



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Planning and Zoning Commission

FROM: Mark Wujtewicz, Planning Director

DATE: February 10, 2026

TITLE: Staff Report: Private Clubhouse/Banquet Use
358 - 360 Mago Point Way
Site Plan Application PL-25-22

EXECUTIVE SUMMARY

This project as proposed is to add a banquet hall use to the property. The existing use on the property is a private clubhouse which was approved by the Planning and Commission (Commission) on April 25, 2023 as a Site Plan and Special Permit PL-23-5. The proposed use as a banquet hall is in addition to the existing private clubhouse use. Banquet halls are uses that are permitted in the Mago Point District (MPD) through the issuance of a site plan in accordance with Section 14a.3.7.

The parcel is located within the Coastal AE13 FEMA designated Special Flood Hazard Zone. Since there are no improvements proposed to either the interior or exterior of the building, the structure will continue to be compliant with FEMA requirements for structures within the Coastal Flood Hazard Zones.

There are no site improvements to the property proposed with this application. The existing parking on site that was approved with the previous site plan (PL-23-5) for the private clubhouse include four onsite parking spaces for passenger vehicles in addition to 2-shared parking spaces located at 361 & 363 Mago Point Way. Both properties are owned and under the control of the applicant.

Since there is no work proposed on the property and the change in use is considered minor in nature, the project is exempt from Coastal Area Management Site Plan review.

BACKGROUND

Pertinent Regulations

CGS 8-3(g)

Permitted Use within the District:

Section 14a.3 (7) – Restaurants and/or banquet halls (separation distances between establishments with liquor licenses shall not apply).

Section 14a.7 - Off Street Parking

Section 22 – Site Plans

Section 25.3 – Development in Flood Hazard Areas

Section 25.4 – Coastal Area Management

The Planning and Zoning Commission received this application on January 13, 2026. Action on this application is required by March 19, 2026.

DISCUSSION

The use as proposed for a banquet hall is one that requires a Site Plan review in accordance with Sections 14a.3(7) and 22 of the Zoning Regulations.

The on-site and off-site parking provided for the existing pickleball club use was approved by the Commission through the previous application PL-23-5. In accordance with Section 14a.7.2(a) of the Zoning Regulations the amount of parking required to support the existing pickleball club use or the proposed banquet hall use is 6. There are 4 parking spaces on the site and 2 spaces are provided offsite in accordance with Section 14a.7.2(e). The previous approval (PL-23-5) included the following finding, *“The plan as presented conforms to Section 14a.7.1(e) in that the off-site parking spaces have been identified on shared parking plans submitted into the record as Exhibit 7”*. The shared parking plan that was entered into the record for application PL-25-3 identifies offsite parking spaces located at 361 and 363 Mago Point Way that are within 1,200 feet of the site which is owned by the applicant of 358-360 Mago Point Way. While the required parking for the proposed banquet hall use is accommodated for in accordance with Section 14a.7.2(a) of the Zoning Regulations, the site plan provided for this application (PL-25-22) includes a shared parking narrative which conditions the use of additional shared parking spaces to support the banquet hall use based upon regulated maximum occupancy loads as established by the Town Fire Marshal’s Office. The Commission may approve the use of offsite parking spaces provided the use of those spaces are identified on the site plan (Shared Parking Narrative) and is included in the decision of the Commission.

The parcel is located within the Federal Regulated FEMA Special Flood Hazard Area Coastal AE with a Base Flood Elevation of 13. This application proposes no improvements to the building, therefore the requirements for upgrading a structure to be consistent with FEMA construction criteria for structures located within the Special Flood Hazard Area do not apply. Any future improvements to the building will require that the Building Official and Zoning Official review the associated costs of those improvements at the time the applicant submits for building permits to determine consistency with FEMA criteria.

While the parcel is located within the CT Coastal Area Management Boundary and there are no proposed site improvements, this application is exempt for Coastal Site Plan review in accordance with Sections 25.4.2a and 25.4.2a(8) of the Zoning Regulations, which states, in part...

*“ Pursuant to Section 22a-109(b) of the Connecticut General Statutes, the following activities are exempt from coastal site plan review requirements:
...(8) Minor changes in use of a building, structure, or property except those changes occurring on property adjacent to or abutting coastal waters.. “*

RECOMMENDED ACTION

Based on the information provided, staff recommends the Planning and Zoning Commission find that:

Findings:

1. The application is for a use permitted subject to Site Plan approval, pursuant to Sections 14a.3(7) of the Waterford Zoning Regulations.
2. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations, subject to conditions 2 and 3.
3. The plan as presented conforms to Section 14a.7.1(e) in that the off-site parking spaces have been identified on shared parking plans included in the site plan set.
4. The application is in conformance with Section 25.3, Development in Flood Hazard Areas, of the Waterford Zoning Regulations.
5. The proposed activity is exempt from a Coastal Area Management Site Plan Review in accordance with Sections 25.4.2(a) and 25.4.2a(8) of the Zoning Regulations.

and that the Commission approve with modifications the proposal (with the following conditions):

1. All conditions in application approval (New Pickleball Court and Clubhouse) PL-25-3 shall remain in full force and effect.
2. All notes on Sheets 1 and 2 of 6 of the site plan shall be modified by removing reference to work already completed.
3. Zoning Notes and the Zoning Table on Sheet 2 of 6 shall be updated to include the parking requirements and provided parking as they relate to the additional banquet hall use.

Proposed Motion

To approve with modifications the site plan for Private Clubhouse/Banquet Hall Use application #PL-25-22 at 358 & 360 Mago Point Way with conditions 1 thru 3 and adopt the findings 1 thru 5 of the staff report dated February 10, 2026.