C-6, dated 11/12/25, prepared by Matthew W. Perry;
 - g. Construction Details, C-7, dated 11/12/25, prepared by Matthew W. Perry;
 - h. Construction Details, C-8, dated 11/12/25, prepared by Matthew W. Perry;
 - i. Construction Details, C-9, dated 11/12/25, prepared by Matthew W. Perry;
 - j. Construction Details, C-10, dated 11/12/25, prepared by Matthew W. Perry;
 - k. Construction Details, C-11, dated 11/12/25, prepared by Matthew W. Perry;
 - l. ALTA/NSPS Land Title Survey, dated 1/28/2020, prepared by Hancock Associates;
 - m. Exterior Overall Elevations, A-301, dated 9/9/25, prepared by Margulies Perruzzi;
 - n. Site Lighting Plan, Photometrics & Schedules, SL-1, dated 9/24/25, prepared by SK & Associates.
3. Prior to any construction on site, the applicant shall provide the Planning Department a digital file containing the plan if produced using computer aided drafting and design (CADD) software. The file format shall be in

AutoCAD and Adobe PDF. AutoCAD file delivery shall be in full model view and individual sheet views. The digital file shall include property boundaries, dimensions, easements, rights-of-way, edge of pavement, edge of sidewalk, edge of water bodies, wetland boundaries, topographic contours, spot elevations, parking areas, utilities including but not limited to water and sewer, road centerline and associated text;

4. A pre-construction meeting shall be conducted which shall include representatives from the developer (including principal contractors and/or supervisors), the Department of Community Development and Planning, the Department of Public Works, the Police Department and the Fire Department, for purposes of reviewing the construction schedule;
5. Construction activities involving grading, filling, excavating, paving, utility installation and erection of the structure shall be confined between the hours of 7:00 a.m., and 6:00 p.m., Monday through Friday.
6. Construction traffic associated with this site plan review shall be regulated by the Inspector of Buildings. Prior to commencing hauling operations, a hauling route shall have been reviewed and approved by the Inspector of Buildings. Construction traffic shall be defined as large trucks hauling earth moving equipment, dump trucks, trucks hauling building materials, cement trucks, and contractors' vehicles larger than panel trucks. Hauling of earth materials and heavy equipment on the site shall not coincide with the drop-off or pick-up times for school buses;
7. All exterior lighting on the site (parking areas and building) is to be arranged to prevent spillover or glare onto adjacent properties. Specifications of the light shield to prevent spillover will be provided to staff during the preconstruction meeting;
8. All signs, either attached or freestanding, as well as all signs associated with Merrimack College, shall be in conformance with the requirements of the zoning bylaw, as to size, height and lighting;
9. All construction operations and activities shall be conducted in a workmanlike manner, and dust and blowing debris shall be controlled so as not to adversely affect any adjacent property;
10. Should revisions to the approved plans be necessary, the developer shall meet with Planning Staff to determine whether the revisions require a review by the Board. Should staff determine if the revisions are minor, the revised plans shall be placed in the record as the approved plans;
11. Plantings shall take place to a similar amount and placement as shown on Landscaping Plan, C-6. Prior to procurement of the plants and shrubs, the applicant will meet with staff and the Andover Tree Warden to review the Andover Design Guidelines for Landscape Design and using native species when feasible. The landscaping and planting must be planted and survive one year following initial planting. The owner shall replace any trees that die within one year from the date of planting in kind and in similar size.
12. A copy of the final Stormwater Pollution Prevention Plan (SWPPP) shall be provided to the Town at least 14 days prior to commencement of land disturbance activities.

Sincerely,



Lisa Schwarz
Assistant Planning Director

Cc: Carlos Jaquez, Director of Department of Public Works
Arthur Martineau, P.E., Town Engineer
Scott Kandrut, Senior Civil Engineer
Thomas Carbone, Director of Board of Health
Glen Ota, Safety Officer
Lieutenant Ryan Beal, Fire Prevention Officer
Megan Anderson, Senior Assessor
Matthew Perry, TEC