

**MINUTES
SPECIAL MEETING**

Planning & Zoning Commission
Waterford Town Hall

October 24, 2011
7:00 PM

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

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Acting Chairperson Hughes called the meeting to order at 7:00. A. Laben was appointed to sit for E. Maguire.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Auwood, seconded by D. Award, to approve the minutes of the October 17, 2011 meeting as written.

VOTE: 5-0

3. RECEIPT OF APPLICATIONS

No new applications were received.

4. PUBLIC HEARING

#PZ2011-017 – Request of Charter Oak Federal Credit Union, applicant; CLA Engineers, Inc., agent, to amend the Zoning Regulations by adding to Section 11 (General Industrial) the following: 11.1.16 – Financial Institutions

Acting Chairperson Hughes opened the public hearing and read the exhibits into the record:

EXHIBIT A - Application and Support Materials
EXHIBIT B - Notice of Public Hearing advertised in the Day newspaper on October 10, 2011 and October 17, 2011
EXHIBIT C - Certified Copy of the Town of Waterford Zoning Regulations – effective date August 26, 2011
EXHIBIT D - Memo dated October 21, 2011 from Thomas Wagner to the Planning & Zoning Commission.

Tom Cummings of CLA Engineers stated that the applicant is proposing to relocate their corporate offices from Groton to a 10 acre parcel located on Hartford Turnpike. The area is zoned General Industrial, which presently allows professional offices as a permitted use, however

the applicant would like to utilize a portion of the building as a bank, and financial institutions are currently not allowed in the zone. He noted that financial institutions are allowed in other industrial zones.

Sabrina Foulk of Point One Architects reviewed a preliminary rendering of the proposed building. She stated that they are proposing access to the site from both Hartford Turnpike and Industrial Drive.

T. Wagner stated that currently four other districts allow for a combination of professional offices and financial institutions, and adding financial institutions to this district is not inconsistent with the Plan.

Acting Chairperson Hughes asked if there was anyone present who wished to speak regarding this application. There being no further comments or questions, the public hearing was closed at 7:10.

5. APPLICATION REVIEWS

#PZ2011-017 – Request of Charter Oak Federal Credit Union, applicant; CLA Engineers, Inc., agent, to amend the Zoning Regulations by adding to Section 11 (General Industrial) the following: 11.1.16 – Financial Institutions

T. Wagner stated that Staff recommends approval based on the fact that the proposal is:

1. consistent with the fabric of the comprehensive zoning regulations and zoning map
2. will provide for reasonable mixed use, and
3. consistent with the Plan of Development.

MOTION: Motion made by J. Auwood, seconded by T. Ward, to approve application #PZ2011-017 to add Financial Institutions to the General Industrial Zone for the reasons stated. Effective date: 11/15/11

VOTE: 5-0

#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.

Attorney Nancy Dubicki, representing the applicant, distributed a photograph, elevations and a proposed floor plan to the Commission. He stated that the applicant is proposing to locate a Subway sandwich shop in the old schoolhouse on the site. Two tables are proposed in the building, however the majority of the business will be take-out. The building is currently being used as a residential rental, which is non-conforming and inconsistent in the C-R zone. The existing building will be renovated, and the use is consistent with the Plan of Development.

Project Engineer Art Hayward reviewed the site. He stated that the site is challenging, and the plans have been revised to address Staff's comments. Eleven parking spaces are required, and

provided. The site is served by public water and an on-site septic system, which has been approved by the Ledge Light Health District. The Department of Transportation has approved the plan. Mr. Hayward stated that the applicant wants to keep as many of the existing trees on the site as possible. A loading area has been provided.

Mr. Hayward reviewed the turning radii with the Commission. He noted that trucks will exit left out of the site toward the highway. The curbing has been designed for a 60 foot truck. Attorney Dubicki submitted a photograph of a Sysco truck commonly used.

T. Wagner stated that maneuvering on the site has been a concern of Staff. He asked if a franchisee has been determined. Attorney Dubicki replied that Subway corporate is interested in the site, and is not sure if there will be a franchisee. Mr. McAvoy stated that Subway will not begin negotiations until the approvals are in place.

Mr. McAvoy stated that the look of the building will not change, however a new roof and an additional entrance will be provided. A proposed floor plan was submitted with the application. T. Wagner stated that the design is constrained by the amount of available space.

The Commission stated concerns with the turning radii, and the location of the dumpster will cause parking spaces to be blocked when the dumpster is being emptied.

T. Wagner noted that the entrance is 26' curb to curb, and asked if it can be widened. A. Hayward replied that it can be.

T. Wagner asked what measures can be taken to prevent vehicles from pulling up in front of the site instead of using the parking lot. A. Hayward replied that they can either plant shrubs, or the Commission can stipulate fencing.

D. Award questioned why a septic system is being proposed instead of connecting to the municipal sewer system. A. Hayward replied that the closest sewer connection is in front of Walmart. T. Wagner stated that since sewer is not available on the site, the applicant has the right to apply to the health district for a septic system; however, Staff will try to determine where the sewer connection is prior to the next meeting.

D. Award asked about signage. Attorney Dubicki replied that any signage will conform to the zoning regulations. T. Wagner reminded the applicant and Commission that signs are to orientated to the service road and not I-95.

T. Wagner suggested that the Commission members visit the site prior to the next meeting.

6. ADMINISTRATIVE REVIEW

2012 Meeting Schedule

MOTION: Motion made by J. Auwood, seconded by D. Award, to approve the 2012 meeting schedule as drafted.

VOTE: 5-0

Election of Officers

MOTION: Motion made by J. Auwood, seconded by T. Ward, to maintain the current slate of officers: Chairman – E. Maguire and Secretary – G. Hughes.

VOTE: 5-0

2010-2011 Annual Report

MOTION: Motion made by D. Award, seconded by A. Laben, to approve the 2010-2011 Annual Report as drafted.

VOTE: 5-0

Request for Plan Modification – Coastal Site Plan Review #PZ2007-037, 27 Park Drive

The Commission reviewed a letter from property owner John Harrington dated October 17, 2011 requesting that the Commission allow some modifications to the approved plans. He is requesting the modifications in order to obtain a certificate of occupancy. T. Wagner stated that the slope failed during storm Irene. The DEEP has looked at the site. Staff wants to prevent him from cutting any additional vegetation on the slope.

MOTION: Motion made by T. Ward, seconded by J. Auwood, to accept the modification to #PZ2007-037 of removing the regrading and re-establishment of the slope on the condition that a planting time schedule be provided and any installation of snow fencing at the toe of slope be reviewed with staff. Any additional work will require further approval from the Commission.

VOTE: 5-0

7. CORRESPONDENCE

8. ADJOURNMENT

MOTION: Motion made by T. Ward, seconded by D. Award, to adjourn the meeting at 8:10.

VOTE: 5-0

Respectfully Submitted,

Dawn Choisy
Recording Secretary