



Town of Griswold



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GRISWOLD PLANNING AND ZONING COMMISSION

REGULAR MEETING
MONDAY, MARCH 14, 2011
GRISWOLD TOWN HALL – FIRST FLOOR MEETING ROOM
28 MAIN STREET, JEWETT CITY, CT 06351

MINUTES

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

1. Call to Order: Chairwoman Rooke-Norman called the meeting to order at 7:02 P.M.

2. Roll Call: Present were Rooke-Norman, MacKinney, DeGuire, and alternate Laidley. Laidley was seated for absent member Taylor.

3. Determination of Quorum: There was a quorum of three plus an additional seated member for a total of the required four.

4. Approval of Minutes

4A. After a short period of minute review, MacKinney MOVED, SECONDED by De Guire TO APPROVE as presented the Minutes of Public Hearing and Regular Meeting of February 14, 2011. MOTION PASSED unanimously. Member Kinnie joined the meeting in progress at 7:04 P.M.

5. Correspondence and Attachments

5A. Request to PZC from DelMac LLC dated February 28, 2011 for release of entire balance of passbook guarantee for “off-site” work on future hotel site in support of PetroMax gas station. Chairwoman Rooke-Norman referred this item of correspondence for discussion in Agenda item # 7A.

6. Matters Presented for Consideration

6A. ZP 06-11, James and Janice Pendergast, property at 8 Quiet Cove Lane in R-60 zone, application for home occupation permit to have a one-chair hair salon in existing space to be finished in an oversized two bay attached garage. Chair Rooke-Norman asked applicant James Pendergast to explain size and configuration of the desired home occupation. A one-chair hair salon with one operator and no

employees would build into a 220 square foot area in the rear of a larger second bay of an attached garage. There would be access through a personnel door on that side of the garage. A least six parking places were available and there would be a maximum of two clients there at any one time. There would be no retail sales of beauty products there and they would put up no sign. There would be no deliveries to the salon since the operator picked up supplies at a wholesale outlet in Norwich. Staff suggested that the size and nature of this home occupation complied with the Zoning Regulations; there was an approval letter from Uncas Health District for this use as well from the standpoint of public health, water and septic use. After some discussion by the members present, DeGuire MOVED, SECONDED by Kinnie, TO APPROVE ZP 06-11 for a home occupation permit at 8 Quiet Cove Lane for a one – chair hair salon for a period of three years ending March 14, 2014. MOTION PASSED unanimously.

6B. SE 02-11, DiRoma Landscaping, LLC, for C-2 zoning district property at 1091 and 1111 Voluntown Road, applicant requests Special Exception under Section 7.3.10 for commercial greenhouse, home garden center, and landscaping contractor facility. Chair Rooke-Norman reviewed briefly the application materials in the project file and offered that this use required a public hearing so that no review or testimony would be taken this evening. MacKinney MOVED, SECONDED by Laidley, to SET A PUBLIC HEARING ON SE 02-11 for 6:30 P.M. on April 11, 2011 in the first floor meeting room of Town Hall, 28 Main Street. MOTION PASSED unanimously. Planner Fontneau said that he would forward copies of application materials to the contract Town Engineer and the Fire Marshall.

7. Additional Business

7A. Consideration of DelMac LLC Request to PZC for Release Remaining Passbook funds for “off-site” work on future hotel site which was required for PetroMax gas station/convenience store/carwash completion. There was one request letter for release of the entire \$7000 retained balance and one email response from Town Engineer DeLuca mentioning some unresolved items including some wetlands plantings not installed as yet in the rear boundary of the stormwater detention ponds, some possible reseeding of the bottom of the detention ponds, some possible reseeding of bare spots on the sides of the detention ponds, and actual payment of what now (acknowledging a partial check received earlier in the day) of the balance of the review and inspection fees. Greg Mackin from DelMac LLC also submitted some additional emails that were exchanged with Engineer DeLuca immediately prior to this meeting. Because there were so many questions about what had happened over six months before and whether some of these issues may have been superseded by a new hotel special permit, Chairwoman Rooke-Norman asked Planner Fontneau to summarize the issues sometime over the next two weeks after the meeting and send materials to the PZC members. At this point, DeGuire MOVED, SECONDED by Laidley, TO TABLE THIS ITEM until the April 11, 2011 meeting, MOTION PASSED unanimously.

9. New Business

The PZC members then skipped over items 7B, and 8 to consider agenda item 9A. regarding items that might be considered in a minor update of the 2007 Plan of Conservation and Development that would begin about July 2011 with the help of a small grant of \$12,000 from OPM about to available. Several updated or new maps were mentioned as being possible to do along with a more complete open space priority plan. ZEO Zvingilas mentioned the need for an open space ordinance should be drafted and taken to Town meeting defining how dedicated open space should be taxed at a minimum rather than as a possible building lot. The Tax Assessor would need such an ordinance to be in force to adjust uniformly parcels that are in dedicated open space. After some discussion among PZC member, Rooke-Norman MOVED, SECONDED by MacKinney that a letter be drafted and sent to the Board of Selectmen, requested them to consider commissioning the Town Attorney to write an ordinance governing open space parcels and their tax assessment per acre. MOTION PASSED unanimously. PZC members also asked to be updated in the April 11 meeting on the status of the open space ordinance letter and the suggested updates to the Plan of Conservation and Development.

10. Reports from the Enforcement Officer

10A. Status of American Legion Project: ZEO Zvingilas reported that the two buildings on Railroad Avenue (the old "Town Pump" and the apartment building) now associated with the American Legion Housing Project had been demolished recently as well as the existing American Legion building being prepared for renovation since the building permit for this large project has been issued.

10B. Determination of "Buildability" Bishops Crossing Lot (Prudence Norman): ZEO Zvingilas asked for guidance from the PZC on how they wanted him to handle a parcel on Bishops Crossing Road that appeared to be not able to be built on due to extensive flood zone and wetlands soil distribution across 95% of the parcel. PZC provided this guidance suggesting that this was up to the ZEO/Building Official and his review of the matter.

10C. Concern about fee level for Home Occupation Permit at the three year renewal. In some of the renewals of home occupation permit over the last few months, it has become obvious that the Land Use Fee Ordinance needs to have an renewal fee for home occupation permit added to the list. A fee of \$100 plus 60 state fee was discussed as more appropriate for renewals versus the \$360 recently charged. Several PZC members suggested that this fee item as well as review of land use fees might be added to the April 11, 2011 agenda.

11. Adjournment With no matters remaining to be discussed, DeGuire MOVED, SECONDED by Laidley, TO ADJOURN THE MEETING at 8:15 P.M.