

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

2024 JUL 23 PM 1:22
July 23, 2024

6:30 PM
ATTEST: *Doris Crum*
TOWN CLERK

Planning & Zoning Commission
Remote Access Only

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

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:30 PM. No alternates were seated.

2. APPROVAL OF MINUTES

MOTION: Motion made by K. Barnett, seconded by G. Massad, to approve the June 25, 2024 meeting minutes with the notation that on page 3, "turnstone" should have been "turfstone".

VOTE: 4-0-1 (T. Bleasdale)

3. APPLICATION RECEIPT

#PL-22-4- Application by Kolisha Kedron to amend the Waterford Zoning Regulations Section 1 (Definitions: Home Occupation, Cottage Food Operator).

APPLICATION WAS RECIEVED: 7/9/2024

PUBLIC HEARING REQUIRED BY: 9/12/2024

G. Massad noted that the application had been received for the July 9, 2024 meeting and a public hearing will be scheduled for a future meeting.

#PL-24-12 Request of James O'Leary, Applicant and Owner for a Coastal Site Plan review and approval for a new single family home on property located at 31 Riverside Drive, R-20 Zone in accordance with Sections 5.1.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Improvement Location Survey, Site Development Plan, prepared for James M O'Leary, 31 Riverside Drive, Waterford, Connecticut"

APPLICATION WAS RECIEVED: 7/9/2024

ACTION REQUIRED BY: 9/12/24

G. Massad noted that the application had been received for the July 9, 2024 meeting.

4. APPLICATION REVIEW

#PL-24-12 Request of James O'Leary, Applicant and Owner for a Coastal Site Plan review and approval for a new single family home on property located at 31 Riverside Drive, R-20 Zone in accordance with Sections 5.1.1 and 25.4 of the Zoning Regulations and as shown on plans

entitled "Improvement Location Survey, Site Development Plan, prepared for James M O'Leary, 31 Riverside Drive, Waterford, Connecticut"
ACTION REQUIRED BY: 9/12/24

Normand Thibeault, Jr. PE, Project Engineer, Killingly Engineering Assoc., and James O'Leary, owner, were available for the application. N. Thibeault reviewed with the Commission the proposed new house. He noted the existing property site conditions, and that the property is fairly flat except near the coastal edge. The proposed house will be serviced by municipal water and sewer. Currently there is a dock and mooring on site with no changes proposed. G. Massad polled the Commissioners if they had reviewed the staff report and had any additional questions.

The Commission discussed the following potential conditions:

1. Erosion control measures during construction shall be installed and remain on site for the duration of the project and until the establishment of vegetative cover on disturbed areas.
2. No work covered by this permit including the stockpiling of materials shall be conducted outside of the proposed silt fence.
3. Removal of Invasive vegetation on the slope shall be performed by hand only. No equipment shall be permitted on the slope. Any replanting of the area on the slope shall also be conducted by hand and only vegetation that is consistent with a shoreline environment and is not invasive in CT shall be used. A removal and replanting plan shall be submitted to and reviewed by the Permitting Office prior to work on the slope.
4. An as-built survey shall be submitted and approved by the Zoning Official prior to issuance of a Certificate of Zoning Compliance. This requirement is to verify that all improvements have been constructed in accordance with the approved site plan.

MOTION: Motion made by T. Conderino, seconded by T. Bleasdale, to approve Site Plan CAM Application PL-24-12 at 31 Riverside Drive with conditions 1 thru 4 and to find that the project as approved with conditions is consistent with all applicable coastal policies and includes all reasonable measures to mitigate adverse impacts.

VOTE: 5-0

Waterford Central Workforce Housing – 61 Myrock Ave. & 394 Willetts Ave. Extension

Kevin Daley, Developer, Waterford Woods and Waterford Central discussed with the Commission that the Waterford Central MultiFamily Project has entered into a Memorandum of Agreement with the Connecticut Housing Finance Authority and the CT Department of Housing to acquire funding to construct Workforce Housing through the Build for CT program. The developer/owner, in return for the funding is required to designate and maintain 44 residential units of the 216 total units at the Waterford Central multifamily project for Middle Income residents. Originally, the developer voluntarily designated 18 units at the Waterford Central development as affordable residential units.

K. Daley described how the units will be distributed throughout the development and within

each of the six buildings being constructed. He also described for the Commission the process in which the previously designated affordable units in the Waterford Woods Phase I development will be transitioned over to the Waterford Central Development.

T. Conderino questioned how are the units deemed affordable. K. Daley stated that the units will be designated as affordable based upon the State criteria defining affordability. He also stated that the terms Affordable Housing and Workforce Housing are interchangeable. They define the same type of housing.

The Commission discussed the following findings from the staff report dated July 23, 2024:

1. Application PL-21-1 was granted site plan approval by the Planning and Zoning Commission on March 9, 2021 for the Waterford Woods Multifamily development located at 384 & 394 Willetts Avenue Extension.
2. As reflected in the meeting minutes of the Planning and Zoning Commission for March 9, 2021, the applicant for Application PL-21-1 voluntarily designated 10 units in the Waterford Woods Development as affordable.
3. Application PL-23-9 was granted site plan approval by the Planning and Zoning Commission on May 23, 2023 for the Waterford Central Multifamily development located at 61 & 61A Myrock Avenue.
4. As reflected in the meeting minutes of the Planning and Zoning Commission for May 23, 2023, the applicant for Application PL-23-9 voluntarily designated 18 units in the Waterford Central Development as affordable.
5. The proposal is consistent with the Town of Waterford Affordable Housing Plan and the 2012 Plan of Conservation and Development in that it increases the amount of Affordable Housing Opportunities in Waterford and an increase in the number of Housing Options for present and future residents of Waterford.
6. Section 4.8.7 of the Town of Waterford Affordable Housing Plan is to support owner/tenant CHFA assistance programs.

MOTION: Motion made by T. Conderino, seconded by T. Bleasdale, to adopt the findings 1 thru 6 of the Staff Report and approve the increase in the number of Workforce Housing Units originally designated in the Waterford Central Multifamily Development through application PL-23-9 from 18 to 44 units, which total number includes the relocation of 10 previously designated affordable units from the Waterford Woods Phase I development, Application PL-21-1 to the Waterford Central Development.

VOTE: 5-0

5. ADMINISTRATIVE REVIEW

Discussion of the Plan of Conservation and Development Update

The Commission discussed having a specific meeting focusing on the POCD at the September 10, 2024 Planning and Zoning Commission meeting.

6. CORRESPONDENCE

No correspondence was received.

7. COMMISSION BUSINESS

M. Wujtewicz updated the Commission with current and potential projects in Town.

8. ADJOURNMENT

MOTION: Motion made by T. Bleasdale, seconded by G. Massad to adjourn at 7:14 pm.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer
Recording Secretary