

MINUTES  
PLANNING COMMISSION  
JUNE 27, 2017 – 7:00 P.M.  
TOWN HALL ANNEX – COMMUNITY ROOM 2

Chairman Pritchard called the meeting to order at 7:00 p.m.

I. ROLL CALL

Regular members present: Pritchard, Kane, Steinford, Zod (7:03)  
Alternate members present: Fitzgerald, Tarbox  
Excused absence: Munn  
Staff present: Glemboski, Jones, Gilot

Chairman Pritchard sat Fitzgerald for Munn.

II. APPROVAL OF MINUTES

1. June 13, 2017

MOTION: To adopt the minutes of June 13, 2017, as amended

Motion made by Kane, seconded by Steinford, so voted unanimously

III. PUBLIC COMMUNICATIONS - None

IV. SUBDIVISIONS - None

V. SITE PLANS

1. Central Hall Modification (SIT17-04), 18-22 West Main Street (CAM)

Gregg Fedus, Fedus Engineering, 70 Essex Street, Mystic, represented Historic Mystic LLC, owners of 18-22 West Main Street. Mr. Fedus explained that about a year ago they received site plan modification approval for the building foundation, phase 1 of the project. Slight alterations were made during phase 1 including the construction management plan and the piling locations. That construction was finished in early winter with minimal disruptions to downtown. They are now seeking approval for phase 2, the construction of the remainder of the project, with some modifications to the site plan and architectural details.

Mr. Fedus detailed the extension of the public access deck, which was approved by the State Department of Energy and Environmental Protection (DEEP). Town Council approval is still required for the deck area that is over Town property. The area between 18-22 and 24 West Main Street was modified. Changes were made to the 24 West Main Street building to make it handicap accessible and repair the stairs to the second floor so modifications were made between the two buildings. A dinghy dock with a gate, also approved by the State DEEP, was added for use by the condo residents. There would be no storage and no interruption to the public access walkway. The dock will stay private with no commercial activity allowed. An as-built of the platform was submitted to the town. There will be retractable awnings at the back of the building. It was noted that there is sewer access in West Main Street. Mr. Fedus reviewed the electric service from transformer.

Mr. Fedus noted the water main location off Gravel Street, the staging area; and that more parking for the workers will be required which may be off-site. They may close off four parking spaces and the sidewalk in front of the building, as needed for construction in that area (same as Phase 1).

Scaffolding plans will be submitted to the Town Engineer. Mr. Fedus reviewed the construction management plan changes. Staff noted that the management plan was modified for Phase 2. Staff said they reviewed proposed changes to the floodproofing and mechanicals and did not find anything that should be of major concern to the Planning Commission at this point.

Peter Springsteel, Architect, Starr Street, Mystic, presented the architectural changes. The Historic District Commission approved the changes. The four facades, window layouts, corner boards, trim, and the canopy system at the back were reviewed. The awnings at the back of the building will be retractable, providing privacy to second floor residential balconies above the public walkway. All meters and utilities will come into the building at the west side of building walkway. The electric company required that the meters be placed above base flood elevation, so there will be a small platform deck to allow access to the meters. Mr. Springsteel detailed the modifications to the public access boardwalk, which include handicap accessible ramps built into the deck for transitions due to elevation changes. The east side of the site was also reviewed.

Staff said a party line agreement between the parties at 18-22 and 24 West Main St was recorded today. The zoning regulations state that structures in the WDD less than 10 feet between properties require a party line agreement. Staff said the original site plan approvals and phase 1 approvals still need to be complied with, as well as this modification.

Staff reviewed the deck extension, some of which is over Town property. Impact to the Town property needs approval from the Town Council. Upon approval from the Council an administrative site plan will be submitted by the applicant. The coastal public access easement document will need to incorporate that property. Public Works required an appropriate scaffolding plan to assure that West Main Street would be kept open to the greatest extent possible, and that the sidewalk would be safe for pedestrians. The scaffolding will also need CONNDOT approval as it would be located in the state right of way. A 10 x 20 floating dock was approved by DEEP. It will be a private dock for the condominium association and the residences over the ice cream shop. Staff discussed riparian water rights, and noted that the public access way cannot be inhibited by any storage, trash cans, or private use.

A three foot high access gate of similar material to the deck will be added to the dock to protect from liability. Mr. Springsteel explained that permanent awnings are considered in calculations for building coverage and setbacks, so the awnings need to be retractable. The back side will be lighted with full cutoff lanterns mounted on the back wall and also on the east side public accessway. There will also be some recessed lights in the building overheads at the walkway and at the access points on the front of the retail side. The main entrances for the residences are at the rear of the building. Retail entrances at back are downplayed. Retractable awning would probably be pulled in during the winter months. The meter deck would not have public access. An easement was granted for the stairway at the building next door. The sidewalk and only four parking spaces will be shut down during construction. West Main Street will remain open to two-way traffic. The projected start time would be after the height of the summer tourist season. Construction would take about 12 months.

The handicap access will be at the rear of the retail stores and signage for handicap access will be provided at the front of the stores. Sloped entrances for retail fronts and ceiling heights were discussed. Staff will include front signage for handicap accessibility at rear entrances as a technical item.

The dinghy dock would fit 4 or 5 dinghies comfortably. Kayak storage will be provided, but there would be no outside storage allowed on site; the trash enclosure outside will be modified in the future, and a variance would be required for a fixed awning. The condominium documents would address the limitations of the boats allowed at the dinghy dock.

In response to concerns with the motion regarding the sidewalk, Staff noted that they will not be starting construction until after Labor Day, so access to the sidewalk will not be inhibited during the busy summer tourist season.

Staff said all signage shown on the elevation would not be approved with the motion; the applicant would need to apply for sign permits and meet the zoning requirements. This will be included as a technical item. The projected completion date would be September/October 2018. Retail may be completed in the spring, and residential units will lag behind.

**MOTION:** To approve site plan modification application (SIT17-04) of New Central Hall (a.k.a., Historic Mystic, LLC), 18-22 West Main Street, subject to the following modifications:

1. All requirements of Site Plan X12#15 and Site Plan (SIT16-04) shall remain in place unless specifically modified by this site plan modification application. This shall include all benches, signs and other appurtenances for the public deck area.
2. The plan does not approve the proposed deck expansion that is on Town of Groton property with this application. This portion of the deck requires Town Council approval and then submittal and approval of an Administrative Site Plan prior to construction.
3. The existing pedestrian coastal access easement (Vol 1129 PG 883) shall be modified to include the new deck expansion areas and shall include all current conditions. The modified easement shall be approved by the Town of Groton and recorded prior to a Certificate of Occupancy.
4. Provide a note on the final plan: "The sidewalk and parking spaces along West Main Street shall remain open to the public to the greatest extent possible without sacrificing safety to the site workers and the general public. The construction management plan shall require the contractor to submit drawings to OPDS and Public Works for the use of scaffolding on West Main Street and to submit for approval of this scaffolding from the CT Department of Transportation."
5. All staff technical items shall be addressed on the final site plan.

Motion made by Pritchard, seconded by Kane. Motion carried unanimously.

**MOTION:** To approve the Coastal Site Plan application for SIT17-04 based upon the following findings and conditions:

1. The proposed fixed platform, ramp, and floating dock for shared private recreational use shall comply with the following for the public coastal access deck area:

- a. The coastal public access deck shall remain free, open, and unencumbered for public access.
- b. The prohibition of any commercial use or privatization of the coastal public access deck area.
- c. No equipment, utilities, storage, private refuse containers and/or other materials shall be kept on the coastal public access area.

The Commission hereby finds that the application, as modified and conditioned herein, is consistent with all applicable goals and policies of CGS 22a-92 and incorporates all reasonable measures which would mitigate adverse impacts of the proposed activity on both coastal resources, and on existing and future water dependent activities.

Motion made by Pritchard, seconded by Steinfeld, motion passed unanimously.

VI. OLD BUSINESS - None

VII. NEW BUSINESS

1. Town of Ledyard Referral for a Public Hearing on July 13, 2017\*
  - a. Application #4830 for Amending Zoning Regulations Section 2.0 Definitions, Section 8.0 Supplemental Regulations and Attachment A relating to Personal Services

Staff explained the referral. The Planning Commission had no comment.

2. Report of Commission

Steinfeld stated that he attended the Town Council public hearing on the Planning and Zoning Commissions.

3. New Applications - None

VIII. REPORT OF CHAIRMAN

Chairman Pritchard said he presented a letter to the Town Council last Tuesday at the public hearing in regards to combining the Planning and Zoning Commissions. He said the Committee of the Whole meets again on July 11<sup>th</sup>, and they may discuss their decision at that time.

IX. REPORT OF STAFF

Staff thanked the commissioners for attending the public hearing and voicing their opinions.

Staff said that Robin Silsby is retiring on August 16<sup>th</sup>. There will be a party for her on August 17<sup>th</sup>.

The commission asked if there was a retirement party planned for the outgoing Town Manager. Staff said that is being organized, and information will be forthcoming.

X. ADJOURNMENT

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Motion to adjourn at 8:10 pm was made by Steinfeld, seconded by Zod, so voted unanimously.

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Hal Zod, Vice Chair/Secretary  
Planning Commission

Prepared by Debra L. Gilot  
Office Assistant III