



Town of  
**North Stonington, CT**

PLANNING & ZONING COMMISSION

**REGULAR MEETING**

**THURSDAY, MAY 3, 2018 7:00 P.M.**

**New Town Hall  
Conference Room  
40 Main Street  
North Stonington, CT 06359**

**MINUTES APPROVED ~ MAY 10, 2018**

**1. CALL MEETING TO ORDER:** Vice-Chair Ann Brown called the Regular Meeting of the North Stonington Planning & Zoning Commission to order on Thursday, May 3, 2018 at 7:00 p.m. at the New Town Hall, Conference Room.

**COMMISSIONERS PRESENT:** Ann Brown Vice-Chair, Joseph Siner, Secretary, Wayne Wilkinson, Lisa Wood and Alternate Members Pat Lewis and Connie Berardi

**COMMISSIONERS ABSENT:** Louis Steinbrecher, Chairman

**STAFF PRESENT:** Planning, Development & Zoning Official Juliet Hodge and Administrative Assistant Cheryl Konsavitch

**2. ADDITIONS TO THE AGENDA:** None

**3. PUBLIC COMMENT:**

Karen Porter stated to the Commission that she is attending this meeting because she was interested in the vacant Alternate seat on the Commission. A. Brown asked her party affiliation because the vacant seat would need to be filled by a Republican. Ms. Porter stated she is a Democrat, but her husband Rod Porter was present and stated he would also be interested in the vacant seat. Mr. Porter gave a brief update on his background and the Commission felt he would be a good choice for the vacant seat.

**MOTION by W. Wilkinson, SECOND by L. Wood to appoint Rod Porter to the vacant alternate seat on the Commission. MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING:**

**RC #18-023 (*Regulation Change*)** Application of the North Stonington Planning & Zoning Commission, 40 Main Street, North Stonington, CT 06359 to add & amend to the following; Chapters 1 (*Purpose & Authority*), 3 (*General Provisions*), 4 (*Dimensional Requirements*), 5 (*Residential Zoning Districts*), 6

(*Commercial Zoning Districts*), 10 (*Supplemental Regulations*), 11 (*Site Design Standards*), 12 (*Permits by Staff*), 13 (*Permits by Commission*), 14 (*Zoning Board of Appeals*) 16 (*Definitions*) & *Table of Contents* of the Town of North Stonington Zoning Regulations & added reference in Section 4 of the Subdivision Regulations to Sections 5.8-5.10, added Section 5.8 (*Water Supply Report*), added Section 5.9 (*Subsurface Sewer Disposal Systems*) added Section 5.10 (*Sanitary Sewers*) & amended Table of Contents in the Town of North Stonington Subdivision Regulations. (*Commission received on 04/05/18 & PH scheduled for 5/3/2018*)

Secretary Siner read the application into the record.

Seated: A. Brown, J. Siner, W. Wilkinson, L. Wood, C. Berardi

J. Hodge went over the following Zoning and Subdivision Regulations changes with the Commission.

Zoning Regulation changes include, **Chapter 1 - Purpose and Authority**, Section 107: added Subsections B & C clarifying need to establish principal use before an accessory use is permitted; and need for Building Permit and LLHD approval. **Chapter 3 – General Provisions**: added Section 312.6 (*Prohibited Signs*) and removed 312.7(l) that Freestanding Wall signs less than 3 sq. ft. need no permit. Section 313 (*Driveways*): add 313.1 Subsection D (*Driveway Location*): clarified that frontage must be capable of accommodating a driveway. Amended 313.1(E) (*minimum driveway width for driveways >200 ft.*) from 15' to 14'. Amended 303.1(F) (*Surface*) to require driveway detail on all plot plans/site plans. Amended 313.1(J) to fix road classification labels so that they matched Appendix. **Chapter 4 – Dimensional Requirements**: Section 404.1 (*Setback Dimensions*): removed Subsections B & C re: commercial driveways. **Chapter 5 – Residential Zoning Districts**: added note re: uses requiring SPP in VPOA. Added aircraft landing area to table of uses. Amended 504(C) (*Interior Building Lot*) (*Dimensions*) to remove double setback requirement. **Chapter 6 – Commercial Zoning Districts**: 601 (*Dimensional Requirements*): reduced road frontage in EDD from 250 to 200. 602.5 – added aircraft land area to table of uses. 603.1(B) (*Design of Commercial Caretaker Accessory Apartment*): removed exception for Commercial Farm. 604 *Mixed Use (Residential & Commercial)* added “/Industrial” after Commercial. 606 (*Planned Business Development*): 606.1 – added references to Section 1203. **Chapter 10 – Supplemental Regulations**: 1001.3(D): added clarification that Brewery must be owner occupied or house a F/T Caretaker/Manager. Combined Section 1013 (*Membership Clubs - No-Firearms*) with Section 1012 (*Membership Club -Firearms*) and added New Section 1013 (*Micro Assisted Living Facility*). **Chapter 11 – Site Design Standard**: 1104.5 (*Parking Ratios*): amended Subsection O for Mixed-Use Developments. 1105.2(D) & (F)(2): amended road classification labels to match Appendix. 1105.5 (*Access Driveway Design*): removed any reference or standard for residential driveways – Added 24' width requirement for 2-way driveway. **Chapter 12 – Permits by Staff**: 1204 (*Property Line Adjustment/Lot Division*) (“Free Split”): added Subsection D – requiring mylars to be recorded within 90 days after approval. **Chapter 13 – Permits by Commission**: 1302.6 and 1303.7 following approval – requiring submission of final Mylar for SPL and SPP and that they be recorded in Town Clerk’s Office within 90 days after approval. **Chapter 14 – Zoning Board of Appeals**: 1400.4 following approval – added language requiring applicant to record the variance in the office of the Town Clerk within 90 days of approval. **Chapter 16 – Definitions**: added definitions for Amusement Park and Micro Assisted Living Facilities and amended Table of Contents to reflect changes.

Subdivision regulations changes include added reference in Section 4 to Sections 5.8-5.10: added Section 5.8 (*Water Supply Report*). Added Section 5.9 (*Subsurface Sewer Disposal Systems*). Added Section 5.10 (*Sanitary Sewers*) and Amended Table of Contents to reflect the changes.

The Commission discussed the changes, which included the Micro Assisted Living Facility regulations. J. Hodge read an e-mail from Ellyn Schlageter in support of the Micro Assisting Living Facility regulation.

MaryAnn Ricker of the Affordable Housing Commission spoke in favor of this type of regulation and stated it was a good use and a unique opportunity for the Town and included as a Goal in the Housing Plan.

Vice-Chair Brown asked if there was anyone from the public wishing to ask questions or make comments pertaining to this application. The following people spoke:

Anne Nalwalk  
Margaret Leonard – Affordable Housing Commission

The Commission wanted more time to discuss the Micro Assisted Living Facility Regulations and would therefore like to keep the hearing open to be able to discuss them at the Commission's next meeting.

**MOTION by W. Wilkinson, SECOND by C. Berardi to continue the Public Hearing on this application to the Commission's May 10<sup>th</sup> meeting. MOTION CARRIED UNANIMOUSLY**

## **5. PENDING APPLICATIONS:**

**RC #18-023 (Regulation Change)** Application of the North Stonington Planning & Zoning Commission, 40 Main Street, North Stonington, CT 06359 to add & amend to the following; Chapters 1 (*Purpose & Authority*); 3 (*General Provisions*); 4 (*Dimensional Requirements*); 5 (*Residential Zoning Districts*); 6 (*Commercial Zoning Districts*); 10 (*Supplemental Regulations*); 11 (*Site Design Standards*); 12 (*Permits by Staff*); 13 (*Permits by Commission*); 14 (*Zoning Board of Appeals*); 16 (*Definitions*); and *Table of Contents* of the Town of North Stonington Zoning Regulations & added reference in Section 4 of the Subdivision Regulations to Sections 5.8-5.10; added Section 5.8 (*Water Supply Report*); added Section 5.9 (*Subsurface Sewer Disposal Systems*); added Section 5.10 (*Sanitary Sewers*); & amended Table of Contents in the Town of North Stonington Subdivision Regulations. (*Commission to receive on 04/05/18 & schedule for PH*)

No Action needed on Item #5

## **6. PLANNING ISSUES & DISCUSSION:**

### **A. Wintechog Hill Road Project/Affordable Housing**

J. Hodge stated she talked to Milone & MacBroom and they don't do the pro-forma type work that the Commission was looking to have done. They suggested an organization called Hope, a non-profit organization which builds affordable housing projects. J. Hodge will contact them about doing the work and will let the Commission know what the cost would be. After the pro-forma is complete, Milone & MacBroom would be asked to make any necessary changes to the concept plans that provided.

### **B. POCD Action Items Priorities in conjunction with Annual Meeting**

J. Hodge stated she was urged to ask all Boards and Commission members to come to the Budget Hearing on Monday, May 7<sup>th</sup> at 7:00 p.m. in support of the budget.

J. Hodge stated the bigger presentation of work accomplished over the past year and on the POCD specifically, will be at the Annual Meeting, which will be held on May 21<sup>st</sup>. At that meeting, the public will have the opportunity to come in and talk to the representatives from Boards and Commissions. J. Hodge stated she will have a display set up of what the Commission has been working on and the Commission discussed what information should be highlighted in the display.

## **7. SENIOR PLANNER & ZONING OFFICIAL'S REPORT/ISSUES:**

### **A. ZEO Activity Report/April**

J. Hodge went over her activity report with the Commission for the month of April. She stated the Emergency Services Building would be adding a 3 bay garage to the site and will be coming in with a modification to a site plan at the Commission's May 10<sup>th</sup> meeting. J. Hodge stated there are also some landscaping issues at the site she will be working on with Bob Shabunia and the Landscape Architects.

**MOTION by W. Wilkinson, SECOND by C. Berardi to amend the agenda to add the fee schedule to discuss. MOTION CARRIED UNANIMOUSLY**

**B. Fee Schedule**

J. Hodge explained that the Planning and Zoning Application fees do not have to be voted on at a Town Meeting. The fee schedule will be removed from the Town Ordinance and simply posted in Town Hall and the website. It is up to the Commission to set their fees. J. Hodge proposed new fees sufficient to cover costs of required notices and more in line with fees charged in other towns in the region. Fees have not been raised in a very long time.

**MOTION by W. Wilkinson, SECOND by C. Berardi to approve the new fee schedule. MOTION CARRIED UNANIMOUSLY**

**8. NEW APPLICATIONS:** None

**9. OLD BUSINESS:** None

**10. NEW BUSINESS:** None

**11. REVIEW MINUTES:**

Review minutes of Regular Meeting of 04/05/18

The Commission accepted the minutes of 04/05/18 as amended.

**12. ADJOURNMENT:**

**MOTION by C. Berardi, SECOND by W. Wilkinson to adjourn the meeting at 9:00 p.m. MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Cheryl Konsavitch, Administrative Assistant  
Planning & Zoning Office