

MINUTES

Planning & Zoning Commission
Waterford Town Hall

November 7, 2011
7:00 PM

Members Present: G. Hughes, J. Auwood, T. Ward
Members Absent: E. Maguire, D. Award
Alternates Absent: A. Laben (2 vacancies)
Staff Present: T. Wagner, M. Wujtecwicz, D. Choisy

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Acting Chairperson Hughes called the meeting to order at 7:22. No alternates were appointed

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Auwood, seconded by T. Ward, to approve the minutes of the October 24, 2011 meeting as written.

VOTE: 3-0

3. RECEIPT OF APPLICATIONS

#PL-11-1 – Request of Samal Holdings LLC, owner; Kevin Reardon, applicant for special permit and site plan approval for a 2-story addition to an existing office building at 26 Clark Lane, NBPO zone, in accordance with Sections 7.a, 19, 22 & 23 of the Zoning Regulations and as shown on plans entitled “Reardon Insurance Proposed Addition,” dated October 19, 2011.

M. Wujtecwicz stated that this application is in order for receipt and will be scheduled for a public hearing.

#PL-11-3 – Request of the Town of Waterford Planning and Zoning Commission to amend the Zoning Regulations by amending Sections 11.2.11, 22.4.3, 25.1, 25.1.2o, 25.1.4, 25.1.4a and 25.1.5c; and adding section 25.1.5f as they pertain to the processing of earth materials and deleting sections 5.2.8, 6.2.9 and 11.2.9 relative to septic tank and/or solid waste disposal.

T. Wagner stated that this application is in order for receipt. The public hearing has been scheduled for December 5, 2011.

4. APPLICATION REVIEWS

#PZ2010-027 – Request of Thomas McAvoy, owner and applicant; Hayward-Holbrook Engineers, agent for site plan approval to locate a sandwich shop at 166 & 168 Waterford Parkway North, C-R zone, in accordance with Sections 9 & 22 of the Zoning Regulations and as shown on plans entitled "Property Survey Prepared for Thomas J. McAvoy" dated 12/7/05 with revisions to 9/23/11.

Neither the applicant nor his agent were present. T. Wagner stated that Staff has questions for the applicant regarding sight lines exiting the site, proposed clearing, and screening of the loading zone. These concerns will be sent to the applicant, and this application will be further reviewed at the next meeting.

5. ADMINISTRATIVE REVIEW

Draft 2012/2013 Budget

The Commission reviewed the draft 2012/2013 budget, and recommended reductions in the budgets for advertising, postage and fuel. T. Wagner stated that the Commission's recommendations will be incorporated into the final budget.

MOTION: Motion made by J. Auwood, seconded by T. Ward, to approved the 2012/2013 budget as amended.

VOTE: 3-0

T. Wagner requested that the Commission vote onto the agenda a request for an in-series transfer of funds.

MOTION: Motion made by T. Ward, seconded by J. Auwood, to vote the request for an in-series transfer of funds onto the agenda.

VOTE: 3-0

MOTION: Motion made by T. Ward, seconded by J. Auwood, to approve the following in-series transfer of funds:

From:	10110 52010	Advertising	- \$750
To:	10110 52060	Printing	- \$750

VOTE: 3-0

6. CORRESPONDENCE

7. ADJOURNMENT

MOTION: Motion made by T. Ward, seconded by J. Auwood, to adjourn the meeting at 7:30.

VOTE: 3-0

Respectfully Submitted,

Dawn Choisy
Recording Secretary