

Mr. Neil Magenheim, Chairman
Andover Planning Board
36 Bartlet Street
Andover, MA 01810

September 30, 2025

Ref. T1687

Re: Proposed Commercial Redevelopment
305 North Main Street – Andover, MA

Dear Mr. Magenheim:

On behalf of Lupoli Companies LLC, the Applicant, we respectfully submit the enclosed request for a **Special Permit for Reduction or Change in Parking** under the provisions in the Town of Andover Zoning Bylaw (Section 5.1.12) and for **Site Plan Review (Dover Use – Educational Use)** for review by the Planning Board. The Applicant proposes to convert the existing office building at 305 North Main Street into a higher educational use, including interior renovations, façade improvements, and reconfiguration of the parking and basement access. Site upgrades will improve ADA accessibility, pedestrian circulation, stormwater management, utility upgrades, and landscaping improvements.

Thank you for the Board's review of the request for a Special Permit to support the adaptive re-use of the 305 North Main Street parcel. Please contact me with any questions at 978-794-1792.

Sincerely,
TEC, Inc.
"The Engineering Corporation"



Matthew Perry, PE
Civil Engineer – Project Manager