

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

November 12, 2025

Ref. T1687

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

Dear Mr. Magenheim:

On behalf of Lupoli Companies LLC, the Applicant, we respectfully submit this supplemental narrative in response to the inquiries from the Planning Board Meeting on October 28, 2025, where follow-up information was warranted. The project is requesting 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)**. 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. Below please find the information requested by the Planning Board:

1. The lease for the facility specific to this use is 15 years.
2. The primary location for both commuter and resident student parking is on the Merrimack College campus, with shuttle service from the main Merrimack College campus to 305 N. Main Street for students, faculty and staff. Parking on site will be available for faculty and staff primarily, with some limited student parking directly on site as well. The facility will have staff on site that will monitor parking at the facility.
3. Primary hours of operation for the building will be between 7:30 AM and 9:30 PM, and the shuttle to campus will run continuously to support those hours of operation. A note has been added to Sheet C-4 of the Site Plans.
4. The intent is to make the café accessible to the public, with specific hours of operation to be determined closer to the occupancy date.
5. Bike storage will be available on site; a bike storage rack is indicated on Sheet C-4 of the Site Plans.
6. As part of the winter storm management process, provisions will be made while the parking lot is being cleared for snow to be loaded and hauled off site should accumulation amounts be enough to create piles that would reduce parking capacity. A note has been added to Sheet C-4 of the Site Plans.
7. We have discussed amendments to the traffic flow proposal with Officer Ota of the Andover Police Department, and he approves of the new traffic circulation as indicated on Sheet C-4 of the Site Plan. Email correspondence with Officer Ota has been included as part of this submission.
8. A separate Landscaping Plan prepared by a licensed landscape architect has been added to the Site Plans (Sheet C-6).
9. Responses to the stormwater management peer review comments, prepared by Janet Bernardo of the Horsley Witten Group, Inc. as part of the Conservation Commission permitting process, are in progress. Final site plans and the stormwater report reflecting

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the approved stormwater design will be submitted to the Planning Board upon satisfaction of all peer review comments.

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**"

A handwritten signature in blue ink, appearing to read "Matt Perry".

Matthew Perry, PE  
Civil Engineer – Project Manager