

MINUTES
PLANNING COMMISSION
AUGUST 12, 2014 – 7:00 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 2

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

I. ROLL CALL

Regular members present: Sherrard, Pritchard, Kane, Munn, Steinfeld

Alternate members present: Fitzgerald, Zod

Absent: Tarbox

Staff present: Jones, Glemboski, Silsby

II. APPROVAL OF THE FOLLOWING MINUTES OF JULY 8, 2014

MOTION: To adopt the Planning Commission minutes of July 8, 2014, as amended

A typo was corrected.

Motion made by Munn, seconded by Pritchard, so voted unanimously

III. PUBLIC COMMUNICATIONS

Munn received a call from a member of the Town Council in regards to the Noank School Community Garden proposal.

IV. SUBDIVISIONS

1. Crawford Way Subdivision, 123 Toll Gate Road – Request for Acceptance of Public Improvements

Staff stated that public improvements have been completed and recommended for acceptance by the Department of Public Works.

MOTION: To accept the public improvements for the Crawford Way Subdivision, Crawford Way and Tollgate Road.

Motion made by Sherrard, seconded by Steinfeld, so voted unanimously

2. Sunset Ridge Resubdivision, Gold Star Highway (SUB12-01) – Request for Acceptance of Public Improvements and Release of Bond

Staff stated that the Town Engineer has recommended acceptance of the public improvements.

MOTION: To accept the public improvements and release the \$ 20,360.00 Erosion and Sedimentation Control Bond for the Sunset Ridge Resubdivision (formerly Obrey Resubdivision), Gold Star Highway.

Motion made by Sherrard, seconded by Steinfeld, so voted unanimously

3. Seaport Community Church Subdivision, 28 Great Brook Road (SUB13-04) – Request for 90-day extension for recording of final plans

Staff explained that the applicant has requested a 2nd 90-day extension.

MOTION: To approve a 90-day extension, until November 26, 2014, for the recording of the subdivision plan for Seaport Community Church Subdivision (SUB13-04), 28 Great Brook Road.

Motion made by Sherrard, seconded by Pritchard, so voted unanimously

4. Watrous Subdivision, 0 Pleasant Valley Road North (SUB14-01) – Request for 90-day extension for recording of final plans

Staff explained that the applicant has requested an extension.

MOTION: To approve a 90-day extension, until November 11, 2014, for the recording of the subdivision plan for Watrous Subdivision (SUB14-01), 0 Pleasant Valley Road North

Motion made by Sherrard, seconded by Munn, so voted unanimously

V. SITE PLANS

1. Stedfast Christian Academy, 256 North Road (SIT14-10)

Edward Wenke reviewed the proposal for a conditional use of elementary through secondary school use in a residential zone within an existing church building and shared parking within the same site between two non-concurrent uses. The size of the building is 18,000 square feet and the total acreage is approximately 9 acres. Infrastructure is currently in place. Current enrollment is 47 students, but they are asking to permit up to 100 students in the future. Requirements were reviewed. Information was given about the property lines, parking, and classroom areas. There will be no on-site preparation of food. An application for Phase II will be submitted at a later date. Wenke noted that a playground area will be built with a fenced in area with locking gates. The target date for the beginning of the school year is August 25, 2014.

Staff stated that the owner has met all zoning requirements. She noted that the Department of Public Works is not concerned about not having a grease trap, but a note should be added to the plans that a grease trap will be installed if food will be served in the future.

Inquiries were made about the sanctuary, building, sidewalks, and transportation to and from the school.

Chairman Sherrard inquired about the procedure for having maps recorded in Groton Land Records. Staff stated that a revised paper print will be required.

MOTION: To approve the Stedfast Christian Academy (SIT14-10), 256 North Road subject to the following modifications:

1. A grease trap for all kitchen waste lines shall be installed if there is any food preparation on the premises.

2. The handicapped parking stalls shall be restriped to meet the 2013 Amendments to the State Building Code and current ANSI standards.
3. All technical items as raised by staff shall be addressed.

Motion made by Sherrard, seconded by Pritchard, so voted unanimously

2. Thames Edge at Fairview – Phasing Modification, 231 Lestertown Road/0 Military Highway (SIT14-09)

Clint Brown of DiCesare Bentley Engineers reviewed the modification request to construct the main access drive sidewalk and install final pavement coarse of the main access drive in Phase II instead of Phase 1. A gas line will be constructed in conjunction with the road. Information was given about pedestrian walkways. An update was given as to what has been completed thus far.

Staff stated that the bond has been received for the final course of pavement.

Inquiries were made about the timeframe to complete Phase I and installation of the sidewalk. Brown stated that he will provide an as-built to the town when Phase I has been completed. It was noted that the road is open to vehicular traffic.

MOTION: To approve a site plan modification for Thames Edge at Fairview, Phase I, 231 Lestertown Road, to construct the main access drive sidewalk and install final pavement coarse of main access drive in Phase II instead of Phase I, with the following modifications:

1. The sidewalks shall be completed by August 31, 2015.
2. All technical items, as brought up by staff, shall be addressed.

Motion made by Sherrard, seconded by Munn, so voted unanimously

3. Woody’s Service Center, 901 Route 12 (SIT14-06) – Action Required

Attorney Bill McCoy, representing the applicant, reviewed the map, noting that the plan documents existing site conditions except for the elimination of a curb cut.

Staff stated that this application was generated by a zoning enforcement action with regards to signage. As part of a court settlement, the judge required that plans be submitted to the Planning Commission. The current site plan represents what exists today onsite and also includes the Crystal Lake town project. Staff stated that the owner has been in compliance, with regards to signage, for the last two (2) years.

A suggestion was made to restrict left turns at the north driveway. Information was given about the non-conforming use being grandfathered.

MOTION: To approve the site plan for Woody’s Service Center, 901 Route 12 (SIT14-06), subject to the following modifications:

1. The north driveway entrance shall be signed as “no left turn”.
2. All technical items as raised by staff shall be addressed

Motion by Sherrard, seconded by Steinford, so voted unanimously

VI. OLD BUSINESS

1. Subdivision Regulation Amendments – No Update.
2. Plan of Conservation and Development Update – Discussion of Planning Commission Review Process and Meeting Schedule

It was noted that a meeting was held prior to tonight's regular Planning Commission meeting. The next meeting is scheduled for 8-26-14 at 6:00 p.m.

VII. NEW BUSINESS

1. Report of Commission

Munn received a call from a town council about the Noank School Community Garden proposal. Fitzgerald inquired about the status of the proposal. Sherrard stated that he has inquired with the Town Manager and is waiting for an update. Munn noted that the property may remain in public domain and the potential of a memorandum of understanding exists. Concerns were raised.

Pritchard gave an overview of the 7-21-14 Committee of Chairpersons meeting he attended.

Sherrard requested that the draft of the ethics ordinance come back to the Planning Commission for review.

Steinford reported that the Department of Public Works has been doing maintenance work on Crystal Lake Road.

2. Zoning Board of Appeals Referrals for August 27, 2014 Public Hearings
 - a) ZBA14-06 – Walmart Sign Expansion, 150 Gold Star Highway

Staff reviewed the proposal, stating that the Town feels this is a reasonable request. Concerns were raised about the total number of signs allowed on site in the future.

MOTION: The Planning Commission recommends in favor and recommends that the Zoning Board of Appeals condition the variance, if granted, to allow only 3 secondary signs, as proposed.

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

- b) ZBA14-07 – Hartman Residence, 105 River Road, Mystic

Staff reviewed the proposal to add a deck. She noted that the legal notice has been modified to add lot coverage. Historic District Commission approval has been granted. Bulk standards were noted.

The Planning Commission had no comment.

3. New Applications

- a) Thames Edge at Fairview, 231 Lestertown Road (SIT14-09)
- b) Stedfast Christian Academy, 256 North Road (SIT14-10)

VIII. REPORT OF CHAIRMAN

Chairman Sherrard inquired about the layout of tents at the Mystic Outdoor Art Festival.

Steinford inquired about trash pickup in downtown Mystic.

An update about Central Hall was given by Staff. Staff noted that a pre-construction meeting was held in early June 2014. Parking areas are targeted to be completed by the end of August 2014. A Notice of Deficiency from the State was noted for the developer's request for a dock.

IX. REPORT OF STAFF – None.

X. ADJOURNMENT

Motion to adjourn at 8:21 p.m. was made by Steinford, seconded by Munn, so voted unanimously.

Jeffrey Pritchard, Secretary
Planning Commission

Prepared by Robin Silsby
Office Assistant II