



Town of Griswold



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GRISWOLD PLANNING & ZONING COMMISSION

REGULAR MEETING MINUTES

APRIL 12, 2010

GRISWOLD TOWN HALL

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

1. Call to order:

G. Rooke-Norman called this regular meeting of the Planning and Zoning Commission to order at 7:05 p.m.

2. Roll Call:

Present: Chairperson Gail Rooke-Norman, Vice Chair Martin McKinney, Secretary Courtland Kinnie, Members Daniel DeGuire, John Taylor, Alternates Heather Edge, Lawrence Laidley, ZEO Peter Zvingilas, Town Planner Carl Fontneau, Recording Secretary Donna Szall

Absent: Alternate Erica Bevis Member

3. Determination of Quorum:

G. Rooke-Norman appointed L. Laidley to sit for J. Taylor and H. Edge to sit for D. DeGuire. There was a quorum for this regular meeting

4. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of March 8, 2010

G. Rooke-Norman asked for corrections or omissions to the minutes. M. McKinney made a motion to approve the minutes. L. Laidley seconded the motion. All were in favor. The ayes carried.

5. Correspondence and Attachments:

G. Rooke-Norman asked C. Fontneau if there are any items to be addressed now. C. Fontneau stated no but that Item A will be discussed later in the agenda. She stated that if members had an issue with any of the correspondence, it can be discussed later in the agenda.

A. Letter dated March 26, 2010 from John U. Faulise, Jr., Boundaries, LLC to Carl Fontneau, Town Planner regarding Architectural Plan review of the Town of Griswold's Sheldon Road Recreation Complex Field House at 211 Sheldon Road, Griswold

- B. Letter dated March 16, 2010 to Ellen Dupont, Town Clerk from Joseph Siner, Secretary, North Stonington Planning and Zoning regarding a public hearing for proposed text amendment
- C. Letter dated March 12, 2010 to Philip E. Anthony, First Selectman from Michael J. Goetz, Chief, Risk Analysis Branch, FEMA Region 1 regarding new digital Flood Insurance Rate Maps and Flood Insurance Study.
- D. Letter from Eastern Connecticut Resource Conservation and Development Area, Inc. regarding latest environmental review team program brochure focusing on farmland viability, inter-municipal greenways and open space corridors, and viable communities
- E. Letter dated March 1, 2010 to Town Clerks from Anthony D'Andrea, PE & LS, Chair of Board of Examiners for PE & LS regarding a statement concerning Geographic Information Systems
- F. CLEARSCAPES, Spring 2010, Newsletter of the Center for Land Use Education and Research at of the University of Connecticut

6. **Matters Presented for Consideration:**

- A. **SUB 01-10 RPM DEVELOPMENT, LLC, 9 Wilderness Acres Drive, Preston, CT 06365. Property Location: 1171 Voluntown Road and Latham Drive, Griswold.** Applicant requests approval of Lakeside Landing, an 8 lot resubdivision consisting of 11.16 ± acres: **lot 1** 50,789± s.f; **lot 2** 118,160± s.f; **lot 3** 56,057± s.f.; **lot 4** 52,218± s.f; **lot 5** 53,639± s.f; **lot 6** 56,775 ± s.f; **lot 7** 58,185± s.f; **lot 8** 40,354 ± s.f; and approval of a request for waiver of Subdivision Regulation Section 5.5 "Open Space". The property is zone C-2.

G. Rooke-Norman asked if there was anyone to represent the applicant. John Faulise, Boundaries, LLC was representing the applicant. He explained that this is a request for a resubdivision of a commercial property and that there is a request for a waiver of open space. He asked that the commission schedule this resubdivision for a public hearing. He stated that there should be a letter from the Health Department and a Wetlands Administrative Ruling.. G. Rooke-Norman stated that those letters are in the file.

J. Faulise stated that there were minor drainage issues that can be addressed during the public hearing. G. Rooke-Norman asked for a motion. C. Kinnie made a motion to accept SUB 01-10 and to set a public hearing for 6:30 p.m. at the Griswold Town Hall for May 10, 2010. M. McKinney seconded the motion. All were in favor. The ayes carried.

- B. **ZP 11-10 FIP Construction, Inc., 10 McKee Place, Cheshire, CT 06410. Property location: 303 Slater Avenue, Griswold.** Applicant requests approval of the Griswold Elementary School construction Phase B Site Logistics Plan. The Property is zone R-40.

G. Rooke-Norman asked if there was anyone to represent the applicant, Phil Reese, Project Manager, FIP Construction stated that they presented an alternate plan for Phase B of the elementary school. He briefly explained the original Plan B and showed the original plan to the commission.

G. Rooke-Norman stated to let the record show that J. Taylor and D. DeGuire arrived at 7:10 p.m.

P. Reese explained that Plan B will be done in two phases Plan B-1 and Plan B-2 He explained Plan B-1 which will be done during the summer and will be completed in April 2011.

He explained phase B-1 that will begin during the summer until April 2011 when they move into the new building. They will complete site work during the summer including the south parking

area, construction of the loop and the new south parking lot, storm drainage, utilities, new site lines until September 1 when school. The paving will have a binder course the parking lots will be larger and the loop road will be installed so there will be full parking.

Jim Sperry, Kaestle Boos, explained that B-1 Phase, the handicapped spaces will be moved back to the original location of the existing building. He stated that the B-2 phase will create additional parking spaces in the lawn area. He showed the he site to the commission. There was discussion of this matter including that the area for the site work will not be fenced during the summer and the fence around the heavy construction will still be there. M. McKinney asked if all the pavement will be paved and lined. J. Sperry stated yes.

G. Rooke-Norman asked about the additional perking area will this be within in regulation set back area. J. Sperry stated that it meets the set back now and that it will be in the set back area. He stated that the road is actually further than how it shows from the area and explained that the parking area in that location is temporary. There was discussion of this matter including that the parking lot can be in the front buffer because it is not a structure and will be gone when the construction is completed..

G. Rooke-Norman asked about the wetlands in the area. C. Kinnie stated that there is a stream that is piped underground and stated that the construction are out of the area of the wetlands. There was discussion of this matter including that the erosion and sedimentation control measures will be in place.

P. Reese explained Phase B-2 starting in April 2011 the children will be in the completed new section. During April vacation the existing fence will be removed and moved to surround the phase B-2 construction. He stated that the parking will already have been built. There will be a front parking lot close to the elementary school. There will be a separation between the parent drop off and the bus loop, on either side of the building. The field will be restored more than a year a head of schedule in the spring of 2011. M. McKinney asked if this will be done when school is in section with no fencing. P. Reese stated that it will start during spring break in 2011 and be completed during the summer when school is out.

P. Reese explained where the trailers will be located during Phase B construction and he explained the delivery construction route. He explained where the emergency parking gates are located. He stated that they propose to fence in a portion of the High School parking lot for the construction workers that will have a series of gates. He stated that the access road is not part of the fenced in parking area to no disrupt the parent drop off area. He explained that the gates to the parking will be opened up and the high school can use the entire parking lot for school activities.

He should the parent drop off on the south side of the building and the bus loop on the north side of the building. He stated that deliveries will still be scheduled so bus drop off will not be affected. J. Sperry explained that the drop off for buses will be the final drop off. He explained that there is a temporary location for the dumpsters for school use near the front door. He stated that there are handicapped parking areas near the front door. He stated that there is handicapped walkway from the parent drop off from the other side of the road. He stated that the temporary one will still be used so parents can pick up students from across the access road. He explained the parking was reviewed by the school administration so that there would be adequate parking. He stated that the middle school parking will not be impacted. He stated that there is parking on the north side of the building and part of it will be fenced for the contractors and the gates would be locked until the workday is done and will be opened for after school activities. He explained the teacher parking locations and the parking count has been met. M. McKinney asked about the reconstruction of the driveway in front of the middle school where the parking will be removed. J. Sperry stated that they will be changed by next week. Frank Everett explained that those parking spaces will be remaining there to save money and the possibility that the central office will be in the old senior wing of the middle school. G. Rooke-Norman asked for the number of space. J. Sperry stated that there are seven. There

was discussion of this matter including that with restriping there may be eight spaces with one being handicapped.

M. McKinney asked about trucks moving from the parade ground to the construction area and that the field would be done. P. Reese stated that there would be no trucks running from the stockpile and the field while school is occupied. G. Rooke-Norman asked about the middle school for the contractor parking inside the gated area. P. Reese stated yes. G. Rooke-Norman stated that the parking for the elementary school is across the road so there is mixing with the students. She asked about their background checks. P. Reese stated that individuals on the site are checked through Megan's Law, there is a safety orientation and they receive a sticker to put on their hard hat. There was discussion of this matter.

G. Rooke-Norman asked for questions from members.

C. Kinnie asked about the student pick up will be in the same location of the student drop off. He stated that the parking that is remaining across the street will be used for high school faculty and staff. J. Sperry stated that it will be for high school faculty and staff and students at that location and at the parking lot near the middle school and administration will decide where faculty and staff will park. There was discussion of this matter including that the spaces for parents to park will stay the same.

C. Kinnie asked about the parking for contractors from 84 spaces and 94 spaces. J. Sperry stated that there will be 94 spaces because they will park in the middle and they will be there for the duration.

L. Laidley asked about the parking for the middle school and there was a problem with parking on Anne Street because of overflow parking from the middle school. Paul Freeman, school superintendant, stated that that problem has gone away at this time there is enough parking on the campus. He stated that he will remind faculty that there is parking on the campus. There was discussion of this matter.

H. Edge asked about the field and that there had been a problem with the silt fence to retain the dirt and if the fences are taken down what would happened to the dirt. P. Reese stated that the erosion and sedimentation control measures will remain in place. P. Reese stated that he met with C. Fontneau and F. Marzec. C. Fontneau stated that Fred Marzec has an approval letter from the Fire Marshal and that there was a lot of improvement in the emergency access at all points for fire engines and emergency vehicles in the 2 phase plans. G. Rooke-Norman asked if P. Zvingilas has seen the plan. C. Fontneau stated that the plans located behind his desk that he can look at them but he could not make the meeting. J. Sperry stated that they worked very closely with the fire marshal and the building inspector; and the fire marshal is satisfied with the site plan regarding the ingress and egress and there has been a good working relationship. G. Rooke-Norman asked FIP and Frank Everett to bring the plan for keeping the parking at the middle school back before the commission when the site is near completion. There was discussion of this matter.

M. McKinney suggested that the parking be diagonal rather than 90 degree spaces. C. Kinnie stated that the one way section will be marked one-way. J. Sperry stated that that is the final design for the one-way section. C. Kinnie suggested at the Middle school one-way section that there be arrows painted on the pavement since people are more likely to follow the arrow than read the sign. There was discussion of this matter including final paving and striping of all roadways throughout the campus.

G. Rooke-Norman asked members to look at the parking area in front of the middle school.

C. Kinnie stated that the end caps at the middle school, the student drop off during the rain was muddy and the students walked through the traffic pattern. He asked if a small section of a sidewalk be added. J. Sperry stated that the tree will be removed and there will be a sidewalk added.

D. DeGuire asked if the contractor parking be put to the new pavement area so that everyone will be in one area. P. Reese stated that there will be some contractor parking but space will be needed to stockpile materials, equipment, and access around the building for construction. J. Sperry stated that the connex boxes will be there as well as the contractor trailers.

M. McKinney asked about the power at the site to the trailers. P. Reese stated that all the power will run to the site lighting at the end of the summer and provisions are made to have power back.

G. Rooke-Norman asked about the dust and drainage and noise complaints made by the abutting property owner surrounded by the school parcels. She asked about the walkway and would it be taken out and has the drainage and landscaping will be added so they will have a dry yard. P. Reese stated that the walkway will remain and all the drainage is functional and the landscaping done by the end of summer.

L. Laidley asked if the stockpiles for topsoil will be hay baled and silt fenced. P. Reese stated that all the topsoil is stock piled in a different area and temporary piles will be baled and silt fenced. There was discussion of this matter including that the installed drainage is working very well and draining away from the site.

G. Rooke-Norman stated to let the record show that P. Zvingilas arrived at 7:55. She asked him if he had any comments to add. P. Zvingilas stated that F. Marzec had written a letter and that he was in agreement with the Fire Marshal.

G. Rooke-Norman asked for a motion to approve ZP 11-10. M. McKinney made a motion to approve ZP 11-10 for Phase B-1 and B-2 for the elementary school and he added no construction shall be done on the field when school is in session. C. Kinnie seconded the motion. All were in favor. The ayes carried.

7. **Additional Business:**

A. Discussion and action of Architectural Plan review of drawings for **SE 01-09 Town of Griswold, Sheldon Road Recreation Complex Field House at 211 Sheldon Road, Griswold.**

G. Rooke-Norman asked if there was someone to represent the application. J. Taylor recused himself from this matter. John Faulise, Boundaries, LLC and Paul Madonna, Committee Chair were present. J. Faulise explained that that the initial presentation the building footprint was identified and the architectural plans were not available and there was a condition that the architectural plans be reviewed by the commission.

He stated that the filling and grading will be complete and there are bids requests for hydro-seeding, sod placement, fencing irrigation and for the building. He stated that the building plans have been submitted to Fire Marshal F. Marzec and submitted to P. Zvingilas for their review.

J. Faulise stated that there are MEP plans for the project and architectural plans that were donated for the project. He explained that the shell of the building will be erected and made weather tight on the proposed site indicated on the plan with the septic system and well. He stated that the concession area will be completed later but plumbing will be installed. He stated that the interiors will be completed when funding becomes available. He explained that the building is a spit-faced textured, colored block one-story building with vinyl cedar impression shaker style gable ends, asphalt shingled roof with a sloped, 6 pitch, a roll-up concession door at the end of the building facing the game area, and entry access doors.

M. McKinney asked about the restrooms. J. Faulise explained where the handicapped rest rooms will be located with two sinks in both with two stalls for ladies room and one stall and one

urinal for men's room. C. Kinnie asked the square footage of the building. J. Faulise explained the building is 40 ft. x 26 ft. field house and is located at the east end of the field. M. McKinney asked if there would be enough storage. J. Faulise stated that it will not be enough storage for all the activities that will be held there. He explained that there will be a 16 ft. x 20 ft. building added to the north side of the Little leak field house for a press area above with storage below; the building will not need water service or septic service. There was discussion of this matter.

M. McKinney asked about security lighting. J. Faulise stated that there will be wall packs for security lighting on each side of the building.

G. Rooke-Norman asked for questions from the members. G. Rooke-Norman asked for a consensus from the members that the recreation field house meets the commission's expectations. There was discussion of this matter. The commission was in consensus that the architecture plans meet the prior plan.

G. Rooke-Norman asked if there were additions to the agenda. C. Fontneau stated that there is a request for an official ruling whether 6.1 borough regulations whether a beauty salon is included in businesses and professional offices; and beauty salons are not in the borough regulations in the BRM zone. There was discussion of this matter. G. Rooke-Norman asked for a motion to put this matter on the agenda. D. DeGuire so moved. M. McKinney seconded the motion. All were in favor. The ayes carried.

OR 07-10 Brown Avenue Enterprises, LLC, 1 Brown Avenue, Jewett City, CT. Kenneth Large, One Brown Avenue explained that he would like to have a beauty salon/barber shop in his commercial building that is on the corner of 1 Brown Avenue and North Main Street. He stated that there is ample parking at the site. He stated that the barber shop requires one parking space per chair. He stated that barber shops are not allowed as a home occupation residential zone and in the RM zone by permit and is allowed in the industrial zone, He is asking for an official ruling that the barber shop can be located. G. Rooke-Norman asked C. Fontneau that profession offices and businesses and allowed in the less intensive uses and the more intensive uses and in this use was omitted. C. Fontneau state yes. There was discussion of this matter. K. Large stated that he can comply with the current health regulations and the barber lives on the premises. M. McKinney stated that there should be two parking spaces one for the employee and one for the customer. G. Rooke-Norman stated that this request falls most closely under the permitted uses Section 6.1.2 of the Borough Regulations.

G. Rooke-Norman asked for a motion. M. McKinney made a motion the commission rules that the application falls under Borough Regulations 6.1.2 Businesses and professional offices and is a permitted use under that section. J. Taylor seconded the motion. All were in favor. The ayes carried.

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

G. Rooke-Norman asked members to look at the changes. C. Fontneau stated that there is new text since the last review. He stated that it has not been sent to the town attorney.

M. McKinney voiced his concerns that the existing time and temperature signs will be removed and made larger. C. Fontneau stated that the message board can only be 25 percent of the total signage allowance. M. McKinney was concerned that all the municipal buildings will be able to have the message board such as fire houses, town halls, schools. There was discussion of this matter including that the signs are becoming more cumbersome in the region.

G. Rooke-Norman asked C. Fontneau if he is adding section 6.1.3 to the borough regulations. C. Fontneau stated that it is the same language as Borough Section 5. There was discussion of this matter.

M. McKinney asked if there was a maximum square footage for the signs on town owned property. C. Fontneau stated that there are 25 s.f. and 100 s.f. for the borough. P. Zvingilas stated that the 100 foot sign is like at Slater Village where there is more than one name on the sign.. G. Rooke-Norman stated that the sign can only advertise the product of the business that is on the site. C. Fontneau will add that to the regulation. There was discussion of this matter. G. Rooke-Norman stated that it should be for municipal information. M. McKinney stated that the municipal sign should have a maximum size. There was discussion of this matter. G. Rooke-Norman stated that there should be a limit of the size, and the language that the message is limited to products or services offered on site and municipal messages. C. Fontneau stated that he will make the revisions and send it to the town attorney. G. Rooke-Norman stated that this can be reviewed next month and set a public hearing.

Section 6.2.5 Liquor Stores as Retail Sales was discussed including that it is 1000 feet from the parcel.

Section 9.2 Minimum Lot Coverage by Buildings in Borough Regulations was discussed including that the parcel boundary begins along the front of the face of the building at the back of the sidewalk; and the state has the taking line on Main Street as well as aerial encroachment for signage. G. Rooke-Norman stated that this should apply only to the business district in the borough. G. Rooke-Norman asked C. Fontneau to draw a map of the business district to have the parcel boundary as the face of the building.

J. Taylor left the meeting at 8:40 p.m. G. Rooke-Norman appointed L. Laidley to sit for J. Taylor.

P. Zvingilas asked who would be enforcing maximum size the signage at ball fields. M. McKinney stated that we should not regulate internal signs at a ball field because the signs face the playing field so that players and spectators can look at them. G. Rooke-Norman stated that when such signs are part of a back stop or perimeter fence facing the playing area rather than the perimeter of the lot, such signs are exempt. P. Zvingilas stated that Section 15.4.22 must be deleted. M. McKinney stated that the message boards should be ground level rather than ten feet high. C. Kinnie stated that it should say maximum high of 10 feet high.

C. Kinnie stated that section 4.2.3 regarding the lighting should remain. M. McKinney stated that we should not be regulating ball fields. G. Rooke-Norman stated to get rid of 4.2.2 and to add language that she will provide to him. She asked him put but the other section he wrote in parentheses.

Section 9.3 minimum lot coverage by buildings at 60% in the borough. C. Fontneau stated that the 60% does not cover parking lots in the borough commercial zones. L. Laidley stated that it should be as large as possible to allow for more commercial business. G. Rooke-Norman suggested that the R-C zone be done at 60 percent.

Section 11 Parking and Loading Requirements for the Borough. C. Fontneau stated that parking spaces can be shared with nearby property owners if a study data submitted by the applicant shows that the spaces are available during hours of operation within 300 feet of the business. G. Rooke-Norman stated that 300 feet was too much and that it should be 250 feet. There was discussion of this matter including that the spaces are 9 ft. by 20 ft. rather than 10 ft. by 30 ft. In Section 11.5 on-street should be hyphenated. Section 13.6.14 was discussed for adding this section language from the town to the borough zone.

G. Rooke-Norman stated that the municipal buildings such as the senior center and the VNA building don't need message boards that it should be town hall, and fire department departments and schools. There was discussion of this matter.

There was discussion that Section 13.11.72. Language will be duplicated from Griswold zoning regulations to Borough zoning regulations.

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

G. Rooke-Norman stated that C. Fontneau will be sending a letter of what was implemented in the plan of conservation and development what the next steps is, what the commission has accomplished and what the planning department has accomplished and asked for a draft for the May meeting.

8. Old Business

No old business.

9. New Business:

No new business.

10. Reports from the Enforcement Officer:

- A. Discussion of school building project issues.

G. Rooke-Norman asked P. Zvingilas if he had any thing to add regarding the school building project. P. Zvingilas stated that he did not have any further issues and everything was covered earlier. He stated that the J. Faulise has some revisions to make to the travel center and car wash on Route 164.

John Faulise explained that Section 13.9 allows the Commission to direct staff to make administrative changes. He stated that the stated the site work has begun and there are issues with some drainage structures and grading adjustment. He stated that he spoke with Carl and Peter and the site contractor is ready to pull building permits to put footings in the ground within the next two weeks. He stated that he wanted to present the changes tot the commission. C. Fontneau stated that Bob Schuch made some changes to the plan that he was comfortable with and there are changes to plumbing and tank locations that are under ground and this should be reviewed by the commission.

G. Rooke-Norman asked for motion to put this on the agenda. M. McKinney made a motion to demine if the modifications to the 140 Preston Road project fall within the discretion of the building official and planner. C. Kinnie seconded the motion. All were in favor . The ayes carried.

B. Schuch submitted copies of the modified plan to the commission. J. Faulise stated that the changes are construction points that have been identified as problems. He explained that should be changes are the relocation of the underground tanks from the south side of the pump island to the north side to provide gravity flow for fuel left in the pipes to go back into the tanks. He showed the commission the new location. J. Faulise explained the stormwater was going towards the building and that changing the catch basin to a location that will collect the water in the Stormceptor that will collect the water from the site. G. Rooke-Norman asked if the level or slope of the parking lot will be changed. J. Faulise stated that the grade of the parking lot will be changed slightly and the pipe directions so that all the stormwater from the site will go through the Stormceptor. M. McKinney stated that the tanks should be installed deeper in the ground and asked if the transport truck will be blocking two entrances.

J. Faulise explained that the truck will come in through the rear and leave by going around the canopy and go out the rear entrance and will no longer sit in the entrance corridor. He stated that the island at the back of the building will be a striped island so that the truck will not drive over curbing. There was discussion of this matter including that B. Schuch, the original engineer who reviewed the plan did not review the final plan as town changed the engineer.

G. Rooke-Norman stated that this plan should be reviewed by the town engineer and the applicant will pay for the cost of the review. C. Fontneau will call David Held for his review and J. Faulise send a copy of the plan to David Held. G. Rooke-Norman stated that if there is a positive report from the engineer and a positive report by the Fire Marshal then the planner and the building official can make an administrative approval.

P. Zvingilas asked if the water and sewer tie-ins and the DOT approvals have been resolved. J. Faulise stated that those have been approved by the Public Utilities and the CTDOT approval was granted. B. Schuch stated that there was an oil separator after the carwash that was shown to go through the building and underneath the building and out to the sewer and that cannot be done. G. Rooke-Norman asked J. Faulise to give a list of all the changes to the town engineer for review. J. Faulise stated yes he will give him a list of the changes. There was discussion of this matter including the location of the water and sewer lines and the buyer holds a bond from DELMAC, LLC.

G. Rooke-Norman stated that that all correspondence to the owners should stress that if the sewer line is not in and functional and serving the site, a certificate of occupancy will not be issued. There was discussion of this matter including the amounts of passbook bonds from DELMAC and to check whether there are funds in those accounts and the site owners have a bond for \$190,000 from DELMAC.

D. DeGuire had a question regarding the islands and that the trucks will not be able to make the turn around the building. J. Faulise explained that the island along the left side will be painted on the pavement so a truck can drive over it. M. McKinney stated that is employee parking. P. Zvingilas stated that the last space can be eliminated. J. Faulise stated that there is parking for 39 cars and the required amount is 21 spaces. There was discussion of this matter including that there is a drive through lane. J. Faulise stated that the island will be pulled back and eliminate the one space.

There was consensus by the commission that the planner and the building official can make an administrative approval with positive reports from the Town engineer and the Fire Marshal.

11. Adjournment:

G. Rooke-Norman asked for a motion to adjourn. L. Laidley made a motion to adjourn. C. Kinnie seconded the motion. All were in favor. The meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Donna M. Szall
Recording Secretary