



Town of Griswold



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GRISWOLD PLANNING & ZONING COMMISSION

REGULAR MEETING MINUTES

FEBRUARY 8, 2010

GRISWOLD TOWN HALL

I. REGULAR MEETING (7:00 P.M.)

1. Call to order:

2. Roll Call:

Present: Chairperson Gail Rooke-Norman, Members Daniel DeGuire, John Taylor, Alternates Erica Bevis, Heather Edge, Lawrence Laidley, ZEO Peter Zvingilas, Town Planner Carl Fontneau, Recording Secretary Donna Szall

Absent: Vice Chair Martin McKinney, Secretary Courtland Kinnie

3. Determination of Quorum:

G. Rooke-Norman appointed H. Edge to sit for M. McKinney and E. Bevis to sit for C. Kinnie. There was a quorum for this regular meeting.

4. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of January 11, 2010

G. Rooke-Norman asked for corrections or omission. H. Edge made a motion to approve the minutes as presented. G. Rooke-Norman seconded the motion. All were in favor. The ayes carried.

5. Correspondence and Attachments:

A. Letter received January 25, 2010 from Ryan Aubin, Director of Recreation and Youth & Family Services requesting a Section 8-24 Review regarding revisions to the town-owned T-Ball Field and improvement to the community playground.

G. Rooke-Norman stated that this item will be discussed during another item on the agenda. She asked C. Fontneau if there was any other correspondence. C. Fontneau explained that there is a letter from N. Stonington regarding regulation changes to home occupations which is not relevant to Griswold. G. Rooke-Norman asked members to save this letter and use it as a reference when reviewing town regulations.

6. Matters Presented for Consideration:

A. **ZP 09-10 Mercer, Tammy L, 124 North Main Street, Jewett City, CT 06351. Property location: 124 North Main Street, Jewett City, CT.** Applicant requests approval of a Zoning Permit for a barber shop and salon in an existing commercial building. Property is zoned B-C.

C. Fontneau stated that the applicant did not meet with him after the last meeting but that the building was destroyed in a fire and recommended that the application be denied. There was discussion of this matter including that a letter of denial will be sent to the applicant at the address on the application as well as to the property owner Keith Burzycki.

G. Rooke-Norman asked for a motion to deny without prejudice based on an incomplete application. J. Taylor made a motion to deny this application without prejudice based on an incomplete application. D. DeGuire seconded the motion. All were in favor. The ayes carried

7. **Additional Business:**

A. Request for a Section 8-24 Review of revisions to the town-owned T-Ball Field and improvement to the community playground by Ryan K. Aubin, Director of Griswold Recreation and Youth & Family Services.

G. Rooke-Norman asked if there was someone to present the request. Ryan Aubin and John Faulise made their presentation. G. Rooke-Norman asked J. Faulise if he has done this work pro bono. J. Faulise stated yes. G. Rooke-Norman stated to let the record show that J. Faulise has not been retained by the town of Griswold for this application and all work is pro bono for the recreation department. He submitted full size copies of the plan to the commission

J. Faulise explained the location of the site with the existing base ball field, the playground at the rear of the fire house and a proposed T-Ball field; this property is owned by the Borough of Jewett City at the corner of Wilson Street and Hill Street. He explained that grants were secured to make improvements to this property in 2009.

J. Faulise explained the corrections to the drainage that included replacement of an existing catch basin and installation of bituminous concrete curbing and which drains to a double catch basin and curtain drains to collect surface and ground water to the drainage system. He stated that there will be 18 inch stone bedding under the playground with curtain drains to collect the water to the proposed drainage system. He stated that the grade will be elevated for the T-ball field; and the T-ball field and the playground will have 5 ft. wide walkways that is ADA accessible with bleachers on both sides and fencing for the T-ball field and landscaping improvements with plantings along the area.

J. Faulise stated that the playground equipment will be replaced with the school playground equipment from the elementary school project.

L. Laidley arrived at 7:15 p.m.

G. Rooke-Norman asked what provisions were made for parking. J. Faulise stated that there have been no provisions made for parking and explained that there is addition parking at the skate board park that will be paved and striped. G. Rooke-Norman asked if it was completed. J. Faulise stated that the skate park is completed but that the paving it has not been completed yet and will help service the area. G. Rooke-Norman asked when it will be completed.

Ryan Aubin, Griswold Recreation explained that they must wait for warmer weather to do the paving. G. Rooke-Norman asked if it will be done in spring. Ryan Aubin stated that he was not sure. J. Faulise stated that the grants provided some funding for this but there will be fund raising for the additional paving. There was discussion of this matter.

J. Faulise stated that the parking for the ball field has always been different. The grassy area for parking is not used in inclement weather when base ball games are canceled. J. Faulise stated that now that there is a layout for parking they can work in that direction.

G. Rooke-Norman asked for questions. E. Bevis asked if it will be level on the T-ball field. J. Faulise stated that the T-ball field is a 3 to 1 slope toward the fence in the back and the space needed for the field is very small. There was discussion of this matter.

E. Bevis asked when the project will be done. J. Faulise stated that the T-ball field and playground will be completed for April.

G. Rooke-Norman asked if there will be lights. J. Faulise stated that will be no lighting for use. G. Rooke-Norman asked if there will be lighting on the playground. J. Faulise stated that there is security lighting at the back of the fire house and there are two street lights. There was discussion of this matter including that there should be video security. G. Rooke-Norman asked about the plantings. J. Faulise stated that those are proposed and will be seven 6-8 ft sugar maples.

G. Rooke-Norman voiced her concerns for the lack of security for the playground and far from the street making it difficult for surveillance by the State troopers. J. Faulise stated that they are making it better to see because the elevation will be raised so it will be seen from Wilson Street. G. Rooke-Norman asked if there was money for video security. R. Aubin stated that it was in two phases and that there is no money set aside for video security only for the proposed work. He stated that it would be a good fundraising project. J. Faulise stated that there may be grants through the State Police grants through the resident troopers' office. There was discussion of this matter including the addition of more lighting.

G. Rooke-Norman asked for other questions.

C. Fontneau asked where the drainage goes. J. Faulise explained that there is a 15 inch pipe that ends at the tree line and flows overland for a distance before reaching the river. G. Rooke-Norman asked if there are the appropriate easements. J. Faulise stated that the property is owned by the Borough.

G. Rooke-Norman asked for other questions. G. Rooke-Norman asked for a motion. J. Taylor made a motion to give a favorable 8-24 report to the BOS and consider additional lighting and video cameras for security. E. Bevis seconded the motion. G. Rooke-Norman stated that there should be safeguards to protect the children's safety because of predators. All were in favor. The ayes carried.

R. Aubin stated that the grants are Juvenile Justice Grants for security at the site.

- B.** Discussion of changes to subdivision regulations and zoning regulations and perhaps set a public hearing date for enactment.

There was discussion of the addition of a new section 15.3.7 Signs regarding message board signs for banks in commercial and industrial zones.

C. Fontneau explained the additions of 32 sq. ft. for each face of the message board and listing a time of day from 11 pm to 5 am to except in the event of an emergency message. D. DeGuire had questions about it still being a billboard. G. Rooke-Norman stated that some of the other limitation of the sign regulations such as flashing or strobing or moving video. There was discussion of this matter.

G. Rooke-Norman stated that time limitation of 11 pm to 5 am for messages are good additions except in an emergency so that messages are not running all night. H. Edge asked about the time and temperature should run all night. C. Fontneau stated that it can be arranged so it can revert to only time and temperature between 11 pm and 5 am. There was discussion of this matter including public service messages on bank signs such as amber or emergency messages as necessary.

15.4 Signs on Town-owned property of all Zoning districts. P. Zvingilas asked if there would be advertising on Town-own signs. G. Rooke-Norman stated that there would not be advertising on a town owed sign on town owned property. P. Zvingilas suggested that for 15.4.1 that the message board be reviewed by the commission rather than the zoning office. He asked who would be monitoring the messages. G. Rooke-Norman stated that the school will monitor

messages; the town hall will monitor their messages. C. Fontneau will add the time of day language regarding messages and time and temperature to the bank signs and the borough language. There was discussion of this matter.

G. Rooke-Norman stated that 15.4.1.4 only from 5 am to 11 pm. daily, except for emergency warning messages of public safety interest, and except for time and temperature information which may function 24 hours a day for town own signs; and add similar language to Bank Message Boards in Section 15.3.7 and Section 13.7.11.6 of the Borough.

G. Rooke-Norman recommended adding to 13.7.11.6 to Guidelines after subsequently revised; and is in conformance with all Griswold (Borough) zoning regulations Section 15.1. She asked what section refers to strobing etc. L. Laidley stated that it was Section 15.1.4 this will be added to 15.3.7 as well as in 13.7.11.6 of the Borough.

G. Rooke-Norman asked where was the section where the bank cannot sell advertising by the Banks on message boards. She stated that it can only advertise bank-related products. There was discussion of this matter. C. Fontneau will add language to limit it to only bank-related products.

P. Zvingilas asked about advertising on the school sign, and girls scouts want to sell cookies. G. Rooke-Norman stated that it is up to the school to police what is put on the sign. P. Zvingilas stated that another entity can rent space at the school then it will advertise on the sign. L. Laidley stated that the sign should be for school-related activities. There was discussion of this matter.

H. Edge asked about sponsor signs at the school. C. Fontneau stated that this was on fences on the ball fields and recreational area.

15.4.2 Special Advertising signs may be permitted by Zoning Officer Town-owned structures and fences such as recreational areas and ball fields. C. Fontneau stated that Ryan Aubin had an advertising sign on town property for the ball field. G. Rooke-Norman stated that this should be its own section. C. Fontneau stated that this can be Section 15.5. G. Rooke-Norman stated that this should be distinct from message boards and all message board regulations should be together. There was discussion of this matter.

G. Rooke-Norman stated that message boards should be its own section for commercial enterprises and industrial sections; and a separate section for Town-owned property message boards; and a separate section for special advertising at recreation and ball fields. She stated that sponsors can advertise on message boards.

G. Rooke-Norman asked for other comments from members. H. Edge asked if someone wants to sponsor a sign. G. Rooke-Norman stated that the only place would be the town hall and the school for message board. That would be for special advertising at ball fields. L. Laidley asked it if could be around the frame of the message board. J. Taylor stated that the sponsorship signs are removed after a period of time during the event and then removed. There was discussion of this matter. G. Rooke-Norman stated that message boards are not allow at the recreational facilities and are only at the town hall. G. Rooke-Norman stated that Sponsor signs are restricted to the recreation area and are not on the road. C. Fontneau stated that these areas will be policed by the entity.

G. Rooke-Norman asked C. Fontneau to add the changes for the next meeting.

C. Fontneau stated that the there will be landscape work shop with architect students to design a main street area for the Borough. There was discussion of this matter including that the Borough, Slater Mill Mall and Ashland Street are part of the Municipal Development Plan that will be sent to the State.

G. Rooke-Norman asked C. Fontneau to review the changes to the Borough parking regulations. C. Fontneau explained that he incorporated the first section Town regulations into the Section 11.1 of the Borough to be more in line with town parking requirements. L. Laidley

stated that some of the dimensions may not exist in the Borough because some of the frontages are very small. G. Rooke-Norman stated that the parking dimension will be used from the town regulations. She stated that the parking size be prohibitive when a business comes before the commission as a reuse based on those dimensions. There was discussion of this matter. She asked P. Zvingilas what dimensions that he is determining a parking space. P. Zvingilas states that those come to the commission for review those site plans especially for commercial uses.

G. Rooke-Norman asked C. Fontneau to check with Stonington Borough for their parking regulations and rework the language for the borough parking and to add that the commission would review parking designs on a case by case basis base on the restrictions of adjacent structures, boundaries lines, and preexisting parking areas. There was discussion of this matter including encouragement of the borough's rehabilitation.

C. Annual Review of progress towards the short-term implementation goals in the Plan of Conservation and Development.

G. Rooke-Norman stated that in the 2006 PoCD there were three categories of implementation schedule tier 1 should have been completed already; tier 2 should at least be started with substantial implementation; and tier 3 look at to determine if it is still a substantial priority for us. She stated that in 2011, there should be a structure of review in October/November of 2010 and in October/November 2011 go through the revised plan.

G. Rooke-Norman stated that we will start reviewing tier 1 and 2 of the Implementation section. She asked C. Fontneau to explain transportation plan. C. Fontneau explained we can ask BOS to reconsider a plan for targeted town road improvements. There was discussion of this matter. He stated that a letter can be sent to the other commissions to review their requirements.

There was discussion of a plan to formally abandon unimproved town roads. There was discussion of this matter.

G. Rooke-Norman asked about the Housing Plan. C. Fontneau stated that item 1 has been achieved with new regulations for 55 and over active adult communities. There was discussion of this matter including if there was news of the St. Mary project.

G. Rooke-Norman asked about the Public Services and Facilities Plan. C. Fontneau stated that the Middle School is completed and the elementary school rebuilding has been started. L. Laidley stated that there are plans for a Youth Center and Senior Center on School Street. C. Fontneau stated that the school street site is not adequate for the youth and senior centers. He stated that there are alternative sites discussed with the first selectman.

P. Zvingilas stated he discussed with the selectman that there are 4 acres behind the tennis courts near the schools that can be used for the youth center and community center; or the town to purchase the old convalescent home 20 acres added to the school property to create 120 acres. L. Laidley stated that there is land on Ashland Street next to the Nursing building. There was discussion of this matter including that land can be taken for eminent domain.

L. Laidley stated that there should be grants for alternative energy sources for the town hall such as solar panels for electricity and water heating. There was discussion of this matter including that there are geothermal wells at the elementary school.

G. Rooke-Norman asked about the Focus on Efficiency and Economy. She asked about the stormwater management programs and systems have been met for that priority. C. Fontneau stated that similar language will be added to the town road ordinance to accommodate the practices already in use.

G. Rooke-Norman stated that the Economic Development Plan has been supported for more commercial land uses adjacent to the golf course as well as commercial cluster nodes revised in the regulations and the zoning map. She stated that we have met the targets in that section;

she asked C. Fontneau give feed back from the EDC and the P&Z for future recommendations for the next 5 years.

G. Rooke-Norman asked about Griswold as Competitive Host Community. C. Fontneau stated that there is a dedicated business park district on the zoning map and regulations. He stated that he has modified a tax abatement schedule ordinance statutes for new and existing commercial/industrial development before the BOS for enactment; EDC with Garnet consulting has worked on this and so it is pending. There was discussion of this matter. G. Rooke-Norman asked that the members get a copy of the tax abatement ordinance before it goes to a vote by the town.

G. Rooke-Norman asked about Continuation and Expansion of existing business ventures in Griswold and Jewett City. C. Fontneau stated that Garnet consulting work products can be interpreted to help with business retention or expansion. There was discussion of this matter.

G. Rooke-Norman stated that the reason Griswold is lagging in development is that the buy-in/tie-in fees are higher than Lisbon and the Borough. C. Fontneau explained that the utility now has an amortization schedule for buy-in/tie-in fees for the town but do not get a reduced rate. There was discussion of this matter. G. Rooke-Norman stated that the new members to go to the Jewett City and Griswold Pollution Control Authority meetings to learn about their rate structures and buy-in/tie-in and talk to different people regarding the history.

D. DeGuire left the meeting at 9:00 am.

She asked C. Fontneau to pick up on Natural and Cultural Resources next month. C. Fontneau stated that OPM awarded the town a \$20,000 grant for the revision of the PoCD; but the state has not released the funds this fiscal year. He stated that we will get the funding when it is released by the state. G. Rooke-Norman stated that we will do what we can do and if it comes in next fiscal year that will be good.

8. Old Business:

9. New Business:

10. Reports from the Enforcement Officer:

P. Zvingilas stated that the access for the bus drop-off areas at the middle school and if it should be a one-way. He spoke with superintendent and engineer and they are going along with the idea that the drop-off areas should be one way. He stated that the elementary school's bus drop-off area is one way. They are obtaining the specification from the engineer and they will submit a modified site plan to the commission.

P. Zvingilas stated that he and C. Fontneau had a question regarding the student drop off area and that they recollected that the student drop off area for the fourth and fifth graders would continue to the old entrance of the middle school. P. Zvingilas showed the members the location on the site plan. P. Zvingilas stated that the students walk to the other entrance; there are the buses dropping off; and they drop off in tow stages and there is a lot of traffic and he was concerned for the student safety and all the walking paths. He stated that he was asking what the commission recollected.

L. Laidley explained that there whole classes of students walking between the high school, the middle school and the elementary school during construction when trucks are coming in. He stated that he has waited more than five minutes for students to pass. C. Fontneau stated that he recollected from the public hearing that Jim Sperry stated that the drop off in the font for Special Ed students and the old entrance for the children to mix with the bus drop off but not there are both coming in the same entrance on the side. There was discussion of this matter.

G. Rooke-Norman stated that since the middle school is near completion, a letter should be sent with the questions should be sent to them and they can address those questions when they submit their revised site plan. P. Zvingilas stated that they still need to install the signs and some striping. There was discussion of this matter including which doors are open and which doors are locked.

G. Rooke-Norman asked for a copy of the public hearing for the middle school. This can be given to the building committee for the presentation upon which the approval was based. She stated that there may be reasons why this is happening; but if there is a safety issue, to insure that entrances and exists are monitored for child protection; and if the flow was changed, she stated that they must submit a modified site plan for the change of flow of people and well as for any changes to the physical site. There was discussion of this matter.

P. Zvingilas stated that there was a problem with the silt fences during the heavy rain storm and that they have been reinstalled where the stock pile is located. He stated that in the well field there is a berm for the slurry that held up during the storm. There was discussion of this matter.

11. Adjournment:

G. Rooke-Norman asked for a motion to adjourn. J. Taylor made a motion to adjourn. H. Edge seconded the motion. All were in favor. The meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Donna M. Szall
Recording Secretary