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Planning & Zoning Commission
Waterford Town Hall

December 14, 2021
6:30 PM

Members Present: G. Massad, J. Bashaw, K. Barnett, T. Bleasdale, K. Petrini
Alternates Absent: J. DiBuono
Staff Present: A. Piersall, Planning Director; M. Wujtewicz, Planner; M. FitzGerald, Environmental Planner; D. Choisy, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairman Massad called the meeting to order at 6:30.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to approve the November 9, 2021 meeting minutes as written.

VOTE: 5-0

3. RECEIPT OF APPLICATIONS

#PL-21-15 – Request of the Town of Waterford Board of Selectmen for municipal improvement in accordance with Section 8-24 of the Connecticut General Statutes for the Waterford Community Park Master Plan.

A. Piersall stated that this item appears later on the agenda for the Commission's review.

4. INFORMAL DISCUSSION WITH COMMISSION – PROPOSED FARMER'S COW

Project Engineer Kevin Soli of Solli Engineering, Michael Godin of Phase Zero and Karlin Linhardt of Farmer's Cow gave a brief overview of this proposed project to be located at the old Papa Gino's/D'Angelo's restaurant space at 117 Boston Post Road. Commission members offered comments and suggestions.

5. PUBLIC HEARINGS

#PL-21-13 – Application of the Waterford Planning & Zoning Commission to amend Section 3.40 of the Waterford Zoning Regulations (Uses Subject to a Moratorium) to establish a temporary moratorium on the application, installation or creation of any Cannabis Establishment.

M. Wujtewicz read the following exhibits into the record:

EXHIBIT 1 - Application

a) Application

b) Proposed regulation amendments

EXHIBIT 2 - Notice of Public Hearing advertised in the Day newspaper on November 30, 2021 and December 7, 2021

EXHIBIT 3 - Certified copy of the Zoning Regulations effective through September 15, 2021

EXHIBIT 4 - Memorandum dated November 18, 2021 from the Economic Development Commission regarding Cannabis Policy Recommendations.

A. Piersall reviewed and entered into the record as Exhibit 5 a presentation outlining the contents of the application.

Chairman Massad asked if there were any members of the public that wished to speak regarding this application.

Dan Radin, Chairman of the Economic Development Commission and RTM member briefly reviewed the information contained in Exhibit 4.

Chairman Massad asked if there were any other members of the public that wished to speak regarding this application. There were no additional public comments.

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to close the public hearing for Application #PL-21-13 at 7:22.

VOTE: 5-0

#PL-21-14 – Application of the Waterford Planning & Zoning Commission to amend the following Sections of the Waterford Zoning Regulations: Section 20 (Parking), Section 21 (Free Standing Signs), Section 22 (Topographic Data Requirements for Site Plans) and Multi Family Dwelling Standards.

M. Wujtewicz read the following exhibits into the record:

EXHIBIT 1 - Application

a. Application

b. Proposed regulation amendments

EXHIBIT 2 - Notice of Public Hearing advertised in the Day newspaper on November 30, 2021 and December 7, 2021

EXHIBIT 3 - Certified copy of the Zoning Regulations effective through September 15, 2021

A. Piersall reviewed the proposed regulation amendments (Exhibit 1b). She stated that the amendments being proposed will clarify some language and make other regulations more consistent with state legislation.

Chairman Massad asked if any members of the public wished to speak regarding this application. There were no public comments.

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to close the public hearing at 7:30.

VOTE: 5-0

6. APPLICATION REVIEWS

#PL-21-12 – Request of Waterford Woods, LLC, owner and applicant for modification of an approved site plan for property located at 384 & 394 Willetts Avenue Extension in accordance with Sections 16, 18 and 22 of the Zoning Regulations and as shown on plans titled “Waterford Woods Site Modification Plans” dated 11/18/20, revised to 9/21/21.

M. Wujtewicz stated that the Conservation Commission granted a permit to the applicant on 11/18/21. He said that the applicant’s agent had received a copy of the Staff report dated December 14, 2021 and is amenable to the conditions of approval contained in it.

B. Handfield noted that Commission members had stated concerns regarding parking at the clubhouse. He stated that use of the clubhouse will be for residents of Waterford Woods and their guests only.

MOTION: Motion made by J. Bashaw, seconded by G. Massad, to find that:

1. The parcel is located within the C-MF Zoning District as identified on the most recently adopted Zone District Map
2. The project qualifies as a modification to an existing site plan previously approved by the Planning and Zoning Commission through Permit#PL-21-1.
3. With modifications as specified within the staff report, the site plan conforms to Section 22 of the Town of Waterford Zoning Regulations.
4. The Waterford Conservation Commission issued Inland Wetland Permit# C-21-12 for regulated inland wetland activities.
5. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS 8-3(g) dated November 22, 2021.
6. 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 with conditions to the Planning and Zoning Commission.

And to approve Application #PL-21-12 with the following conditions:

1. The proposed location of the clubhouse and associated site improvements are within the FEMA designated Special Flood Hazard Area A as identified on current FEMA mapping. The applicant has requested a Letter of Map Amendment (LOMA) from FEMA to modify the boundary of the designated Special Flood Hazard Area. If the LOMA is not approved by FEMA by the time the applicant is prepared to file the final plans on the land records, then required documentation shall be submitted by the applicant verifying that the clubhouse will be elevated and/or the building will be flood proofed in accordance with FEMA requirements and the Town of Waterford Zoning Regulations relative to construction of nonresidential structures within a FEMA Special Flood Hazard Area.
2. Roof trim of the building is to be changed to a color and style to

match and blend with the Natural Wood elements of the building.

3. All conditions of approval for Inland Wetland Permit #C-21-12 shall be incorporated into this decision as if fully set forth herein.
4. Use of the clubhouse is to be limited to residents and guests of Waterford Woods only.

VOTE: 5-0

#PL-21-13 – Application of the Waterford Planning & Zoning Commission to amend Section 3.40 of the Waterford Zoning Regulations (Uses Subject to a Moratorium) to establish a temporary moratorium on the application, installation or creation of any Cannabis Establishment.

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation Adult Use Cannabis (“The Act”) became effective July 1, 2021, and that the Commission finds that the uses defined and enabled in “The Act” affect the health, safety and welfare of Waterford’s citizens, and that a temporary limited moratorium is needed in order to properly develop restrictions and standards for the implementation of uses enabled by “The Act”. Effective date: 12/31/21

VOTE: 5-0

#PL-21-14 – Application of the Waterford Planning & Zoning Commission to amend the following Sections of the Waterford Zoning Regulations: Section 20 (Parking), Section 21 (Free Standing Signs), Section 22 (Topographic Date Requirements for Site Plans) and Multi Family Dwelling Standards.

J. Bashaw noted that in section 20.9.b, the height of the required curbing is not stated, and suggested that that section be amended to note that the curbing needs to be 6” high.

MOTION: Motion made by J. Bashaw, seconded by K. Barnett, to approve the regulation amendments noted in Application #PL-21-13 with the addition to Section 20.9.b that 6” high curbing be required. Effective Date: 12/31/21

VOTE: 5-0

#PL-21-15 – Request of the Town of Waterford Board of Selectmen for municipal improvement in accordance with Section 8-24 of the Connecticut General Statutes for the Waterford Community Park Master Plan.

A. Piersall stated that the Board of Selectmen endorsed the Waterford Community Park Master Plan at their last meeting. She noted that this application for CGS 8-24 approval for the Master Plan only, not the final site plan.

Chad Frost of Kent & Frost reviewed changes made to the Master Plan since the last time the Commission reviewed it.

MOTION: Motion made by J. Bashaw, seconded by G. Massad, to find that the Proposed Waterford Community Park Master Plan is consistent with the Plan of Preservation, Conservation and Development, and to forward a positive report to the RTM in accordance with CGS 8-24.

VOTE: 5-0

7. CORRESPONDENCE

No correspondence was received.

8. COMMISSION BUSINESS

A. Review of past months and ongoing projects

B. Upcoming projects

A. Piersall updated the Commission on the status of ongoing projects and projects that may be coming before the Commission.

9. ADMINISTRATIVE REVIEW

A. Request for feedback on the first draft of a scope of work for the upcoming Plan of Conservation and Development update

The Commission will review this item at a future meeting

B. Review of Fiscal Year 2021 Annual Report.

The Commission will review this item at the next meeting.

C. Review of Commission Budget for Fiscal Year 2023

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to approve the FY2023 Budget as drafted.

VOTE: 5-0

It was the consensus of the Commission to cancel the meeting scheduled for December 21, 2021.

10. ADJOURNMENT

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to adjourn the meeting at 8:20.

VOTE: 5-0

Respectfully Submitted,



Dawn Choisy
Recording Secretary