

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (11/14/23)	2024/2025 BD OF SELECTMEN APPROVED 1/31/24)	2024/2025 BD OF FINANCE APPROVED 3/6/24)	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	122,419	111,283		51,617	110,470	110,470	110,470	110,470	(813)	-0.73%
51120	INSPECTION	271,747	282,411		143,809	302,919	302,919	302,919	302,919	20,508	7.26%
51210	CLERICAL/TECHNICAL	149,923	162,634		76,160	166,362	166,362	166,362	166,362	3,728	2.29%
51810	OVERTIME	1,421	6,164		1,002	6,164	6,164	6,164	6,164	0	0.00%
51910	FRINGE BENEFITS	803	5,838		2,469	4,594	4,594	4,594	4,594	(1,244)	-21.31%
51920	F.I.C.A	38,907	43,478		19,411	44,822	44,822	44,822	44,822	1,344	3.09%
	SUBTOTAL	585,220	611,808	0	294,468	635,331	635,331	635,331	635,331	23,523	3.84%
SERVICES											
52010	ADVERTISING	3,439	4,000	1,000	1,857	4,000	4,000	4,000	4,000	0	0.00%
52020	POSTAGE	343	450		74	450	450	450	450	0	0.00%
52030	PROFESSIONAL FEES	2,768	20,000	(1,000)	6,671	20,000	20,000	20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	8,020	15,781		2,367	16,172	16,172	16,172	16,172	391	2.48%
52050	DUES, CONF. & EDUCATION	2,848	3,521		1,833	6,380	6,380	6,380	6,380	2,859	81.20%
52060	PRINTING	250	450		70	450	450	450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0	200		0	200	200	200	200	0	0.00%
	SUBTOTAL	17,668	44,402	0	12,872	47,652	47,652	47,652	47,652	3,250	7.32%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	2,343	2,750		656	2,750	2,750	2,750	2,750	0	0.00%
53090	FUELS & LUBRICANTS	746	810		241	810	810	810	810	0	0.00%
	SUBTOTAL	3,089	3,560	0	897	3,560	3,560	3,560	3,560	0	0.00%
OFFICE EQUIPMENT											
54060	OFFICE FURNITURE & EQUIP.	0	1,440		0	0	0	0	0	(1,440)	-100.00%
	SUBTOTAL	0	1,440	0	0	0	0	0	0	(1,440)	-100.00%
	DEPARTMENT TOTAL	605,977	661,210	0	308,237	686,543	686,543	686,543	686,543	25,333	3.83%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Bert Chenard
Doris Crum
Joseph DiBuono

TOWN OF WATERFORD FY2025 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2025

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	110,470
10110-51120-101-010-10-00-51 INSPECTION	302,919
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	166,362
10110-51810-101-010-10-00-51 OVERTIME	6,164
10110-51910-101-010-10-00-51 FRINGE BENEFITS	4,594
10110-51920-101-010-10-00-51 F.I.C.A.	44,822

TOTAL	635,330
--------------	----------------

SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	6,380
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL	47,652
--------------	---------------

MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810

TOTAL	3,560
--------------	--------------

OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
---	---

TOTAL	0
--------------	----------

TOTAL	686,542
--------------	----------------

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department maintains a New London Day subscription to verify the accuracy of all required legal ads. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices.

Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY25, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Service Contracts and Repairs Line 10110-52040

\$16,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,740

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$41 per month. The iPad plan is \$22 per month. Each phone will cost \$492 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,740.

Software Licenses - \$468

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY25 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$384 per year and provides flexibility in survey design.

Dues, Conferences and Education Line 10110-52050

\$6,380 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

American Planning Association(APA) & CT Chapter APA -\$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

American Institute of Certified Planners (AICP) -\$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference -\$2,470

The 2025 APA National Conference will be held in Denver Colorado. The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The cost for one attendee to the APA National Conference is as follows: Registration - \$835, Travel - \$448 Hotel - \$950, Meals - \$237

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$320

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference registration is \$75.

Northeastern Arc Users Group (NEARC) Conference - \$1,100

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. Based on the 2023 past registration fees, it is anticipated that the cost for attending the 2024 three-day conference will be \$1,100.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Office Supplies Line 10110-53010

\$2,750 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include recordable DVDs, thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY25.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$1,200 in FY25.

Fuels and Lubricants Line 10110-53090

\$810 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 326 Gallons at \$2.4776 per gallon. \$810 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES										
	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL
PLANNING & ZONING COMMISSION:										
PERSONNEL:										
10110-51110-101-010-10-00-51 ADMINISTRATION	111,283	122,419	108,835	109,252	104,097	106,866	104,097	104,897	101,558	101,557
10110-51120-101-010-10-00-51 INSPECTION	282,917	271,747	272,386	277,241	272,147	269,685	272,147	232,647	263,484	269,213
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,143	149,923	149,889	139,099	142,460	142,475	158,931	136,367	146,817	139,624
10110-51810-101-010-10-00-51 OVERTIME	6,164	1,421	5,139	2,158	4,910	1,907	5,253	1,819	4,812	2,204
10110-51910-101-010-10-00-51 FRINGE BENEFITS	7,955	803	7,705	3,813	5,687	5,268	5,687	4,119	10,883	3,338
10110-51920-101-010-10-00-51 F.I.C.A.	43,258	38,907	41,613	37,976	40,491	37,840	41,778	34,559	40,366	37,121
Total PERSONNEL	608,720	585,220	585,567	569,539	569,792	564,041	587,893	514,408	567,920	553,057
SERVICES:										
10110-52010-101-010-10-00-52 ADVERTISING	4,000	3,439	4,000	3,371	4,000	2,790	4,000	3,835	4,000	2,255
10110-52020-101-010-10-00-52 POSTAGE	450	343	450	388	450	436	450	504	500	460
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	2,768	20,000	5,728	20,000	7,766	20,000	8,373	25,000	20,225
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	15,781	8,020	16,741	6,741	25,764	25,513	17,380	16,783	17,758	15,295
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,371	2,848	2,721	3,195	4,396	3,427	4,100	2,677	4,020	1,905
10110-52060-101-010-10-00-52 PRINTING	450	250	450	187	450	240	450	29	600	20
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	0	200	0	200	0	200	0	200	0
Total SERVICES	44,252	17,668	44,562	19,610	55,260	40,172	46,580	32,201	52,078	40,160
MATERIALS & SUPPLIES:										
10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	2,343	2,750	1,732	2,750	2,479	2,750	2,698	3,100	1,-
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810	746	595	465	765	266	800	480	820	519
Total MATERIALS & SUPPLIES	3,560	3,089	3,345	2,197	3,515	2,745	3,550	3,178	3,920	1,940
OFFICE EQUIPMENT:										
10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476
Total OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476
TOTAL	657,972	605,977	634,914	591,454	629,267	607,244	638,753	550,528	624,338	595,633

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 10 PLANNING & ZONING COMMISSION
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION								
12/19/2022	PLANNING DIRECTOR	40	N/A	107,362.32	110,469.82	N/A	110,469.82	8,450.94
	TOTALS			107,362.32	110,469.82	0.00	110,469.82	8,450.94
51120 - INSPECTION								
11/25/1996	ENVIRONMENTAL PLANNER	40	N/A	105,522.56	108,577.04	\$ 2,442.98	111,020.03	8,493.03
9/11/1989	PLANNER	40	N/A	105,522.56	108,577.04	\$ 2,442.98	111,020.03	8,493.03
3/27/2023	ZONING OFFICIAL	40	N/A	78,603.72	80,878.68	\$ -	80,878.68	6,187.22
	TOTALS			289,648.84	298,032.77	4,885.97	302,918.73	23,173.28
51210 - CLERICAL/TECHNICAL								
04/06/1998	Office Coordinator I	35	\$ 35.2713	62,628.02	64,440.67	\$ 600.00	65,040.67	4,975.61
10/12/2010	Secretary I	35	\$ 31.9921	56,805.48	58,449.57	\$ 250.00	58,699.57	4,490.52
6/26/2023	Secretary/Clerk	35	\$ 23.3286	40,370.51	42,621.27	\$ -	42,621.27	3,260.53
	TOTALS			159,804.01	165,511.50	850.00	166,361.50	12,726.65
51810 - OVERTIME								
				6,164.00	6,164.00	0.00	6,164.00	471.55
51910 - FRINGE/F.I.C.A.								
							4,594.00	0.00
TOTALS				562,979.17	580,178.09	5,735.97	590,508.05	44,822.43
BUDGET TOTAL W/F.I.C.A							635,330.48	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 10 PLANNING & ZONING COMMISSION
2024-2025 FISCAL YEAR

		LINE 51910		LINE 51920
POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING (NON-TAXABLE)	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
PLANNER	\$ 75.0000	2,919.00	2,994.00	0
ENVIRONMENTAL PLANNER	\$ 75.0000	1,450.00	1,525.00	0
ZONING OFFICIAL	\$ 75.0000		75.00	0
			0.00	0
			0.00	0
			0.00	0
TOTALS - FRINGE BENEFITS			4,594.00	0.00

*** ADDED TO FICA ON PERSONNEL WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR**

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Planning

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	50,947	61,013		20,635	55,980	\$ 35,345.00
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 50,947.00	\$ 61,013.44	\$ -	\$ 20,635.00	\$ 55,980.00	\$ 35,345.00

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

Planning & Zoning Commission
Remote Access Only

November 14, 2023
6:30 PM

Members Present: Chairman Greg Massad, Karen Barnett, Tim Conderino and Victor Ebersole
Members Absent: Tim Bleasdale
Alternates Present: Bertrand Chenard and Doris Crum
Alternates Absent: Joseph DiBuono
Staff Present: Jonathan Mullen, Planning Director, Mark Wujtewicz, Planner, and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:39 PM. D. Crum was seated for T. Bleasdale.

2. APPROVAL OF MINUTES

MOTION: Motion made by T. Conderino, seconded by K. Barnett, to approve the October 24, 2023 meeting minutes.

VOTE: 5-0

3. APPLICATION RECEIPT

#PL-23-12 Request of David & Cynthia Yanaros, Applicant and Owner for a Coastal Site Plan review and approval for a new single family home on property located at 224 Niantic River Road, R-40 Zone in accordance with Sections 5.1.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Zoning Location Survey, Property Of Cynthia Yanaros and David E Yanaros for Property Located at 224 Niantic River Road Town of Waterford County of New London Connecticut"

ACTION REQUIRED BY: 1/18/24

The application was received after the agenda had been posted but within the statutory time frame. The application review will be scheduled at an upcoming meeting.

G. Massad modified the agenda due to concerns with the posting of the agenda that he wanted to clarify with the Town Attorney. Agenda Item 5 was moved up in the agenda.

5. ADMINISTRATIVE REVIEW

Proposed Annual Report

Staff reviewed with the Commission the proposed Annual Report. M. Wujtewicz noted he had added a new section for Multi Family Developments.

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the proposed annual report.

VOTE: 5-0

RECEIVED FOR RECORD 11-17, 2023
M. ATTEST David L. Conner
TOWN CLERK
2:38 PM

Proposed FY 25 Budget

Staff reviewed with the Commission the proposed draft budget

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the Planning and Zoning Commission FY25 proposed budget.

VOTE: 5-0

G. Massad noted that the agenda had been reposted on the Town's website with a live Zoom link into the meeting. He reviewed for the record, the actions taken on the agenda items to this point of the meeting.

4. APPLICATION REVIEW

#PL-23-14 Town of Waterford, Applicant and Owner for site plan approval for park improvements for property located at 174 & 184 Boston Post Road and 15, 35 and 49 Rope Ferry Road, C-T Zone in accordance with Sections 10.2.5 and 22 of the Zoning Regulations and as shown on plans entitled "Waterford Civic Triangle Universal Access & Pond Improvements"
ACTION REQUIRED BY: 12/28/23

G. Massad reviewed the Commissions actions relative to the review and denial of the modified CGS §8-24 application that was presented to the Commission at the October 24, 2023 meeting. He stated that the site plan application presently before the Commission is for the review of consistency with the previously approved CGS§8-24 application PL-21-15.

Chad Frost, L.A. of Kent + Frost, Miriam Furey-Wagner, Chair of the Waterford Town Center Development Ad-Hoc Committee and Ryan McNamara, Recreation & Parks Director were present.

C. Frost reviewed the plan with the Commission noting it is in keeping with the previously approved CGS§8-24 that was approved in 2021. He noted that there will be some existing trees along the Rope Ferry Road side of the park that will need to be removed in order to accommodate the relocation of the stonewall from the state right of way into the property. The existing trees root systems will be compromised by the grading and reconstruction of the wall. New trees will be planted along the stonewall to enhance the streetscape.

He reviewed the addition of the accessible ramp from the Rope Ferry Road entrance and the Addition of accessible parking spaces to the Library and the upper parking lot to the Park. The proposed walkway to the Gazebo was added to the plans. The walkway and associated grading will be installed in order to accommodate accessible access to the gazebo.

D. Crum appreciated the accessibility efforts to make the gazebo accessible.

M. Wujtewicz reviewed with the Commission the revised staff report.

The Commission made the following findings:

1. The parcels in this application are located within the CT (Civic Triangle) Zoning District as

identified on the most recently adopted Zone District Map.

2. The Waterford Conservation Commission issued Inland Wetland Permit# C-22-10 for regulated inland wetland activities.
3. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS §8-3(g).
4. The project is for improvements to a public park and playground which are permitted uses within the CT Zone District in accordance with Section 10.2.5 of the Town of Waterford Zoning Regulations.
5. The project is proposed as a Site Plan in accordance with Sections 10.11 and 22 of the Town of Waterford Zoning Regulations.
6. The improvements identified on the Site Plan are consistent with improvements included in the Civic Triangle Park Master Plan – October 2021 as approved by the Planning and Zoning Commission through application PL-21-15.

and discussed the following modifications and conditions:

1. All work identified on the site plan as approved by the Commission shall be within the Limit of Work as shown on the site plan. No other work or improvements as appear on the Civic Triangle Park Master Design Plan approved by this Commission through Application #PL-21-15 shall be implemented until such time that a new site plan application is submitted and approved by the Planning and Zoning Commission.
2. Plan Sheet L-13.0 shall be added to the final plan set prior to recording on the land records.
3. All conditions of approval for Inland Wetland Permit #C-22-10 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by T. Conderino, seconded by D. Crum, to approve with conditions, the site improvements for the Civic Triangle Community Park Site Plan Application #PL-23-14, with conditions 1 through 3 and adopt the findings 1 thru 6 of the staff report.

VOTE: 5-0

5. ADMINISTRATIVE REVIEW

Reviewed earlier in the meeting.

6. CORRESPONDENCE

No correspondence was received.

7. COMMISSION BUSINESS

M. Wujtewicz reviewed with the Commission current and upcoming projects and noted that at the November 28, 2023 meeting there will be an informal presentation for a potential hotel on Boston Post Road.

8. ADJOURNMENT

MOTION: Motion made by G. Massad, seconded by T. Conderino to adjourn the meeting at 7:49 PM.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer
Recording Secretary