



**ANNUAL REPORT
PLANNING AND ZONING COMMISSION
FISCAL YEAR 2023/2024**

I. GENERAL OVERVIEW

The Waterford Planning and Zoning Commission ("Commission") serves the Town of Waterford ("Town") in three major ways. First, the Commission drafts and evaluates zoning and subdivision regulations (Regulations") that enable development in the Town. Second, the Commission evaluates applications for new projects and oversees violations of the Regulations. Third, the Commission develops long-range land use policy for the Town and is responsible for ensuring new development and Regulations are consistent with the Town's Plan of Preservation, Conservation, and Development. ("Plan").

The Commission has also undertaken the task of updating the 2012 Plan as required by Conn. Gen. Stat. §8-23. The process of updating the Plan is expected to be completed in 2025.

Many of the services provided in the Planning and Development Office ("Office") are funded through the Commission and it provides staff for all land use and economic development services in the Town. The Office staff provides expertise and assistance to the Board of Selectmen, Representative Town Meeting, and other Town agencies concerning land use and economic development opportunities in the Town.

During Fiscal Year 2023/2024 ("FY 23/24"), the Commission held thirteen (13) regular meetings to consider eighteen (18) applications. Both the Commission and the Office worked to provide thorough yet expeditious project review with the goal of enabling continued investment in the Town.

Total fees received from miscellaneous fees and applications of the three land use commissions was \$52,565.00.

II. DEVELOPMENT ACTIVITY

SUBDIVISIONS

The Commission evaluates applications to subdivide land based on the standards in the Regulations. In FY 23/24 there were no residential or commercial subdivision applications submitted.

ZONING COMPLIANCE PERMITS

Zoning Compliance Permits are required in conjunction with building permits where certain exterior work or changes in use or occupancy of a building or site are proposed. Zoning Compliance Permits are also used to permit by-right activities in the Regulations, such as Home Occupations and Accessory Dwelling Units. These permits are issued by the Zoning Official. Although the Commission does not review these permits directly, it does control the Regulations that govern how the permits can be issued. The Office uses feedback received from the Zoning Official to identify areas of the Regulations that should be improved, which recommendations are then submitted to the Commission for consideration. Zoning Compliance Permits represent the largest volume of formal reviews performed under the umbrella of the Commission.

In FY 23/24, the Office completed two hundred and seventy nine (279) zoning compliance reviews. Two hundred and thirteen (213) were associated with building permits with thirty five (35) of them issued for the construction of new single-family homes. Sixty six (66) were strictly for zoning related inquiries and compliance for site work associated with Commission approved projects.

The Office collects fees for zoning compliance reviews. Of total fees received by the Office \$43,988 was for Zoning Compliance Permits.

PRE-APPLICATION REVIEWS

The Commission has encouraged the use of pre-application review meetings with potential applicants in accordance with Section 22a of the Regulations, and pursuant to Conn. Gen. Stat. §7-159b. The review is non-binding and offers the Commission the opportunity to provide input and guidance to an applicant prior to official submission. In FY 23/24 the Planning and Zoning Commission conducted two (2) pre-application reviews.

March 26, 2024	145 Boston Post Road	Mixed Use Development
November 11, 2024	295 & 313 Willetts Avenue	Hotel

COMMERCIAL DEVELOPMENT

All commercial properties are required to apply for approvals from the Commission before they are developed. The Commission relies on the Regulations and technical guidance from the Office and other Town and regional agencies to evaluate applications. In FY 23/24, the Commission approved six (6) commercial developments.

July 11, 2023	378 Mago Point Way	Accessory Outdoor Dining
August 8, 2023	122 & 124 Boston Post Road	Modified Site Plan
January 23, 2024	16 Boston Post Road	Site Plan / Special Permit
February 27, 2024	33 Kenyon Road	Site Plan
April 30, 2024	1122 & 1124 Hartford Turnpike	Site Plan / Special Permit
June 25, 2024	174 Cross Road	Site Plan Modification

MULTI FAMILY DEVELOPMENTS

Multi Family Developments require site plan approval from the Commission. Projects for multifamily developments may include common interest communities or rental units. While not a requirement for multifamily development in the Town, the Commission encourages developers to include units within their projects that are considered affordable in accordance with criteria in Conn. Gen. Stat. §8-30g. In FY 23/24 the Commission reviewed and approved modifications to one (1) multifamily development.

March 26, 2024	48 Great Neck Road	Substantial Change Review
April 30, 2024	48 Great Neck Road	Master Design Plan Review
June 25, 2024	48 Great Neck Road	Site Plan Modification

MUNICIPAL PROJECTS

Significant improvements to Town facilities require Commission review pursuant to Conn. Gen. Stat. §8-24. When a Town project is proposed, the Commission evaluates the consistency with the Plan and the Town's Regulations. The Commission's review is one of the factors the Town considers when acquiring property or interests such as conservation easements, or when funding major improvements to Town property. In FY 23/34 the Commission reviewed six (6) applications. Of those applications the Commission denied one (1) and approved five (5).

October 24, 2023	184 Boston Post Road	Park Improvements (Denied)
November 14, 2023	184 Boston Post Road	Site Plan Modifications
January 23, 2024	8 Goshen Road	Property Acquisition
January 23, 2024	439 & 441 Boston Post Road	Property Acquisition
May 28, 2024	Caroline Court	Road Acceptance
June 25, 2024	Townwide	School Safety Improvements

COASTAL BOUNDARY CONSTRUCTION

All buildings, uses and structures fully or partially within the coastal boundary as defined by Conn. Gen. Stat. §22a-94 and as delineated on the Coastal Boundary Map for the Town are subject to the coastal site plan review requirements and procedures set forth in §22a-105 - §22a-109 of the Connecticut General Statutes. The Commission approved two (2) Coastal Site Plan Reviews.

October 10, 2023	11 Scotch Cap Road	Single Family Construction
November 28, 2023	224 Niantic River Road	Single Family Construction

III. ZONE CHANGES AND REGULATION AMENDMENTS

The Regulations, first adopted in 1954, are a critical and controlling factor in the way property is developed in the Town. Over the years, changes in Town priorities for development, conservation opportunities, and evolving legal requirements have led to amendments of the Regulations. One of the Commission's fundamental responsibilities is the legislative role of writing and enforcing the Regulations and, in recent years, the Commission has sought to clarify, simplify, and improve sections of the Regulations. Amendments can be initiated by the Commission or by an applicant. Regardless of how a regulation amendment is first conceived, the Commission reviews how the proposal may affect all properties and uses throughout Town. The Commission uses research from the Plan and the Office, as well as public comment, to guide decisions. In FY 23/34 the Commission approved one (1) Regulation amendment and zero (0) Zone District Changes.

REGULATION AMENDMENTS

February 27, 2024

Townwide

Regulation Modification / Daycare

IV. ENFORCEMENT

The Zoning Official investigates complaints related to violations of the Regulations. When a complaint is received, the Zoning Official performs a site visit and property research to ascertain whether there is, in fact, a violation. Although all complaints received are thoroughly investigated, not all complaints qualify as violations. In FY 23/24, sixteen (16) complaints rose to the level of violations. Of those violations, 10 (ten) were resolved, and six (6) remain open and under continued enforcement activity at the end of the fiscal year.

V. LITIGATION

In January, 2024, the Commission, through counsel, began the process of resolving decade old litigation concerning property on Industrial Drive. The Commission, through thoughtful and measured review of applications, is presently not the subject of any other land use litigation.

VI. ADMINISTRATIVE

For several years the Town had no delegate on the Southeastern Connecticut Council of Governments Regional Planning Commission. On March 26, 2024, the Commission selected Commission member Timothy Bleasdale to be its delegate.

The Town and Commission took significant steps during this fiscal year to obtain a Certificate of Affordable Housing Completion allowing a four (4) year moratorium on the applicability of the affordable housing appeals procedure under Conn. Gen. Stat. §8-30g.

Respectfully submitted,

November 19, 2024

Gregory Massad, Chairman
Planning and Zoning Commission

MEMBERS	STAFF
Gregory Massad – Chairman Timothy Bleasdale Karen Barnett Timothy Conderino Victor Ebersole, Jr Joseph DiBuono, Alternate Doris Crum, Alternate	Jonathan Mullen, AICP, Planning Director Mark Wujtewicz, Planner Maureen FitzGerald, Environmental Planner Wayne Scott, Zoning Official Katrina Kotfer, Secretary I