



Town of Griswold



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GRISWOLD PLANNING & ZONING COMMISSION

REGULAR MEETING MINUTES

DECEMBER 14, 2009

GRISWOLD TOWN HALL

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

1. Call to order:

2. Roll Call:

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

Absent: Secretary Courtland Kinnie

3. Determination of Quorum:

G. Rooke-Norman appointed H. Edge 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 November 9, 2009

G. Rooke-Norman asked for any corrections or omissions in the Minutes. M. McKinney made a motion to accept the minutes as presented. D. DeGuire seconded the motion. There were 3 aye votes. J. Taylor and H. Edge abstained. The motion was carried.

Lawrence Laidley arrived at 7:03 p.m. G. Rooke-Norman welcomed Heather and Larry to the commission.

5. Correspondence and Attachments:

A. Letter to Ellen Dupont, Town Clerk from Vilma J. Gregoropoulos, Secretary, North Stonington Planning & Zoning Commission regarding a proposed Regulation Text Amendment.

G. Rooke-Norman asked C. Fontneau he reviewed the letter. He stated that it wasn't of any particular municipal interest.

6. **Matters Presented for Consideration:**

A. **ZP 04-10 Capital Studio Architects, 1370 Main Street, East Hartford,, CT 06108. Property location: 91 Ashland Street, Griswold.** Applicant requests approval of a Zoning Permit to construction five building additions of approximately 386 sq. ft. to existing elderly housing and to construct a paved parking area for an addition 3,340 sq. ft. of impervious surface. Property is zoned B-RM.

G. Rooke-Norman asked if there was anyone to represent the applicant. David Holmes, Capital Studio Architects and Paul Brycki, Director of Griswold Housing Authority. He submitted copies of a revised plan with the revisions recommended by the Town consulting engineer.

D. Holmes explained that Ashland Manor has 30 housing units; 20 are efficiency apartments and 10 are 1 bedroom apartments. He explained that five buildings will have one-bedroom additions. He explained that there will be additional parking for a total of 34 parking spaces and 2 apartments will be modified to be compliant with the Americans with Disabilities Act. There was discussion of this matter including that additional ADA units can be added in the future as necessary.

D. Holmes explained that Provost and Rovero listed the recommendations for the relocations of the sidewalks and drying yards. D. Homes explained the site plan for the additions and the parking area showing the stormwater drains to galleys and their engineer submitted the changes recommended by Provost and Rovero.

Paul Brycki explained that \$700,000 in grants were approved for this first phase of this project that would include sidewalks, new doors, windows, floors and electrical fixtures and outlets to upgrade all the units that are 40 years old; the second phase would be the additions and additional parking. P. Brycki stated that the second phase will begin sometime in the fall.

D. Holmes explained the location of the new parking spaces and the floor plan for the additions to the existing buildings which will have two doors for egress. He explained the building elevations of the buildings. H. Edge asked if the doorways will be modified. D. Holmes stated that there are no barriers and the doors are 3 ft. doors.

G. Rooke-Norman asked for questions from the members. M. McKinney asked if there are provisions for screening because of the closeness to the neighbors. L. Laidley explained to M. McKinney that the structure is a rental garage. There was discussion of this matter. D. Holmes stated that the site is tight, but there are some arbor vitae near two of the buildings that are being modified.

G. Rooke-Norman asked C. Fontneau if it complied with the current regulations. C. Fontneau stated that he has reviewed this application and it was received early for review by the Town consulting engineer.

M. McKinney stated that there is a letter that says that the parking is wrong in the regulation. C. Fontneau explained that the size of the parking was 30 ft. by 18 ft. and the engineer stated that it was over engineered. There was discussion of this matter including that C. Fontneau will determine if there is an error.

G. Rooke-Norman asked the number of new parking spaces and how many handicapped spaced. D. Holmes stated that there is a net gain of four with two new handicapped spaces. G. Rooke-Norman asked if there is assigned parking spaces. P. Brycki stated that parking is not

assigned. He explained that any handicapped people park in the existing handicapped parking areas and everyone works together and it flows well. There was discussion of this matter including that Phase III of the project will be additional units at McCluggage Manor.

D. Holmes stated that the fire alarm system will be upgraded to a central system that will be located in the community room on an address panel. P. Brycki stated that they are working with Fire Marshal Fred Marzec.

G. Rooke-Norman asked for other questions or comments from members or staff. C. Fontneau stated that there is a request for a waiver of application and engineering review fees. There was discussion of this matter.

G. Rooke-Norman asked for action on the waiver of fees. M. McKinney made a motion to waive the application fees and review fees for Capital Studio Architects ZP 04-10. D. DeGuire seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman asked for a motion on the application. D. DeGuire made a motion to accept and approve the application ZP 04-10 construction project. H. Edge seconded the motion. All were in favor. The ayes carried.

B. ZP 05-10 MEW Corporation, 399 Main Street, Yalesville, CT 06492. Property location: 61 South Main Street, Jewett City, CT. Applicant requests approval of a Zoning Permit in order to make safety changes to current sidewalks to allow emergency vehicles easier access, to add to existing parking area for an additional two parking spaces. Property is zoned B-RM.

G. Rooke-Norman asked if there was anyone to represent the applicant. Michael Sheehy, MEW Corporation presented his application. He explained that his is making minor site improvements and would like to continue the pavement bond. He explained that there will be a five foot curb cut to accommodate emergency vehicles to get around the corners. He showed the commission where it was on the site plan. He stated that there will be two new parking spaces at the back and that the paving will be done in the spring. P. Zvingilas stated that in removing the five feet of curing, one parking space is lost. There was discussion of this matter.

L. Laidley asked if the dumpsters will be moved. M. Sheehy stated that Tinnerello will be removing the dumpster. P. Zvingilas stated that there are fenced in two dumpster sites on the property that will be used by the new refuse contractor. There was discussion of this matter.

G. Rooke-Norman asked for questions from members.

G. Rooke-Norman asked where the changes are to the sidewalks. M. Sheehy stated that the curb cut is the location of the change to the sidewalks.

G. Rooke-Norman stated that there is an estimate from the applicant for \$38,000 to complete the bituminous concrete. M. Sheehy stated that it is to finish the paving of the second coat and the town is holding a bond for \$25,000. He explained that there were two other partners who did not finish the project. He is asking that the 25,000 bond be continue so he can finish the paving in the spring. G. Rooke-Norman asked C. Fontneau to explain. C. Fontneau explained that he is asking for a new 5 year zoning permit with this revised site plan. There was discussion of this matter including the release of the bond, and the issuance of COs.

M. Sheehy is asking for a continuation of the permit so that he can finish up on the project. M. McKinney asked if he was asking that the bond be rolled over to the project. M, Sheehy stated that he wanted the town to hold the \$25,000 bond held over so he could finish the project. There was discussion of this matter.

G. Rooke-Norman asked if this application complies with what we would require for anew five year renewal. C. Fontneau stated that it is the existing approval with some modifications and is a really a site plan modification to complete the project. There was discussion of this matter including that there needs to be dimension for the parking, the dimension of the curbing to be removed and no notes on the plan to represent the changes.

D. DeGuire asked if there was a review by the fire marshal when this was before us. P. Zvingilas stated that this was reviewed by a prior fire marshal and that the current fire marshal determined that the radius is not adequate for fire trucks. There was discussion of this matter.

P. Zvingilas stated that all the buildings are done, the only changes is the five foot curbing and the two parking spaces. M. Sheehy stated that he is trying to finish this up and he hasn't been part of this project until no.

G. Rooke-Norman asked if any inspections by the town engineer of all the pieces are what is up to and specified that was approved such as drainage. C. Fontneau stated no but that there are no inspections by the engineer for this; there are inspection by the engineer for roads. There was discussion of this matter including that the cash bond is held by the town.

G. Rooke-Norman asked for a motion to move this time to the end of this section so Mr. Sheehy can make modifications and notes to the plan. She asked for other questions from members.

L. Laidley asked about several vehicles that park on the grass near a hydrant. M. Sheehy stated that that is not a parking area. M. Sheehy stated that an association will be taking over in a few months and he has only started meeting people some of whom are cooperative and some are not.

G. Rooke-Norman asked for a motion. D. DeGuire made a motion to move this item to the end of this section. M. McKinney seconded the motion. All were in favor. The ayes carried.

C. ZP 06-10 Kist, Joel R. 1 Lisa Avenue, Griswold, CT 06351. Applicant requests approval of a Zoning Permit for a home occupation in order to sew canvas for boats, cars, trailers, campers, tents etc. Property is zoned R-40.

G. Rooke-Norman asked if there was anyone to represent the applicant. He submitted additional documentation regarding his proposed home occupation to the commission. L. Laidley recused himself from this matter. Joel Kist presented his application to the commission.

G. Rooke-Norman stated that Alternate Erica Bevis arrived at 7:40 p.m.

D. DeGuire asked where Lisa Avenue was located. J. Kist explained that it was off of Leha Road and Edmond Road. G. Rooke-Norman asked the square footage of the finished house. J. Kist stated that 24 ft. x 40 ft. was the dimension of the house and the partial finished basement is 336 sq. ft. and the garage is 26 ft. x 48 ft. He stated that he would be using 249 sq. ft. for the home occupation. D. DeGuire stated that the house is 1680 sq. ft. and the garage is 148 sq. Ft. There was discussion of this matter including that the garage is a two story garage.

M. McKinney asked if boats are brought to do the tops. J. Kist stated that the boats in his yard are his personal property and that there may be a neighbor who might bring his boat there to be worked on; but he would go out to the customer and make templates which will be brought back to be sewn in the second floor of the garage. He stated that there should not be any customers coming or going from his house. J. Kist stated that there were more customers when it was an answering service. G. Rooke-Norman asked if there was a separate driveway to the garage. J. Kist stated yes. There was discussion of this matter.

G. Rooke-Norman asked if the planner explained that if the business was to expand past a home occupation that he would have to move it to a different location. J. Kist stated that he understood that.

D. DeGuire asked about the automobiles need repairs. J. Kist stated that the main floor of the garage is for his antique cars and what he does there is personal. D. DeGuire stated that he was concerned that this is a residential area and that his work would invade the area for a commercial business. J. Kist stated that the business is four or five sewing machines and that there is no real noise from those machines. D. DeGuire stated that he was also concerned that boats will be brought in. J. Kist stated that that would not be the case; he would make templates to bring back to the home occupation. There was discussion of this matter. G. Rooke-Norman stated that there should not be any boats brought to the premises so no to encroach on the residential nature of the neighborhood. P. Zvingilas read Section 11.71 for the record that no visible evidence of the home occupation.

G. Rooke-Norman asked for other questions from the commission. E. Bevis asked what percentage of the business is done off the property. J. Kist stated that 99 percent is off site and the templates are brought back to sew sails. H. Edge asked about the existing parking 20 ft. by 30 ft. area. J. Kist stated that it was for the answering service for the employees to park.

J. Taylor made a motion to approve ZP 06-10. H. Edge seconded the motion. All were in favor. The ayes carried.

D. ZP 07-10 Venture Investment Properties, LLC 404 Edmond Road, Griswold, CT 06351. Property location: 17 Mathewson Street, Jewett City. Applicant requests approval of a Zoning Permit for a hair & tanning salon with retail sales of related products.

G. Rooke-Norman asked if there was anyone to represent the applicant. Tom Blume presented is application to the commission. He explained that he will be putting in a hair and tanning salon for the space. M. McKinney asked the location of this site. T. Blume explained that it was the former Tripp Lumber Showroom building across from Builders Surplus. He stated that the area is still zoned industrial.

T. Blume explained that he received variances for the parking issues stating that there is for retail requires 1.5 parking spaces. He stated that there is a small retail space rented now with approximately 700 to 800 sq. ft. available. He stated that there is retail space rented now with 250-279 sq. ft. for 1.5 spaces of parking. He state that leaves 1700 sq. ft.. available for retail that would require 11 parking spaces which he why he got the variances. G. Rooke-Norman asked if the variances were approved in January 2008. T. Blume stated yes. He explained the parking spaces for the area that consisted of 1 handicapped space. T. Blume stated that space per customer station for the hair salon and tanning salon. T. Blume stated that there will be 4 hair dressing stations and the retail will consist of a few shelves for hair care products and he would need 5 or six spaces. He stated that it is a preexisting building.

D. DeGuire asked if there is space from the garage area. T. Blume stated that there is 3 feet between the buildings. D. DeGuire asked about the rental space garage was it for cars. T. Blume stated yes to store something inside. He stated that the retail for the salon would consist of a few shelves to sell hair care products.

G. Rooke-Norman asked for other questions from members. L. Laidley asked if there was street parking. T. Blume stated that there was designated parking on the street for approximately three or four cars.

H. Edge asked if the employees would park in front. T. Blume stated that there is parking in the back for employees. M. McKinney asked if everyone would share one dumpster. T. Blume stated that it is a 4 yard dumpster that he has and everyone would share it.

C. Fontneau recommended that the commission act on the waivers of some of the site plan requirements. G. Rooke-Norman read Sections 13.2 13.2.3, 13.2.4, 13.2.5, 13.2.8 and 13.2.9. There was discussion of this matter. G. Rooke-Norman stated that there wasn't a problem waiving these requirements due to the density of the location.

G. Rooke-Norman asked for a motion on the waiver requests. J. Taylor made a motion to grant the waivers for 13.2 13.2.3, 13.2.4, 13.2.5, 13.2.8 and 13.2.9 for ZP 07-10. L. Laidley seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman asked for a motion on the application. D. DeGuire made a motion to accept and approve ZP 07-10 as presented. L. Laidley seconded the motion. All were in favor. The ayes carried.

ZP 05-10 MEW Corporation, 399 Main Street, Yalesville, CT 06492. Property location: 61 South Main Street, Jewett City, CT.

G. Rooke-Norman stated that Mr. Sheehy has given the commission a revised map that dimensions the changes and additional notes which she read for the record and he had revised it to 12/14/09 and he has initialed it. G. Rooke-Norman appointed D. DeGuire secretary pro tem and he signed the modifications on the site plan.

G. Rooke-Norman asked for a motion. J. Taylor made the motion to approve the new 5-year zoning permit and to retain the \$25,000 pass book bond. H. Edge seconded the motion. All were in favor. The ayes carried.

C. Fontneau stated that there is another zoning permit that is nearing the 5-year permit lapse. There was discussion of this matter.

7. Additional Business:

A. Discussion of changes to subdivision regulations and zoning regulations.

G. Rooke-Norman stated that because of the holidays the commission will review the regulation changes sometime in the January or February meetings. There was discussion of this matter. There was consensus by the commission to postpone this time.

B. Discussion of an agenda for the special meeting and/or public hearing to be held on January 25, 2010.

C. Fontneau stated that the changes could be discussed during a regularly scheduled meeting. He stated that the Selectmen want to approve special meetings in advance. There was discussion of this matter.

G. Rooke-Norman stated to let the record show that C. Kinnie has arrived at 8:15 p.m. and will be a regular voting member.

C. Discussion and recommendation to the Board of Selectmen regarding the discontinuation of Red Barn Road, Coal Pit Hill Road above number 74 and other unimproved town roads as appropriate.

C. Fontneau explained that he met with Todd Babbitt to review the roads to recommend to the BOS to be discontinued. He explained that though the roads are discontinued in terms of maintenance and they are still owned by the town and that access rights are the same for the property owners who live on the roads. There was discussion of this matter including the concerns for frontage variances for zero frontages to subdivide property on a discontinued road as well as the common drives with tiered lots. G. Rooke-Norman asked that C. Fontneau consult the Town Attorney regarding variance reductions as well as the common drives with tiered lots on a discontinued from to create a subdivision.

C. Fontneau stated that Coal Pit Hill Road can be discontinued from Lot 74. There was discussion of this matter.

C. Fontneau stated that there is a section of Lee Rout .47 miles that can be discontinued to the turn-around. There was discussion of this matter.

C. Fontneau stated that Patrick Road has .14 miles of unimproved road. P. Zvingilas stated that millings are not considered an improved road. There was discussion of this matter. G. Rooke-Norman stated that a decision on Patrick Road will be held off until more information can be obtained.

C. Fontneau explained the reasons that Red Barn Road that has one house should be discontinued for the length. There was discussion of this matter.

C. Fontneau stated that there are no houses Old Norwich Road to the Preston Town line. There was discussion of this matter.

C. Fontneau stated that Old Culver Road can be discontinued is .02 miles off of Route 138. There was discussion of this matter.

C. Fontneau stated that Ransom Young submitted material to him that the road had never discontinued properly. There was discussion of this matter. C. Fontneau stated that R. Young had no problems with Red Barn Road being discontinued. C. Fontneau stated that R. Young would like to address the commission in this matter.

G. Rooke-Norman asked R. Young to speak to the commission. R. Young have a brief overview of the history of red barn road and asked that it be discontinued from Rixtown Road to 50 ft west of the Rixtown Cemetery. There was discussion of this matter. G. Rooke-Norman asked R. Young if he was in favor of discontinuing Red Barn Road. R. Young stated that he was in favor of Red Barn Road being discontinued.

There was further discussion of the discontinuance of the roads in question. G. Rooke-Norman asked for a motion to recommend to the BOS to discontinue Coal Pit Hill Road above @74. D. DeGuire so moved. M. McKinney seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman asked for a motion to discontinue Lee Road from point A to point B for .47 miles. M. McKinney made a motion to recommend to the BOS to discontinue .047 miles of Lee Road from Breakneck Hill Road to the turn around in the forest. D. DeGuire seconded the motion. All were in favor. The motion was carried.

G. Rooke-Norman stated that a decision on Patrick Road be table until further information can be obtained for the condition of Patrick Road.

G. Rooke-Norman asked for a motion on Red Barn Road. D. DeGuire made a motion to recommend to the BOS to discontinue Red Barn road from the intersection of Rixtown Road to 50 ft of the Rixtown Cemetery. M. McKinney seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman asked for a motion for Old Norwich Road. M. McKinney made a motion to recommend to the BOS to discontinue Old Norwich Road from the hammerhead to the Preston Line. D. DeGuire seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman asked for a motion for Old Culver Road. J. Taylor made a motion to recommend to the BOS to discontinue Old Culver Road of .02 miles along Route 138. C. Kinnie seconded the motion. All were in favor. The ayes carried.

G. Rooke-Norman explained that these recommendations for discontinuance of the roads should go to the BOS as soon as possible for the five roads and she instructed C. Fontneau to send these recommendations to the BOS.

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

C. Fontneau stated that the 1 and two year goals have been or are about to be obtained. G. Rooke-Norman asked that the member go over the PoCD over the next few months and that the new members receive copies of the PoCD and the regulations. There was discussion of this matter.

5. Old Business

There was no old business.

6. New Business:

A. Election of Officers

G. Rooke-Norman asked for nominations for officers. M. McKinney made a motion to nominate G. Rooke-Norman as chair person. C. Kinnie seconded the motion. All were in favor. The ayes carried. G. Rooke-Norman asked for nominations for vice chairman. G. Rooke-Norman nominated M. McKinney as vice chair. D. DeGuire seconded the motion. All were in favor. The ayes carried. G. Rooke-Norman asked for nominations for secretary. D. DeGuire nominated C. Kinnie as secretary. J. Taylor seconded the motion. All were in favor. The ayes carried.

7. Reports from the Enforcement Officer:

P. Zvingilas gave his report regarding DELMAC, LLC their permit for demolition. He explained that the asbestos abatement was completed. He stated that he has not received payment for the demolition permit. G. Rooke-Norman asked P. Zvingilas to request a promissory note from Greg Mackin for the project. There was discussion of this matter.

P. Zvingilas gave his report on the Middle School stated that there was a mistake when the concrete was poured for the new front entrance where now it must be chopped out down two inches to accept the door mats. There was discussion of this matter.

L. Laidley asked about the old entrance of the Middle School. P. Zvingilas explained that the work for the old front entrance will be done at a later date.

P. Zvingilas stated that there was parking along Ann Street by School staff. G. Rooke-Norman stated that he should be in contact with the School Superintendent in this matter. P. Zvingilas stated that there should be no parking signs on Ann Street. There was discussion of this matter including that a letter will be sent to the superintendant regarding this matter. P. Zvingilas stated that a CO can be issued by the end of the week for the Middle School.

P. Zvingilas reported that FIP in working on the thermal wells, all the slurry is out on the grass in the filed. He stated that they will do something about that.

P. Zvingilas stated that the cares on J. Kist's property are registered in Florida.

M. McKinney asked about the tree service trucks on Tift Street. P. Zvingilas stated that the individual has moved away and there are no more problems.

8. Adjournment:

J. Taylor made a motion to adjourn. D. DeGuire seconded the motion. All were in favor. The meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Donna M. Szall
Recording Secretary