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ATTEST: Dawn L Langer
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PLANNING AND ZONING COMMISSION
MEETING M I N U T E S

Town Hall

July 22, 2025
6:30 PM

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

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:30 PM. D. Crum was seated for T. Bleasdale and M. Elbaum was seated for V. Ebersole.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

MOTION: Motion made by K. Barnett, seconded by D. Crum, to approve the June 10, 2025 meeting minutes.

VOTE: 5-0

4. APPLICATION RECEIPT

#PL-25-14 Request of Heather Randazzo, Owner and Applicant for a Site Plan review and approval for a new single family home on property located at 18 Cinderella Lane, R-20 Zone in accordance with Section 3.14 and 22 of the Zoning Regulations and as shown on plans entitled "18 Cinderella Lane, Waterford, Connecticut"

ACTION REQUIRED BY: 9/25/2025

The application will be scheduled for review at a future date.

#PL-25-15 Request of Mehak Realty, LLC, applicant and owner for modification of an existing site plan for property located at 118 Boston Post Road, C-G Zone, in accordance with Section 8.1.2 and 22 of the Zoning Regulations as shown on plans entitled "Site Plan Modification Proposed Convenience Store and Fueling Station" dated 7/18/25.

ACTION REQUIRED BY: 9/25/2025

This application was received after the agenda was posted but within the statutory time frame. The application will be scheduled for review at a future date.

5. PUBLIC HEARING

#PL-25-10 – Request of Daniela Gjergjaj, applicant, to amend the Zoning Regulations Sections 1- Definitions, 3.45 and 6.2.11 as they pertain to Campgrounds.

PUBLIC HEARING MUST OPEN: 7/17/2025
EXTENSION GRANTED TO: 7/22/2025

The public hearing was opened at 6:40 pm.

Attorney William Sweeney, Esq. and Daniela Gjergiaj, applicant were present. M. Wujtewicz read

the list of exhibits, 1-14, into the record.

EXHIBIT 1 - Application (9 pages)
EXHIBIT 2 - Proposed Regulation Amendments
EXHIBIT 3 - Statement of Use
EXHIBIT 4 - Public Hearing Notice run in The Day newspaper July 8, 2025 and July 15, 2025
EXHIBIT 5 - Referral letter dated June 17, 2025, to Katie Dykes, Commissioner Department of Energy and Environmental Protection.
EXHIBIT 6 - SECCOG Referral
EXHIBIT 7 - Grant of Extension dated May 22, 2025
EXHIBIT 8 - Copy of Application to Town Clerk's Office
EXHIBIT 9 - Certified copies of Sections 1, 3, and 6 of the Town of Waterford Zoning Regulations, revised through effective date: June 4, 2025
EXHIBIT 10 - Staff Report
EXHIBIT 11 - SECCOG Response
EXHIBIT 12 - Proposed Text Amendment May 2025, Possible Modifications June 2025
EXHIBIT 13 - DEEP Response

W. Sweeney stated he was there on behalf of his client Daniela Gjergjaj, principal owner and operator of Aces High Campground located in East Lyme. His client owns a landlocked property in the northwest portion of Waterford that is adjacent to her current property in East Lyme. The application before the Commission is to amend the Zoning Regulations by adding Campgrounds as a use allowed by Special Permit in the RU-120 Zone District. If Campgrounds become an allowed use by Special Permit his client will return to the Commission for a Special Permit in the future.

He submitted exhibit 14 in the hearing record.

EXHIBIT 14 - Site Photo with Draft Language and Revised Draft Language

W. Sweeney reviewed exhibit 14 with the Commission, noting that modifications to the original language had been incorporated after working with Town staff. He stated that adding Campgrounds as a use would be consistent with the 2012 Plan of Conservation and Development.

K. Barnett asked what the season for campgrounds is. W. Sweeney noted that most campgrounds, even in the northeast are year round.

K. Barnett asked whether screening for the storage of vehicles had been considered as well as concerns with recreation vehicles not being able to be moved after being stationary for potentially years. W. Sweeney stated his client has no objection to language being added for screening or vehicle maintenance requirements.

T. Conderino had questions about golf courses being allowed at campgrounds as one of the accessory uses proposed in the language. W. Sweeney stated many campgrounds have this recreational amenity, some as a golf course, executive green or par 3 course.

T. Conderino voiced concerns about using the campers as a residential use and occupying them year round. He would like to see vehicles having to move from the site. K. Barnett would like to see language where the vehicles can be moved upon request.

G. Massad and M. Wujtewicz noted that many concerns raised during the discussion can be addressed through the Special Permit review and approval process which will be required for Campground to operate.

G. Massad asked three times if anyone would like to speak for or against the application.

Clarissa Smith spoke in support of the regulation amendment.

W. Sweeney submitted exhibit 15 into the record.

EXHIBIT 15 - Additional proposed language to Section 3.45.7 to address the screening of storage areas and ensuring that recreational camping vehicles which are stored are properly maintained properly maintained.

MOTION: Motion made by D. Crum, seconded by T. Conderino to close the public hearing for PL-25-10.

VOTE: 5-0

G. Massad modified the Agenda to move the review of PL-25-10 to the next item.

#PL-25-10 – Request of Daniela Gjergjaj, applicant, to amend the Zoning Regulations Sections 1- Definitions, 3.45 and 6.2.11 as they pertain to Campgrounds.
PUBLIC HEARING MUST OPEN: 7/17/2025
EXTENSION GRANTED TO: 7/22/2025

The Commission discussed the application. M. Wujtewicz discussed the staff report with the Commission. K. Barnett voiced concerns to make sure there is adequate parking for the sites and guests.

M. Wujtewicz stated many concerns voiced during the public hearing can be addressed through the Special Permit process.

The Commission discussed the following findings:

1. Application PL-25-10 meets the requirements of Section 28 of the Waterford Zoning Regulations.
2. Application PL-25-10 meets the requirements of Connecticut General Statutes Chapter 124 §8-3 governing changes of zoning regulations and districts.
3. The proposed regulation amendments are consistent with the Plan in meeting the stated goals of the Quality of Life Chapter (Pg. 38) by allowing a campgrounds use through the issuance of a Special Permit with criteria and standards as proposed will contribute to preserving the natural resources and open space, thereby enhancing people's sense of quality of life.
4. The proposed requirement to preserve no less than 25% of the parcel area in its natural state in order to promote passive recreation use and protect sensitive natural and archeological areas is consistent with the Community Character chapter of the Plan (Pg. 36).

MOTION: Motion made by M. Elbaum, seconded by D. Crum to approve Application #PL-25-10 to amend Zoning Regulations Sections 1, and add Sections 3.45 and 6.2.11 – Campgrounds to include the modifications proposed in exhibit 12 and exhibit 15 and to adopt the findings 1 thru 4 of the Staff Report dated July 22, 2025 with an effective date of August 15, 2025.

VOTE: 5-0

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

G. Massad modified the agenda to move the Public Hearing for PL-25-12 to later in the evening.

#PL-25-13 Request of Covenant Park, LLC, owner, Robert Schacht, managing member, for a Special Permit review and approval for Agritourism Events on property located at 109 Huntsbrook Road, RU-120 Zone in accordance with Section 3.41, 22 and 23 of the Zoning Regulations and as shown on plans entitled "Event Plan, Prepared for Covenant Park, LLC for Hunts Brook Farm Fishery dated 5/21/25 last revision 5/30/25"
PUBLIC HEARING MUST OPEN BY: 8/14/2025

The public hearing was opened at 8:25 pm.

M. Wujtewicz read the exhibit list into the record.

EXHIBIT 1 - Application (8 pages)
EXHIBIT 2 - Statement of Use (5 pages)
EXHIBIT 3 - Site Plan "Event Plan, Prepared for Covenant Park, LLC for Hunts Brook Farm Fishery dated 5/21/25 last revision 5/30/25"
EXHIBIT 4 - Public Hearing Notice run in The Day newspaper July 8, 2025 and July 15, 2025
EXHIBIT 5 - Notice of Public Hearing to Applicant dated June 25, 2025 (4 pages)
EXHIBIT 6 - Referral to Katie Haring, MCTC, Montville Town Clerk dated June 18, 2025
EXHIBIT 7 - Certified Mail Receipts to Abutting Property Owners
EXHIBIT 8 - Town of Waterford Assessors Street Card for 109 Huntsbrook Rd.
EXHIBIT 9 - Staff Report

R. Schacht was present as the representative from Covenant Park, LLC. R. Schacht reviewed with the Commission the submitted Statement of Use.

G. Massad asked three times if anyone would like to speak for or against the application.

MOTION: Motion made by T. Conderino, seconded by K. Barnett to closed the public hearing for PL-25-13.

VOTE: 5-0

G. Massad modified the Agenda to move the review of PL-25-13 to the next item.

#PL-25-13 Request of Covenant Park, LLC, owner, Robert Schacht, managing member, for a Special Permit review and approval for Agritourism Events on property located at 109 Huntsbrook Road, RU-120 Zone in accordance with Section 3.41, 22 and 23 of the Zoning Regulations and as shown on plans entitled "Event Plan, Prepared for Covenant Park, LLC for Hunts Brook Farm Fishery dated 5/21/25 last revision 5/30/25"
PUBLIC HEARING MUST OPEN BY: **8/14/2025**

M. Wujtewicz reviewed the staff report with the Commission.

The Commission discussed the following findings listed in the staff report:

1. The property is located within the RU-120 (Rural Residential) Zone District.
2. The property is eligible for the establishment of Agri-tourism uses in that it meets the criteria of Section 3.41.2(a) of the Zoning Regulations.
3. Agri-tourism uses are allowed through the issuance of a Special Permit in accordance with Section 6.2.9 of the Zoning Regulations.
4. A site plan was submitted which is consistent with Sections 3.41 and 22 of the Town of Waterford Zoning Regulations.
5. The report provided by the applicant in accordance with Section 23.5 identifies the findings required to be found consistent with sections 23.5.1 through 23.5.9.

MOTION: Motion made by T. Conderino, seconded by K. Barnett to Site Plan/Special Permit application #PL-25-13 for conducting Agri-tourism events at 109 Huntsbrook Road as shown on Site Plan (Exhibit 3) and to adopt the findings 1 thru 5 of the staff report dated July 22, 2025.

VOTE: 5-0

5. APPLICATION REVIEW
PL-25-8 – Request of LEARN, applicant; Town of Waterford, owner; for site plan approval for a new School located at 51 Daniels Avenue, R-40 zone, in accordance with Section 5.1.3 and 22 of the Zoning Regulations and as shown on plans entitled "LEARN – Early Childhood School, 51 Daniels Avenue, Waterford, CT State Project Number: 245-0090 MAG/N/PF" dated 05/05/2025.
ACTION REQUIRED BY: **7/17/2025**
EXTENSION GRANTED TO: **7/22/2025**

Matt Ranelli, Attorney, Gina Musinski, Traffic Engineer, Kate Gagnon, PE, Kate Ericson, Executive Director LEARN, Ryan Dolan, Julie Pendleton and Katelyn Chapin, AIA were present for the application.

M. Ranelli reviewed with the Commission the proposal to demolish the existing Southwest School building and rebuild a new magnet elementary and day care public school. The new facility is expected to service 574 students. The Town will retain 4 acres of the existing site that will contain a new pickleball court and the existing cell tower. He noted that supporting early education and elementary education is consistent with the Town's POCD.

K. Gagnon reviewed with the Commission the proposed parking and traffic circulation patterns. She noted there will be queuing for 11 buses interior to the site, and the busses will not back up

onto Daniels Avenue. Lengthy discussion ensued regarding modifying the northern parking lot traffic circulation to one way only. D. Crum asked about the possibility of widening the daycare drop off parking spaces to allow for easier drop off.

The southern parking lot was discussed. K. Gagnon noted that there is adequate parking and queuing length for car drop/off and pickup that would not back up onto Daniels Avenue. The design of the parking and interior traffic circulation patterns separate the busses from the personal vehicle drop off/pickup. K. Gagnon noted there is more than adequate overall parking for the school.

K. Gagnon reviewed the stormwater mitigation plan for the development. She noted that the stormwater currently is not treated. They have worked to respond to the third party consultant SLR comments.

G. Musinski, reviewed the traffic report and noted it is the professional opinion of Fuss & O'Neil that there are no negative traffic impacts identified with the proposed project.

K. Barnett questioned if safety bollards and planters are incorporated into the project. K Gagnon noted that safety has been incorporated into the plan and that the Police Dept has reviewed the plans for safety as well as traffic and has stated their concerns have been adequately addressed. Atty Rinelli presented the Commission a copy of an email which was in the record from Police Chief Marc Balestracci to Mark Wujtewicz dated July 9, 2025 stating the Police Department's concerns regarding safety and traffic have been satisfactorily addressed.

M. Wujtewicz reported that the applicant had met with the Design Review Board earlier that evening and had asked for additional landscaping within the southern parking lot, flag poles and a photometric plan. He reviewed the staff report with the Commission.

The Commission discussed the following findings:

1. The application is for a use subject to a Site Plan approval, pursuant to Section 5.1.3 of the Waterford Zoning Regulations.
2. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations, subject to modifications and conditions listed.
3. The Waterford Conservation Commission issued Inland Wetland Permit# C-25-06 for regulated inland wetland activities.
4. The Waterford Conservation Commission issued a report of its action on application #C-25-06 in accordance with CGS §8.3(g).
5. This application has been reviewed by the Town of Waterford Design Review Board in accordance with Section 22b of the Waterford Zoning Regulations and which Board submits a positive report to the Planning and Zoning Commission with the following recommendations:
    1. Additional landscaping within the southern parking lot
    2. Flag poles be added to the plan at appropriate locations
    3. A photometric plan be added to the plan set

The Commission discussed the following modification and conditions:

1. Any of the outstanding items referenced in the Peer Review- Site Plan and Stormwater Management report provided by SLR dated June 25, 2025 be adequately addressed prior to filing the final plans on the land records.
2. All conditions of approval for Inland Wetland Permit #C-25-06 shall be incorporated into this decision as if fully set forth herein.
3. The recommendations by the Design Review Board listed in Finding 5 be included in the final plans prior to filing on the land records.

MOTION: Motion made by M. Elbaum, seconded by D. Crum to approve with modifications and conditions, the Site Plan for the Project LEARN proposed school facility application #PL-25-8 located at 51 Daniels Avenue, with modifications and conditions 1 thru 3 and to adopt the findings 1 thru 5 of the staff report dated July 22, 2025 and to modify the traffic circulation within the northern parking lot to be one way through the use of signage and pavement markings.

VOTE: 5-0

PL-25-9 – Request of LEARN, applicant; Town of Waterford, owner; for site plan approval for new Pickleball Courts located at 51 Daniels Avenue, R-40 zone, in accordance with Section 5.1.4 and 22 of the Zoning Regulations and as shown on plans entitled "Waterford Pickleball Courts and Parking, 51 Daniels Avenue, Waterford, CT" dated 05/05/2025.

ACTION REQUIRED BY: **7/17/2025**
EXTENSION GRANTED TO: **7/22/2025**

Matt Ranelli, Attorney, and Kate Gagnon were present for the application. M. Ranelli noted that the Town is retaining approximately 4 acres from the sale of the Southwest School property to LEARN. LEARN is to construct 2 pickleball courts and 8 parking spaces along with an ADA compliant sidewalk. The access to the parking lot will be from the interior driveway that will service the adjacent Project LEARN school facility. No other structures or improvements are proposed with the project. There will be no utilities or site lighting on the site.

K. Barnett asked if there will be signage for the pickleball courts. M. Ranelli noted it would be the Town's responsibility.

The Commission discussed the following findings:

1. The application is for a use subject to a Site Plan approval, pursuant to Section 5.1.4 of the Waterford Zoning Regulations.
2. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations.
3. The Waterford Conservation Commission issued Inland Wetland Permit# C-25-07 for regulated inland wetland activities.
4. The Waterford Conservation Commission issued a report of its action on application #C-25-07 in accordance with CGS 8.3(g).
5. The creation of the pickleball courts as proposed qualifies as a municipal improvement in accordance with Connecticut General Statute 8-24.
6. The improvements proposed are consistent with the 2012 Plan of Conservation and

Development in that it increases the opportunity for active recreational use and enhances the quality of life for the Town by contributing to the overall character of Waterford. (Pgs. 38 & 39 of the Plan)

The Commission discussed the following condition:

1. All conditions of approval for Inland Wetland Permit #C-25-06 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by D. Crum, seconded by M. Elbaum to approve the Site Plan including the finding of consistency with the 2012 Plan of Conservation and Development pursuant to Connecticut General Statute 8-24 for the proposed pickleball courts application #PL-25-9 located at 51 Daniels Avenue, with condition 1 and to adopt the findings 1 thru 6 of the staff report dated July 22, 2025.

VOTE: 5-0

5. PUBLIC HEARING

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

The public hearing was opened at 9:50 pm.

MOTION: Motion made by T. Conderino, seconded by K. Barnett to continue the public hearing to next meeting.

VOTE: 5-0

7. ADMINISTRATIVE REVIEW

No discussion occurred.

8. CORRESPONDENCE

The Commission noted that they had received two letters from Narciss Greene dated June 14, 2025 regarding "Building with Sustainability in Mind".

9. COMMISSION BUSINESS

No discussion occurred.

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by T. Conderino to adjourn at 9:55 pm.

VOTE: 5-0

Respectfully Submitted,

Katrina Kotfer

Katrina Kotfer
Recording Secretary