



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Planning and Zoning Commission

FROM: Mark Wujtewicz, Director of Planning

DATE: February 10, 2026

TITLE: Staff Report: Business Office & One Family Dwelling
376 Boston Post Road
Site Plan Modification
PL-26-1

EXECUTIVE SUMMARY

The project as proposed is to modify a previously approved site plan (PZ2010-018) to accommodate a change in the approved use from a mixed use facility with retail, professional office and a one family residential to a business office use with a one family residential. The applicant proposes to operate his residential contracting business from the property. In addition to the proposed business office, the applicant also proposes to create a one family residential use on the second floor. Both uses are permitted in the General Commercial (C-G) Zone District.

The applicant for the previously approved project started construction but never completed the work. The previous site plan approval has since expired.

The proposed modifications to the site include the construction of a concrete pad for a loading zone to the rear of the building to accommodate the loading and unloading of material into the building. Minor modifications to the parking lot to accommodate the proposed loading area in the rear are also proposed. The landscaping and screening for the parking lot and loading area will also be modified and upgraded to properly screen and enhance the site. A new overhead door will be installed at the rear of the building for the delivery of materials into the building.

The parcel is located within the General Commercial (C-G) Zone District and contains approximately 30,000 square feet.

BACKGROUND

Pertinent Regulations

CGS 8-3(g)

Section 8 – General Commercial District (C-G)

Section 8.1.1 – One Family Dwellings

Section 8.1.3 – Business Office and Professional Buildings

Section 20 – Off Street Parking

Section 22 – Site Plans

DISCUSSION

The proposal presented is to modify a previously approved site plan and use at 376 Boston Post Road. The site was previously site plan approval by the Planning and Zoning Commission (Commission) on August 23, 2010 through application PZ2010-018. That approval granted was for the construction of a 5,100 square foot two story building that would consist of two retail units on the first floor, one professional office and a two bedroom residential apartment on the second floor. All site improvements, including parking and stormwater drainage was also incorporated in the site plan.

Site work and construction permits were issued in 2010 to implement the site plan. Work on the site was never completed and the site has remained unoccupied. In accordance with Connecticut General Statute 8-3(i), work associated with a site plan must be completed within five years from the approval of the plan. Work has not been completed and a certificate of occupancy has not been issued for the building.

The application currently before this Commission is for a site plan approval for a change in use from that which was previously approved by the Commission. The applicant proposes establishing a contractor's office which is defined in the Zoning Regulations as a Business Office. Business Offices are uses in which the business or company provides a service or product that is delivered to a site other than the business office location. Business Offices are permitted in the General Commercial (C-G) Zone District.

In addition to the business office use, the applicant also proposes to establish a one family residential use on the second floor of the building. Single family uses are permitted in the C-G Zone District (Section 8.1.1). This is a use that was included in the previously approved site plan PZ2010-018.

Multiple uses are allowed on a property provided each of the uses are permitted in the underlying zone district and that the site improvements to the property support each of the uses. The site plan as submitted provides for adequate parking and operation on support of each of the uses proposed

The applicant is proposing modifications to the site. Those modifications include constructing a concrete pad as a loading area at the rear of the building. This loading area is to facilitate the delivery of materials used in support of the business office use. As a result of constructing this loading area, modifications are proposed to the parking layout. All stormwater

elements that have been installed from the previous site plan work will remain in place and operational.

RECOMMENDED ACTION

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

Findings:

1. The Business Office and One Family Residential are permitted uses within the C-G Zone District.
2. The parcel was subject to a previously approved site plan PZ2010-018 granted by the Planning and Zoning Commission on August 23, 2010.
3. Due to the extent of time that has elapsed since the original site plan approval was granted and that the work associated with that site plan was not completed within five years of the approval, site plan approval PZ-2010-018 expired on August 23, 2015.
4. The site plan for this application (PL-26-1) conforms to Section 22 of the Town of Waterford Zoning Regulations regulating Site Plan reviews and approvals.

and that the Commission approve with conditions the proposal with the following conditions:

1. The existing subsurface stormwater system be inspected and cleaned. A maintenance and inspection report shall be submitted prior to the issuance of a Certificate of Zoning Compliance.
2. As-Built plans shall be provided to the Zoning Official for review and approval prior to the issuance of a Certificate of Zoning Compliance.

Proposed Motion:

To approve with conditions Planning and Zoning Site Plan Application #PL-26-1 for a Business Office and One Family Dwelling located at 376 Boston Post Road with conditions 1 and 2 and to adopt the findings 1 thru 4 of the staff report dated February 10, 2026.