



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

September 30, 2025

Ref. T1687

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

Dear Mr. Magenheim:

On behalf of 305 North Main LLC, “the Applicant”, we are pleased to provide this narrative to provide a project description and outline conformance with the applicable Special Permit/Exempt Use criteria for the proposed adaptive re-use of the existing building located at 305 North Main Street in Andover (Assessor’s Map 36, lots 93, 94, 95, 96, and 97), within the General Business zoning district.

The Applicant proposes the adaptive re-use of the existing building at 305 North Main Street, converting it from an office building into a higher educational use. The renovated facility will include classrooms, shared lab space, and faculty offices. The project includes interior renovations and façade improvements, as well as a comprehensive reconfiguration of the existing parking lot and basement access to enhance overall site functionality. The redesigned parking area will improve vehicular circulation with updated lane geometries and will be brought into full compliance with current ADA standards. Basement access modifications will introduce a new pedestrian entry and incorporate Best Management Practices (BMPs), including the installation of electrical pumps to manage water accumulation. Additional improvements include upgraded pedestrian access, stormwater management enhancements, utility infrastructure upgrades, and landscaping improvements. The project also proposes to remove approximately 1,583 square feet of impervious surface, which will be replaced with new landscaped areas.

The Applicant is requesting the following reviews/approvals from the Planning Board:

- Special Permit – Reduction or Change in Parking (Zoning Bylaw Section 5.1.9)
- Site Plan Review Dover Use – Educational Use

We believe the enclosed proposal aligns with the purpose and intent of the General Business zoning district, applicable zoning regulations, and the relevant Special Permit/Exempt Use criteria. This proposal is subject to three sets of criteria: Zoning Bylaw Section 9.4.2 (General Special Permit Criteria), Zoning Bylaw Section 5.1.9.5 (Parking Requirements Special Permit Decision Criteria), and the narrative criteria for exempt educational uses, as outlined below:

Andover Zoning Bylaw Section 9.4.2 – General Special Permit Criteria

Special permits may be granted when the SPGA has found that the proposed use will not be unreasonably detrimental to the established or future character of the neighborhood and town and that such is in harmony with the general purpose and intent of this by-law. In addition to any specific factors that may be set forth in this by-law, the determination shall include consideration of each of the following:

1. Social, economic, or community needs which are served by the proposal.

The project revitalizes an underutilized building to provide higher educational offerings, supporting workforce development in higher educational fields. It stimulates the local economy by increasing activity that benefits nearby businesses. Improved accessibility and ADA-compliant site design promote social inclusion and create a welcoming environment for all users. Together these enhancements contribute to long-term community resilience and position the project as an important educational and cultural anchor in the neighborhood.

2. Traffic flow and safety, including parking and loading.

The parking lot layout has been redesigned to improve vehicular circulation with updated lane geometries and clearly defined loading zones aligned with local standards. The site is fully ADA compliant, featuring enhanced pedestrian access and separate pathways that reduce conflicts between vehicles and pedestrians. Strategically located loading areas minimize interference with parking and traffic, ensuring an efficient, safe, and accessible environment for students, faculty, visitors, and service vehicles.

3. Adequacy of utilities and other public services.

Key upgrades include a new fire suppression system and a fire hydrant on North Main Street to enhance emergency response capabilities. A grease interceptor will effectively manage wastewater from the building's food service program. Stormwater management improvements, such as water quality units and electrical pumps, will reduce runoff and improve discharge quality to the Shawsheen River, protecting public infrastructure and the environment. All utility enhancements meet current regulatory standards, ensuring reliable service for the higher educational use.

4. Neighborhood character and social structures.

The project maintains the existing building's scale and complements the neighborhood's architectural rhythm through façade improvements and landscaping. The higher education use strengthens community civic and institutional ties by promoting educational and cultural engagement. It establishes itself as a community anchor, encouraging interaction while preserving the area's welcoming and inclusive character.

5. Impacts on the natural environment, including, but not limited to, air and water pollution, noise, stormwater runoff, and aesthetics.

Environmental impacts are minimized through the removal of approximately 1,583 square feet of impervious surface, replaced with new landscaped areas that promote stormwater infiltration and groundwater recharge. Best Management Practices, including water quality units, will improve runoff treatment and protect the Shawsheen River. Façade and landscaping enhancements contribute positively to neighborhood aesthetics. Construction will include noise and dust control measures to minimize temporary disturbances, protecting the surrounding environment and community.

Andover Zoning Bylaw Section 5.1.9.2 – Parking Requirements Special Permit Decision Criteria

Remote parking lots, shared parking lots, or any enforceable alternatives that the Planning Board deems reasonable may be allowed based on the following criteria and other applicable provisions presented in this subsection:

1. The capacity, location, and current level of use of existing parking facilities, both public and private.

The proposed parking lot does not meet the minimum parking requirements established by the Town of Andover Zoning Bylaw. Based on the building's projected maximum occupancy of 420 individuals and the Town's parking requirement of one space per four occupants, a total of 105 parking spaces is required. However, the proposed site plan includes only 83 parking spaces, resulting in a shortfall of 22 spaces. The parking facility is intended primarily for faculty and staff use, and a limited number of spaces may be available for students. Given that most students are expected to utilize alternative modes of transportation, such as public transit, bicycling, or walking, the demand for on-site parking is anticipated to be significantly lower than the calculated requirement. The existing parking area is located directly adjacent to the building and is not in active use given that the building is vacant.

2. The efficient and maximum use of the General Business District in terms of parking needs and services provided.

The proposed use represents an efficient and productive redevelopment of a long-vacant site within the General Business District. As a higher education facility, the project provides a valuable community service that enhances district activity and aligns with the intent to support diverse institutional uses. Due to the site's constrained footprint, expanding on-site parking is not feasible; however, the proposed 83 parking spaces are expected to adequately serve the facility, given the anticipated use of alternative transportation modes such as public transit, walking, and bicycling. The project is not expected to rely on parking spaces located on Balmoral Street. This approach avoids unnecessary paving, promotes sustainable development, and ensures efficient land use. Overall, the proposal maximizes the site's potential by balancing service provision with realistic parking needs, in a manner consistent with the goals of the General Business District.

3. The relief of traffic and parking congestion.

A Trip Generation Assessment was conducted, projecting a net reduction of approximately 166 vehicle trips to and from the site during a typical weekday. This includes an estimated decrease of 39 trips during the weekday morning peak hour and 35 fewer trips during the evening peak hour. The analysis is based on a conservative enrollment of 233 students and does not account for further reductions in vehicle demand from alternative transportation modes such as public transit, walking, or bicycling. Per the Andover Zoning By-law, the parking requirement for educational institutions is one space per four individuals based on maximum occupancy. In contrast, the building's previous use as an administrative office in the General Business District was subject to a different standard: one space per 300 square feet of gross floor area on

the ground floor, and one space per 500 square feet on the upper two floors. Based on usable floor area (excluding the basement), the prior parking requirement was 113 spaces, while only 79 were provided, meaning the site previously operated with a shortfall. Under the proposed redevelopment, the parking supply has been increased to 83 spaces, representing a modest improvement in capacity without significantly altering the footprint of the parking area.

4. The safety of pedestrians.

Pedestrian safety will be improved through the addition of new sidewalks and a centrally located crosswalk connecting the parking lot to the building. Accessible parking spaces will include ADA-compliant ramps to facilitate safe sidewalk access for individuals with disabilities.

5. The provision of reasonable access either by walking distance or shuttle vehicle arrangements.

While the majority of faculty are expected to utilize the on-site parking facility, students are encouraged to use alternative modes of transportation, such as public transit, bicycling, or walking. For students for whom walking or biking is not feasible, available public transit options include Merrimack Valley Transit (MEVA) Bus Routes #2 and #21, as well as transportation provided by the educational institution.

6. The maintenance of the character of the area.

The project maintains the character of the area by reusing the existing building without changes to its size, footprint, or site layout. No new driveways are proposed, and traffic is expected to decrease compared to the previous office use. The educational use is quiet, community-oriented, and consistent with the surrounding mix of uses. No abnormal noise or disturbances are anticipated, ensuring the project blends seamlessly into the existing neighborhood context.

Exempt Educational Use Narrative Criteria

1. A description of the on-site and off-site impacts of the proposed project, including traffic, drainage, noise, and other environmental factors prepared by qualified experts.

A Trip Generation Assessment was conducted, indicating a projected reduction of approximately 166 vehicle trips to and from the site during an average weekday. This includes about 39 fewer trips during the weekday morning peak hour and 35 fewer trips during the weekday evening peak hour. The traffic study is based on a conservative enrollment estimate of 233 students and does not account for alternative modes of transportation such as public transit, walking, or bicycling. Sight distance measurements were also included in the study; however, the existing driveway locations will remain unchanged as part of this project. Please refer to the attached Trip Generation Assessment for additional details. Existing drainage patterns will be retained both on- and off-site, and the project is not anticipated to create any abnormal noises or disturbances to the surrounding neighborhood.

2. A list of proposed zoning deviations from the requirements set forth in the Andover By-Law.

In accordance with zoning requirements for non-exempt educational uses, off-street parking must be provided at a rate of one space per four occupants, as specified in the Andover Zoning Bylaw (Table 3, Section B.2). Based on a maximum occupancy of 420 people, a total of 105 parking spaces is required. The proposed site includes 83 parking spaces, resulting in a shortfall of 22 spaces. However, the proposed use is a higher education facility, where students are expected to utilize alternative modes of transportation, such as bicycling, walking, or public transit, thereby reducing the demand for additional parking.

3. A statement as to why compliance with each zoning requirement for which a deviation is sought would substantially diminish or detract from the usefulness of a proposed or existing structure without appreciably advancing the Town's legitimate concerns.

The constrained parking supply is a direct result of the site's limited physical footprint, which restricts the ability to accommodate additional on-site spaces. Expanding parking capacity would require either the acquisition of nearby satellite lots or the demolition of portions of the existing building, options that are impractical, particularly given the nature of the use and the expectation that students will rely on alternative transportation modes such as public transit, walking, or bicycling. Strict adherence to standard parking requirements would place an undue burden on the project without delivering proportional benefits. Furthermore, prolonged vacancy of the site would represent a missed opportunity for increased tax revenue and meaningful redevelopment within the Town.

4. A statement as to why compliance with each zoning requirement for which a deviation is sought would impair the character of the institution of the site without appreciably advancing the Town's legitimate concerns.

Strictly following the zoning requirement for off-street parking would limit the project's feasibility without significantly benefiting the Town. The site is physically constrained and cannot accommodate more parking without costly and impractical measures like demolishing parts of the building or acquiring nearby lots. Since this is a higher education facility, many students are expected to use public transit, walk, or bike, reducing the actual need for parking. Requiring full compliance would place an unnecessary burden on the project while offering little improvement to traffic or neighborhood conditions. Allowing a reduction in parking supports the reuse of a long-vacant site, helps generate tax revenue, and brings meaningful redevelopment to the area, all without negatively impacting the surrounding community.

5. A statement as to how compliance with each zoning requirement for which a deviation is sought would impose excessive cost of compliance without significant gain in terms of municipal concerns. In this regard, the applicant should be prepared to identify the premium costs required to comply with the specific requirement for which a deviation is sought.

The reduced parking supply is not expected to negatively impact municipal concerns. The project will generate fewer vehicle trips than previous uses, with many students

expected to walk, bike, or use public transit, lowering actual parking demand. The existing site layout and driveway locations remain unchanged, preserving current traffic safety conditions. Requiring full compliance with parking regulations would place an unnecessary burden on the project without providing meaningful benefits to the Town. Instead, the proposal supports smart land use, avoids overbuilt infrastructure, and brings a long-vacant site back into productive use, advancing the Town's goals for sustainable development and economic growth.

Please do not hesitate to contact me directly if you have any questions regarding this project at 978-794-1792. Thank you for your consideration.

Sincerely,
TEC, Inc.
"The Engineering Corporation"



Matthew Perry, PE
Civil Engineer – Project Manager