

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

MEMORANDUM

TO: Planning and Zoning Commission

FROM: Mark Wujtewicz, Planning Director

DATE: April 7, 2026

TITLE: Staff Report: JGW Holding, LLC
17 Industrial Drive
Site Plan (Change in use)
Application PL-26-6

EXECUTIVE SUMMARY

The project as proposed is for a modified site plan reflecting a change in use from an aerosol manufacturing facility to a roadside assistance contractor business office. The Planning and Zoning Commission (the Commission) granted the initial site plan and special permit approval for the property on February 29, 1988 (#87-310). Subsequent to that approval a modified site plan approval was granted on August 9, 1999 for the addition of a storage building on the property and reconfiguration of the parking and entrances from Industrial Drive.

Currently the aerosol manufacturing company no longer operates from the location. The proposed use as a roadside assistance contractor business office would be classified as a business office in accordance with Section 11.1.3 of the Zoning Regulation and as a trucking and hauling establishment in accordance with Section 11.1.10. Both of the proposed uses are permitted in the General Industrial (I-G) Zone District with a site plan approval.

The applicant does not propose any modifications to the site other than the removal of the existing above ground tanks that were used in the previous use. The existing curb lines and pavement extent will remain in place. Minor changes include restriping of parking areas. Existing landscaping will remain in place and/or enhanced where it is needed. A new dumpster pad and enclosure will be constructed.

The business currently operates with six tow vehicles. All vehicles towed are consensual tows and there will not be any towed vehicle storage on the site. No repairs of vehicles will be performed other than minor repairs to company owned vehicles.

BACKGROUND

Pertinent Regulations

CGS 8-3(g)

Section 11 – General Industrial District (I-G)

Section 11.1.3 - Professional offices, medical clinics, medical service laboratories, research laboratories and business offices. (Effective 11/28/95)

Section 11.1.10 – Trucking and motor freight stations or terminals, moving, express, or hauling establishments, including the storage of vehicles; provided all material and equipment and vehicles are stored within a solid enclosure or provided with complete visual screening in a manner acceptable to the Commission and no material, equipment, or vehicles are located in front of the building line, as defined in Section 1 of these regulations.

Section 22 – Site Plans

DISCUSSION

The application as presented is to change the use of the existing site from an aerosol manufacturing use to a contractor's office for a roadside assistance business. The new use is classified as a business office as defined in the Zoning Regulations. Section 1 DEFINITIONS define a business office as, in part,

*“Office of person or persons principally used as an office of a business or company which supplies a service or product to be delivered to or used for a site other than the business office. Types of uses include real estate, insurance, travel agents, and **contractor's offices**.....”(emphasis added)*

Business Offices are a permitted use in the General Industrial (I-G) District in accordance with Section 11.1.3. In addition to the business office use, the specific operation for this use is, in accordance with Section 11.1.10, also classified as

“Trucking and motor freight station or terminal, moving, express or hauling establishments...and no material, equipment or vehicles are located in front of the building line, as defined in Section 1 of these regulations”.

Both of these uses are permitted within the I-G Zone District. The change of use from the previously approved manufacturing use requires a site plan approval by the Planning and Zoning Commission.

The physical improvements to the site are minor in nature. They include removal of the existing above ground storage tanks and fencing. The applicants use as described in the Statement of Use is a roadside assistance contractor. The fleet of trucks used in the business operation consists of 6 towing vehicles and there will not be impounding or storage of towed vehicles on the site.

There are currently 30 parking spaces on the site. The business office use requires 17 spaces based upon the Gross Floor Area (GFA) of the building and a calculation of 1 parking space per 250 SF of GFA. The existing storage building on the site was previously approved with 13 parking spaces. In accordance with Section 11.1.10 of the Zoning Regulations, all vehicles, equipment and material must be located behind the front building line. In order to accommodate this requirement, the applicant is proposing to restrict the use of the parking currently located in front of the building line to office staff and visitors only. Appropriate signage will be installed to accommodate this requirement. All vehicles used in support of the business will be located behind the front building line within existing parking spaces along the east side of the property.

Landscaping will be maintained and enhanced in areas where needed. All existing catch basins and stormwater drainage features will be inspected and cleaned.

RECOMMENDED ACTION

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

Findings:

1. The use as proposed is for a business office and truck hauling establishment and both are permitted uses in the General Industrial (I-G) Zone District in accordance with Sections 11.1.3 and 11.1.10 of the Zoning Regulations
2. The application for the change in use is subject to a Site Plan approval, pursuant to Section 11.10 of the Waterford Zoning Regulations.
3. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations.

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

1. All elements of the existing storm water drainage system shall be inspected and cleaned with verification provided prior to the issuance of a Certificate of Zoning Compliance.

Proposed Motion

To approve with conditions the Site Plan for a Business Office for a general roadside assistance and towing contractor Application #PL-26-6 located at 17 Industrial Drive with condition 1 and to adopt the findings 1 thru 3 of the staff report dated April 7, 2026.