

MINUTES
PLANNING COMMISSION
JANUARY 9, 2018 – 7:00 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 2

Chairman Pritchard called the meeting to order at 7:02 p.m.

I. ROLL CALL

Regular members present: Pritchard, Kane, Zod
Alternate members present: Tarbox
Members absent: Steinford
Staff present: Jones, Allen, Hovland

Chairman Pritchard seated Tarbox for Steinford.

II. APPROVAL OF MINUTES

1. November 14, 2017

MOTION: To adopt the minutes of November 14, 2017 as amended.

Motion made by Kane, seconded by Zod, so voted unanimously.

III. PUBLIC COMMUNICATIONS –

Pritchard noted Munn’s resignation from the Planning Commission.

IV. SUBDIVISIONS - None

V. SITE PLANS

1. Grasso Tech Entry Improvements, 189 Fort Hill Road (SIT16-14)– Request for Start of Construction Extension

Staff explained that the Commission approved the site plan for the Grasso Tech entryway originally in February of 2017. The applicants plan to construct the entryway in the summer of 2018, which will require an extension of the one-year start of construction requirement under section 8.4-3D.

MOTION: To approve a one-year extension of the start of construction requirement for SIT16-14, Grasso Tech Entry Improvements, 189 Fort Hill Road from February 14, 2018 to February 14, 2019.

Motion made by Kane, seconded by Zod, so voted unanimously.

2. Mystic Shipyard Mast Storage Shed, 100 Essex Street (ASP17-33) (CAM)

Staff explained the site plan approval for the mast shed will be handled administratively because the application involves a minor modification to a previously approved site plan. However, the location of the proposed work within the Coastal Area Management Zone requires Planning Commission approval under section 8.4-2B-1.

Clint Brown of Loureiro Engineering described the property and the location of the buildings, offices, and parking on the lot. The proposed 20' by 100' shed will be located on the north side of the building and will be used to store masts. Parking is delineated using poles. Ten parking spaces will be shifted to the north to allow the addition. The small shed on the lot will be removed and the transformer will be relocated and raised above the flood zone.

Rusty Sergeant, the project architect, passed out photos to the Commission and explained that the new structure will be compliant with FEMA flood requirements. The shed will not have heat or plumbing and all lighting will be overhead.

Clint Brown stated that there was a staff review of the site plan and there were no comments made. A Coastal Site Plan Report was prepared finding no impact on coastal resources.

MOTION: To approve the coastal area management plan application for Mystic Shipyard, 100 Essex Street with the following modification:

1. All technical items raised by staff shall be addressed.

Motion made by Kane, seconded by Zod, so voted unanimously.

VI. OLD BUSINESS – None

VII. NEW BUSINESS

1. Report of Commission

Kane attended the December 14th RTM meeting and spoke against the Planning Commission and Zoning Commission consolidation. He expressed concern regarding a lack of communication between the commissions, Town Council, and town staff as a whole; he worries knowledge will be lost unless the commissions meet and discuss the merge in more detail. Staff has discussed a training program and suggested the training take place in September of 2018. Staff noted the Town Council may appoint interested Zoning Commissioners to vacant Planning and Zoning Commission seats.

2. New Applications- None

VIII. REPORT OF CHAIRMAN

Pritchard noted that officers have to be re-elected in January, which will be on the agenda for next meeting. Staff stated that they have been working on the CIP and it has gone to Public Works. A Planning Commission review date will be scheduled after the Town Manager has completed his review.

REPORT OF STAFF

Staff reported in regards to the Zoning Commission regulation update, a new website has been launched (www.grotonzoning.com) and contains all of the minutes, documents, and maps being reviewed.

ADJOURNMENT

Motion to adjourn at 7:40 p.m. was made by Kane, seconded by Zod, so voted unanimously.

Hal Zod, Secretary
Planning Commission

Prepared by Kara Hovland
Office Assistant II