



Town of

North Stonington, CT

PLANNING & ZONING COMMISSION

THURSDAY, MAY 14, 2020 – 7:00 P.M.

VIA ZOOM

Public will be able to attend the meeting by calling in through Zoom. Please call **1 646 558 8656**, then enter Meeting ID: **852 8541 5383**. Public will be able to listen to the meeting and will be able to comment at the end of the meeting under public comment.

AGENDA

1. CALL MEETING TO ORDER:

2. ROLL CALL:

3. ADDITIONS TO THE AGENDA:

4. PUBLIC COMMENT:

5. PLANNING ISSUES & DISCUSSION:

- Discussion **with EDC Members** about temporary measures to support businesses as they re-open
- Discussion **with EDC Members** about renderings for Commercial District (closest to village)
- Virtual application reviews, virtual public hearings and Enforcement proceedings moving forward.
- End of year expenditures.

6. SENIOR PLANNER & ZONING OFFICIAL'S REPORT/ISSUES:

- ZEO Activity Report for March & April

7. OLD BUSINESS:

- Michael Abbots, 126 Northwest Corner Rd., N. Stonington, CT to come before the Commission to discuss violations to the conditions of an approved Special Permit HO#02-226 for a home occupation for an office for a small heating company pertaining to the violation of the parking of the oil trucks on the property. **(Need to reschedule)**

8. REVIEW MINUTES:

- Review minutes of Regular Meeting of 03/12/20

9. ADJOURNMENT:

Louis E. Steinbrecher, Chairman



NORTH STONINGTON 
The Heart of Southeastern Connecticut

North Stonington's Reopening Plan

The Town of North Stonington will follow the State guidelines established for the businesses included in the first phase of **CT's Reopening Plan**, currently planned to take effect **May 20th**. These businesses include: restaurants, offices, hair salons and barbershops, retail stores, and outdoor museums and zoos.

The following protocols were developed by Governor Lamont, members of his office, and the Department of Economic and Community Development, in consultation with legislators and recommendations made by the Reopen Connecticut Advisory Group, which consists of several of the state's leading medical experts and representatives of several business and industry groups.

The governor stressed that the decision to reopen during this phase rests with each individual business owner — they are not required to open if they do not choose, however if they do they must follow the rules as prescribed.

NOTE: Before you can open your doors, you must self-certify that you are following strict safety guidelines to keep your employees and customers safe.

[Self-Certify Now](#)

Is your business eligible to open now? **[Check here to find out.](#)**

Phase 1 Reopening Guidelines:

Please follow the links for the specific rules that eligible businesses that fall under phase 1 of Connecticut's reopening plans must follow amid the ongoing coronavirus pandemic.

Hair Salons & Barbershops

In Phase 1, hair salons & barbershops will open at 50% capacity by appointment only, with waiting rooms closed. Services offered will be restricted to hairdressing and eyebrows, nothing that would require removal of a facemask (e.g., beard trimming, lip waxing, etc.). >>>**Click here to view all of the changes specific to hair salons and barbershops.**

Museums and Zoos (Outdoor Only)

In Phase 1, museums and zoos can open outdoor exhibits at up to 50 percent capacity. >>>**Click here to view all of the specific museum and zoo changes.**

Offices

In Phase 1, offices can open at up to 50% capacity. Employees should continue to work from home where possible. >>>**Click here to view all of the specific office changes.**

Restaurants (Outdoor Only)

In Phase 1, restaurants can open outdoor at up to 50% capacity, no bars. >>>**Click here to view all of the specific restaurant changes.**

Retail & Malls

In Phase 1, Retail businesses and malls can open at up to 50% capacity. All businesses subject to these rules will be required to self-certify prior to opening on May 20. The certification system will be online beginning next week. >>>**Click here to view all of the specific retail and mall changes.**



Please note that some local regulations may still apply, and that our local boards and commissions, staff and elected officials are working together to come up with a flexible plan to allow businesses to reopen in a way that meets the state guidelines, and a process to ensure compliance with the rules as prescribed in each phase of the reopening plan.

The public is asked to utilize the drop-box whenever possible to submit any applications, tax payments, and other similar documents and transactions.

Whether working on site or working from home, all staff members are able to assist you fully. Town Boards and Commissions continue to meet virtually to keep town business moving forward. We appreciate your patience as we work through the many logistical challenges the pandemic has caused.

Questions related to Zoning or Code compliance (Building/Fire) may be directed to Juliet Hodge, Planning, Development and Zoning Official at jhodge@northstoningtonct.gov



Questions related to compliance with the Public Health Code may be directed to: Chris Seery, Sanitarian – Ledge Light Health District at cseery@llhd.org

Or Charlene Swink (Restaurants and Hair Salons)- Ledge Light Health District at cswink@llhd.org

Information can also be found on their website at www.llhd.org

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7MM

PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE – EXPEDITED APPROVAL AND PERMITTING FOR EXPANDED OUTDOOR DINING

WHEREAS, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

WHEREAS, pursuant to such declaration, I have issued thirty-nine (39) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the risk of severe illness and death from COVID-19 is higher for individuals who are 60 or older and for those who have chronic health conditions; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to slow transmission of COVID-19, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

WHEREAS, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and

WHEREAS, public health experts have determined that the risk of transmission of COVID-19 is reduced in outdoor areas, including where there is more sunlight, greater air movement, and greater space to maintain distance between people; and

WHEREAS, I intend to issue an executive order in the coming days providing for limited increased economic and recreational activity, including outdoor dining and outdoor retail, with conditions designed to protect the public health by reducing the risk of transmission of COVID-19; and

WHEREAS, certain statutes, municipal ordinances, regulations, and procedures may prevent the timely implementation of protective measures to provide for safe resumption of economic activity, including some outdoor dining with liquor service and outdoor retail, which resumption is essential to sustaining compliance with and effectiveness of other efforts to respond to and mitigate the effects of COVID-19; and

WHEREAS, existing state and local laws and regulations governing outdoor liquor service currently require approvals by local authorities and the Department of Consumer Protection; and

WHEREAS, Executive Order Nos. 7G, and 7T, permitted certain liquor licensees to sell alcoholic liquor in connection with take-out and delivery of food, but did not permit private clubs to do the same; and

WHEREAS, many clubs, nonprofit clubs and golf country clubs offer food and are able to sell alcoholic liquor safely to their members in connection with take-out and delivery of food prepared on premises in a manner similar to what is permitted for the food establishments covered by Executive Order Nos. 7G and 7T;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Expedited Municipal Zoning Amendments.** In order to expedite changes to municipal laws, ordinances, or regulations and ensure greater flexibility for local governments to respond to COVID-19, Section 8-3b of the Connecticut General Statutes is suspended and modified to provide that, if a zoning administrator, chairperson of the zoning commission or planning and zoning commission, or chief elected official has made a finding that a proposal is necessary to respond to the COVID-19 pandemic, including but not limited to making changes to permit the Outdoor Activities described herein, such zoning administrator, chairperson, or chief elected official may place such proposal, or cause such proposal to be placed, on the public hearing agenda of a zoning commission or a planning and zoning commission, as applicable, and such commission shall conduct its public hearing and act on such proposal without being required to adhere to the requirements of Section 8-3b.
2. **Suspension and Modification of Certain Permitting and Approval Processes for Outdoor Activities.** In order to prevent the potential transmission of COVID-19 in commercial establishments while allowing commercial establishments to operate in a manner that promotes social distancing and complies with my executive orders or any order issued by an executive agency or municipal official pursuant to the public health and civil preparedness emergency declared on March 10, 2020, including but not limited to any rules or guidelines issued by the Department of Economic and Community Development for operation of businesses during such emergency, any provision of Connecticut General Statutes Chapters 14, 97a, 98, 124, 126, 242, or 541 and Section 22a-27j, or any special act, municipal charter, ordinance, resolution, or regulation that conflicts with this Order (all such state and municipal laws and

regulations being, collectively, the “Covered Laws”), is suspended and modified, as enumerated below, for the duration of this Order and as hereafter provided:

- a. **Expedited Municipal Review of Outdoor Dining and Retail.** Any Covered Law requiring an applicant to receive an approval or permit for outdoor food and beverage service, outdoor displays of goods, or COVID-19 Signage, which activities (other than COVID-19 Signage) end at 11 p.m. or earlier on Friday and Saturday nights and end at 9 p.m. or earlier all other days of the week (such activities being, the “Outdoor Activities”) is suspended to the extent that the Covered Law requires review and determination of any application for Outdoor Activities by a multi-member municipal agency or any by any entity other than an individual municipal official generally responsible for administrative enforcement of the relevant Covered Law, such as a zoning administrator or a building code official (such official and his or her designee being, the “Local Enforcement Official”), and modified to require all such reviews and determinations to be conducted only by the Local Enforcement Official.
 - i. “COVID-19 Signage” shall mean any outdoor, non-internally-illuminated, non-animated signage that is 15 square feet in size or smaller and contains directions, social distancing instructions, or other signage that might customarily be displayed within the building, including but not limited to menus or specials.
 - ii. “Outdoor Activities” shall not be deemed to include live entertainment, provided that nothing in this Order shall be deemed to prohibit an independent approval of live entertainment pursuant to local regulation.
- b. **Outdoor Dining and Retail Allowed During Emergency.** Any Covered Law that does not explicitly allow Outdoor Activities or that prohibits Outdoor Activities shall be deemed to allow such activities as an accessory use to any location where food or beverages are served or goods are sold, as applicable, subject to review and approval by the Local Enforcement Official and reasonable conditions imposed through Local Enforcement Official review, provided that nothing in this order shall require a municipality to permit the sale or service of alcoholic beverages as a principal or accessory use anywhere that such activity is not permitted as a principal or accessory use, and provided further than nothing in this Order shall permit the sale of alcoholic beverages for on-premise consumption independent of sale of food, or permit the operation of outdoor bars unless expressly permitted by further executive order or by rules or guidelines issued by the Department of Community and Economic Development pursuant to an executive order.
- c. **Minimum Parking Lifted to Facilitate Outdoor Activities.** Any Covered Law requiring a minimum number of parking spaces or prohibiting Outdoor Activities from taking place in parking lots is suspended to the extent required to permit such Outdoor Activities alone or in conjunction with any other authorized activity, including any activity required to enable the response to the COVID-19 pandemic.

Any Covered Law prohibiting Outdoor Activities from taking place in on-street parking spaces is modified to allow the Local Enforcement Official to permit this activity, consistent with the requirements of this Order.

- d. **Application Process.** Any Covered Law relating to applications for Outdoor Activities is suspended to the extent that it requires any of the following documents: plans stamped by a licensed engineer, landscape architect, or architect; site survey; parking plan; traffic study or plan; sign plan; soil erosion and sediment control plan; photometric lighting plan; or stormwater management plan; provided that the applicant has submitted, at a minimum, a drawing or illustration, roughly to scale or dimensioned and depicting with reasonable accuracy the outdoor area that is proposed to be used and what is proposed to be placed, built, or erected in the outdoor area, and a narrative (with or without accompanying illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed. Notwithstanding the preceding sentence, the Local Enforcement Official may require an applicant to submit additional and more detailed information that he or she reasonably deems necessary to protect public health, safety and the environment, in order to complete an application, taking into account the need for expedited review of such applications.

- e. **Approval and Conditions.** Notwithstanding any contrary Covered Law, the Local Enforcement Official shall review and approve, approve with conditions consistent with any executive orders or rules issued pursuant to executive orders (including extending the hours of operation), or reject any complete application for Outdoor Activities, and shall notify an applicant of such decision (including, but not limited to, emailed notice or certified mail) by the later of (i) ten days after actual receipt of the complete application, or (ii) ten calendar days after actual receipt of any additional materials required pursuant to the previous paragraph. Any failure of the Local Enforcement Official to act pursuant to the preceding sentence within such time period shall be deemed to be an approval of the application.

- f. **Appeals.** Notwithstanding any contrary Covered Law, if a Local Enforcement Official approves with conditions or rejects an application for an Outdoor Activity filed pursuant to this Order, the applicant may appeal such decision, within 7 days of receipt of notice of the decision (including, but not limited to, emailed notice or certified mail), to the planning and zoning commission or to the zoning commission, as applicable, but if the zoning commission is the town's legislative body, to the planning commission, provided that any Covered Law that would require a public hearing for such appeal is suspended. Nothing in this Order shall suspend or modify an individual's right to submit a complaint to the relevant municipal authority or the right of a municipal authority to enforce conditions associated with a permitted Outdoor Activity, impose fines and fees, or issue a notice of violation or a cease and desist order.

- g. **Shared Lots and Expanded Spaces.** Any Covered Law requiring Outdoor Activities to take place on the same lot, zoning lot, street face or yard as a principal use, or to take place only in certain yards, shall be modified to allow Outdoor Activities to take place on any nearby lot, zoning lot, street face, or yard, (contiguous or not), provided that written permission from the owner of any other lot or zoning lot on which such Outdoor Activity is proposed to take place is provided to the Local Enforcement Official and further provided that any nearby lot, zoning lot, or street face used for Outdoor Activities must include a commercial use or be located in a commercial zoning district.
- h. **Sidewalks and Non-Vehicular Rights of Way.** Any Covered Law prohibiting Outdoor Activities from taking place on public sidewalks or other nonvehicular public rights of way shall be suspended and modified to allow Outdoor Activities to take place therein, subject to a 6-foot clearance for pedestrian passage, and subject to reasonable conditions imposed by the municipal department with jurisdiction over sidewalk obstruction permits. Any Covered Laws prohibiting Outdoor Activities from taking place on a state highway right of way are modified to allow the State Department of Transportation (DOT) to issue a permit for such activities to take place in the non-vehicular portion of the state highway right of way pursuant to conditions imposed by the DOT.
- i. **Vehicular Rights of Way.** Any Covered Laws prohibiting Outdoor Activities from taking place on a local public road or vehicular right of way are modified to allow the municipal official with jurisdiction over local roads, after consulting with the municipality's Local Traffic Authority and, if that local road is used for public transportation routes, consulting with the DOT, to close the road in order to permit Outdoor Activities without additional public hearings. Closure of any part of the vehicular portion of a state highway right of way shall not be permitted without a request from the municipality to the DOT pursuant to the Regulations of Connecticut State Agencies §14-298-262 for a Special Event Permit, provided that such Outdoor Activities shall be included in the definition of "special event" and the DOT shall use its best efforts to expedite review of any such request in furtherance of the purposes of this Order. Any Covered Laws prohibiting special event permits for the closure of a state highway are modified to authorize the DOT to issue such permits to allow Outdoor Activities pursuant to this Order. The automatic approval provisions of subsection 1(c) of this order shall not apply to this subsection.
- j. **No Nonconformity Rights Bestowed.** Any Covered Law that would provide nonconforming use or structure rights to any activity or structure permitted during the state of emergency pursuant to this Section 2 of this Order is suspended.
- k. **No Application, Building or Related Fees.** The Covered Laws are suspended to the extent they impose fees for applications filed pursuant to this Order for Outdoor Activities, and no fees for such applications shall be collected or be due and owed to the State or to any municipality for the duration of the emergency.

3. **Liquor Service in Connection with Outdoor Dining.** Title 30 of the Connecticut General Statutes, including Sections 30-22(a) and 30-22a(a), and any corresponding regulations or practices such as the requirement to file a patio or extension of use permit with the Department of Consumer Protection, are modified to the extent they conflict with, or create additional requirements on, the sale of alcoholic liquor by a liquor licensee so long as such licensee is (i) in compliance with Section 2 of this order and any executive order permitting outdoor dining; (ii) any rules for outdoor dining, including social distancing requirements, issued by the Department of Economic and Community Development (DECD); and (iii) any town or municipal requirements related to outdoor dining and liquor sales, as amended by Section 2 of this order. A liquor licensee who serves alcoholic liquor shall not be required to obtain a patio or extension of use permit provided that the licensee shall serve only the types of alcoholic liquor allowed by their permit type and shall abide by the following conditions:
 - a. The licensee must comply with all other laws and regulations under Title 30, including prohibitions on sales to minors or intoxicated persons and restrictions on the times such sales may occur.
 - b. Alcoholic liquor may be served only in connection with outdoor dining, which means food prepared on premises or at a food truck adjacent to the premises.
 - c. There shall be no consumer bars, and all alcoholic beverages shall be served tableside.
 - d. There shall be no live entertainment unless live entertainment was previously permitted in the outdoor space, or the licensee obtains permission pursuant to this order or underlying rules, and such entertainment complies with all other social distancing rules.
 - e. For Caterer licensees, outdoor service is permitted only at locations with on-premise permits for which the licensee is hired as a bona fide caterer.
 - f. For Clubs, outdoor dining is permitted only for members and their families and guests.
 - g. If a licensee is permitted by local authorities to provide outdoor dining in space outside their permitted premises, including public sidewalks, parking lots or space owned by an adjacent business, such space shall be deemed to be part of the permitted premises for the duration of this order and the licensee shall be responsible for any liquor violations in that area.
4. **Further Clarification of Limits on Private Clubs.** Effective immediately, Executive Order Nos. 7G and 7T, which addressed sales of alcoholic beverages by certain licensees, are modified to additionally permit holders of club, nonprofit club and golf country club permits to deliver food prepared on premises and sealed containers of

alcoholic liquor directly to consumers and to offer for the pick-up and off-premise consumption of any sealed containers of alcoholic liquor with food prepared on premises under the same conditions as the prior Executive Orders permitted for restaurants, except that such sales shall only be to their members.

Unless otherwise specified herein, this order shall take effect immediately and remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified, extended or terminated.

Dated at Hartford, Connecticut, this 12th day of May, 2020.



Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Secretary of the State





Town of
North Stonington, CT

PLANNING AND ZONING

TEMPORARY ENFORCEMENT POLICIES

Due the ongoing COVID-19 pandemic, the North Stonington Planning and Zoning Commission approves the following temporary enforcement policies in place until **September 7, 2020 or until relevant social distancing and operational requirements for businesses have been lifted by the State of Connecticut, whichever is earlier**. These temporary policies may be modified or further extended by a vote of the Commission.

PURPOSE

The policies are established to assist the Town's business community in dealing with the financial hardships imposed by the COVID-19 virus and its related business closures. Extra temporary signage is warranted at this time to communicate openings and safety information to the public. It is expected that the State will allow restaurants to allow only outdoor seating with social distancing measures. While operating under limited capacity, such seating will have fewer impacts, such as parking, for the Commission to review. Outdoor retail displays will also enable such businesses to communicate re-openings to the public and help businesses operate under social distancing requirements. The Commission also seeks to streamline the approval process for simple Changes of Use in existing commercial buildings and approvals for temporary changes to signage, display areas and outdoor seating (uses) described below.

SIGNAGE

The Department of Planning will not enforce the use of temporary signage under the following circumstances:

- Temporary signs announcing re-openings, safety information, etc. shall be allowed without permits. Signs allowed under this policy include temporary banners and A-frame signs and shall not include signs attached in a permanent manner and/or those requiring a Building Permit.
- After the expiration of this policy, all such temporary signs shall be removed.
- Signs will not be allowed that interfere with pedestrian, vehicular travel or sight-lines. Signs shall not interfere with handicap access under the Americans with Disabilities Act.
- Temporary signs shall conform with the "sign prohibition," "lighting" and "sign motion" requirements of the regulations, except for those signs expressly allowed through this policy. These regulations preclude such things as inflatable signs, flashing lights, streamers, billboards, moving signs, etc.
- Such temporary signs shall not be permitted for "Home Occupation" businesses.
- A-frame signs shall be limited to 20SF in size; Temporary banners shall be limited to 24SF in size.
- Should excessive sign clutter result due to this policy, the Zoning Official reserves the right to work with businesses to collaboratively reduce the size and number of temporary signs.

OUTDOOR SEATING FOR RESTAURANTS AND OUTDOOR RETAIL DISPLAYS

The Department of Planning will temporarily allow outdoor seating at restaurants (including “retail-restaurants”) and outdoor retail displays without the benefit of land use permits under the following circumstances:

- The total number of restaurant seats shall not exceed what has already been approved.
- Outdoor seats or retail displays shall not interfere with pedestrian or vehicular travel, sight-lines or public safety and shall not interfere with handicap access under the Americans with Disabilities Act.
- Outdoor seating may be located in on-site parking spaces; minimum on-site parking requirements are temporarily waived for this purpose.
- Hours for outdoor seating shall not extend beyond 9:00PM on weekdays and 10:00PM on weekends.
- All reasonable measures must be provided to protect tables from vehicle and bicycle traffic.
- Outdoor seating may also include service of alcoholic beverages when approved by the CT Liquor Control Division and signed off by local officials.
- This policy only authorizes flexibility in the enforcement of the Town’s Zoning Regulations. Outdoor seating and/or retail displays shall conform to all relevant health and safety requirements that are not under the purview of the Planning and Zoning Commission, including but not limited to Building Code, Fire Code, Liquor Control regulations, Town and State Ordinances and Regulations regarding use of sidewalks, State Health Code and any Emergency Orders related to the COVID-19 Virus.
- This policy shall remain in effect until the State allows restaurants to resume maximum permitted capacity, provided that all other sections of this policy are met.
- Should this policy lead to negative impacts on the surrounding area, including noise or parking impacts, the Zoning Official reserves the right to work with businesses to collaboratively address these issues.

CHANGES OF USE IN EXISTING COMMERCIAL BUILDINGS

The Commission temporarily authorizes the Zoning Official to issue Zoning Permits for certain changes of use in existing commercial buildings under the following circumstances:

- Proposed uses must be permitted in the zoning district without the benefit of a Special Use Permit and must comply with all bulk and use requirements, and all site development standards of Chapter 11.
- No construction, building additions and/or significant exterior modifications or site modifications are proposed.
- The Zoning Official may still refer any such application to the Commission for review and/or interpretation when compliance with the regulations is in question.
- This temporary policy does not modify any current regulations or processes regarding Building, Fire or Health Code compliance or permitting.

This temporary policy was approved by vote of the Planning and Zoning Commission on _____.



Town of North Stonington
Planning and Zoning Commission

Temporary Use Permit under Executive Order 7MM

Application Number: Receipt Date:

Restaurant/Hospitality__ Personal Service__ Retail __ Office __ Other: _____

Applicant: Name: _____
Mailing Address: _____

Contact Info: Phone: _____ E-mail: _____

Owner of Record: Name: _____
Mailing Address: _____

Phone: _____ E-mail: _____

Property Location: _____

Zoning District of Property: **Restrictive Overlay Area:** (See Chapter 7)
R40 - R60 - R80 - C - HC - I - ED-RC N/A - VPO - WSPO - SUO

Temporary Use Requested: _____

Requesting (New) Liquor Permit (Y/N) ____ (New)Outdoor Cooking(Y/N) ____ (New) Outdoor Dining (Y/N) ____ (If yes for any of these, LLHD approval required)

Date Signature (Property Owner of Record)

For Office Use Only:

Signature of LLHD Representative: _____ Date: _____

Signature of Zoning Official: _____ Date: _____

Signature of Building Official: _____ Date: _____

Per Executive Order 7MM, Temporary Permit will be valid for the duration of the public health and civil preparedness emergency, unless earlier modified, extended or terminated.

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:

Plot Plan: The following information shall be provided on an 8.5 x 11-inch plan (or greater), neatly drawn roughly to scale or dimensioned and depicting with reasonable accuracy the following items:

- All existing structures located on the property (principal and accessory)
- Proposed outdoor seating area/retail display area/work space
- Location of new/additional trash receptacles, lights, work stations, signage, etc.
- Adjacent boundary lines and distances
- Required Zoning District setback lines
- Driveway location (if applicable)
- Location of well and septic system (if applicable)
- Location of any existing or proposed easements and deed restrictions affecting the property including Conservation and/or Open Space areas including any areas/easements required by the Inland Wetlands Commission.

Narrative: Applicant must provide a narrative (with or without accompanying illustrations) that explains any noise, waste management, odor, light pollution, and environmental impacts expected from same and how said impacts will be managed.

Notwithstanding the preceding sentence, the Local Enforcement Official, may require an applicant to submit additional and more detailed information that he or she reasonably deems necessary to protect public health, safety and the environment, in order to complete an application, taking into account the need for expedited review of such applications.



4D Residential Design Services LLC

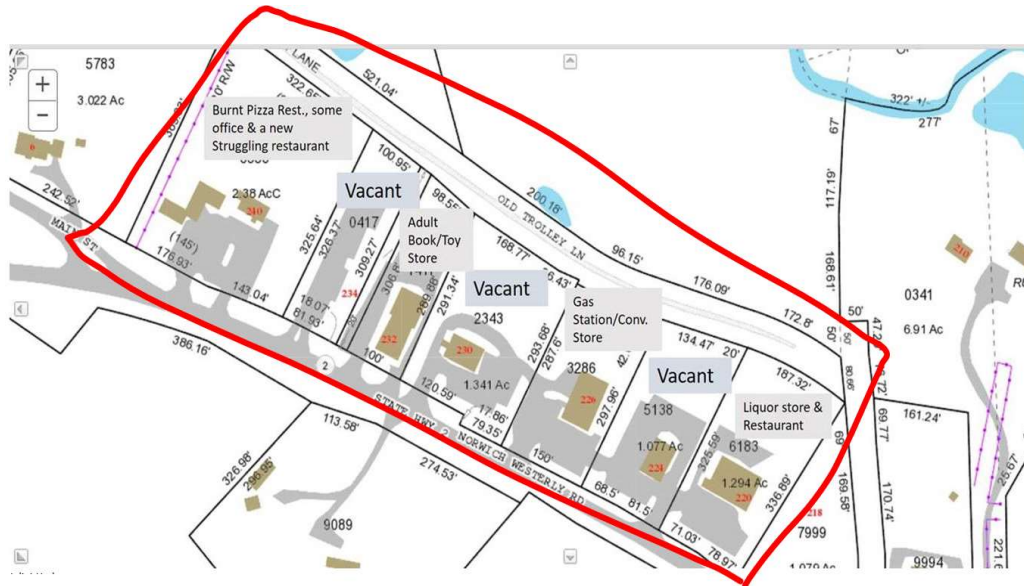
203 Reuteman Road
North Stonington, CT 06359

Work Agreement - May 8, 2020

Owner: Town of North Stonington EDC
Address: 40 Main Street
North Stonington, CT 06359
Phone #: Contact: Juliet Hodge
Phone 860-535-2877
Email: jhodge@northstoningtonct.gov

Scope: This is an agreement to provide master planning and rendering services for a comprehensive plan for the economic development of a group of lots indicated as number 8558, 0417, 1411, 2343, 3286, 5138, 6183 (see image below for) in the town of North Stonington on Route 2, just before the entrance to Main Street. The scope will be achieved by the following tasks:

- 1 Online GIS information and existing site plans provided by EDC will be drawn in Cad and compiled into a single comprehensive existing conditions 2D plan. This plan will note all relevant data such as lot lines, setback lines, lot area sizes, building square footages, current parking spaces, septic systems locations, well locations and other data that may taken from the online GIS site and or site plans provided.
- 2 A proposed comprehensive 2D plan will then show proposed new building locations and possible alterations to existing lots and buildings. Time will be taken to inertract with EDC members to look at the best way to develop each of the lots including building sizes, arrangements, types, etc. General parking and site development requirements shall be considered and indicated on the drawing (coordination with Juliet will be required for this).
- 3 After the proposed comprehensive 2d plan is established, A 3D model of the plan will be built. This model will provide renderings for the entire street scape view as well as indivudal lot renderings.



- Drawings:**
- A. Existing Conditions Comprehensive Plan
 - B. Proposed Comprehensive Plan
 - C. Rendering Images
- All drawing will be provided as pdf's.*

Fees: Lump Sum: **\$4,900**

Project schedule: Starting the week of May 11, substantial completion by June 30th.

- Payment**
- 1 Upon completion of the existing conditions comprehensive plan - **\$1000**
- Terms:**
- 2 Upon completion of the proposed comprehensive plan - **\$1500**
 - 3 Upon completion of streetscape renderings - **\$2400**

If you accept this proposal, please initial the first page and sign @ the bottom of this page, scan and email to robert@4drds.com. Feel free to call with any questions or comments you may have regarding the above.

Robert Melnosky

The above fee and conditions are satisfactory and accepted. You are authorized to do the work as outlined. Payment will be made according to the payment terms.

Authorized Signature

Date:

**TOWN OF NORTH STONINGTON
PLANNING, DEVELOPMENT & ZONING OFFICIAL
MONTHLY ACTIVITY REPORT
March 2020**

SITE VISITS/ INSPECTIONS:

3/02/20 Site Re-inspections: 49 Pond Dr., 10 Pond Dr., Truck Stop, Prov. NL Tpke (Yard Sale guy)
 3/18/20 Little League fields – Swantown Hill Rd. – Verify Site Restoration
 3/18/20 Re-inspections: 46 Old Colony Rd., 4 Meadowood Dr., and 25 Meadowood Dr.

ENFORCEMENT ACTIONS:

3/03/2020	NOV	10 Pond Dr.	Outdoor Storage of unregistered MV
3/03/2020	C&D	49 Pond Dr.	Outdoor Storage of unregistered MV

- Referred 35 Wintechog Hill (illegal Apt.) and 23 Princess to Attorney. Letters sent 10/1/19 No response. Attorney to file Show Cause hearing. **No Update**
- 272 Pendleton (Colechia) – No response to request to inspect as required by court agreement. Attorney to pursue. **Inspection schedules for 4/17 –but cancelled due to COVID19**
- 4 Meadow Wood. Referred to Attorney; No Update: 49 Pond Dr.: All but one car has been removed as of 3/2/20.
- 3/31/20 Enforcement: Complaint from the Days re: activity on M. Perkins’ property. Reviewed the Stipulated Agreement.

ADMINISTRATIVE APPLICATION and SITE PLAN REVIEWS:

DATE R’VD	PERMIT #	ADDRESS	TYPE	DETAIL
3/2/2020	20-018	339 Norwich Westerly Rd.	SPL	Farm Stand Expansion
3/2/2020	20-019	21 Chester Maine Rd.	ACC	Pool
3/4/2020	20-020	54 Denison Hill rd.	ACC	Pool
3/10/2020	20-021	108 Wyassup Rd.	ACC	Addition
3/12/2020	20-022	22 Stillman Rd.	ACC	Pool
3/13/2020	20-023	50 Jeremy Hill Rd.	HO	Flintlock Gun Restoration
3/18/2020	20-024	160 Pendleton Hill Rd.	ACC	Horse Barn
3/24/2020	20-025	232 Cossaduck Hill Rd.	ACC	Front Porch and pool deck
3/26/2020	20-026	14 Stillman Rd. Ext.	LD	Access to land and clearing
3/30/2020	20-027	34 Billings Rd.	ACC	Pergola

SPL #20-018 (Site Plan) Application of Ronald Lewis, 8C Reutemann Rd., N. Stonington, CT 06359 for a 288 sq. ft. addition to an existing farm stand at property located at 339 Norwich-Westerly Rd. in a VC Zone. Tax Map #108, Lot #4196 (**APPROVED**)

ZONING COMPLIANCE: None

ZONING BOARD OF APPEALS:

ZBA Application #20-001 (Variance) For a matter involving property owned by David & Wendy Pias, 421L Wyassup Road, North Stonington, CT 06359, located on the northeasterly side of Wyassup Lake approximately 1,500 feet, north from the intersection of Wyassup Road with Murphy Road in an R80 (SUOA) Zone. Tax Map #58, Lot #5326. Applicant is requesting a variance to Sub-sections (B) & (C) of Section 305.2 Non-Conforming Buildings & Structures, to increase the cubical content & expand vertically on a building located within the required front yard setback. **DENIED**

MEETINGS/MISCELLANEOUS

03/03/2020 **EDC Meeting**
03/05/2020 Meeting w/ Chris Wester Re: Draft Utility Plan
03/05/2020 **PZC Meeting**
03/06/2020 School Inspection – T.C.O Meeting
03/7/2020 **J. Hodge Vacation until 3/11/20**
3/12/2020 Interviews for P/T Grants Writer
03/12/2020 **PZC Meeting**

BEGAN WORKING FROM HOME 3/17/2020

3/17/2020 Phone: Atty. Avena re: Solar decommissioning Bond issue.
3/17/2020 **ZBA Meeting**
3/19/2020 Attended conference call: Governor Lamont and DECD Commissioner David Lehman
3/20/2020 Zoom Leadership Meeting w/ C. Dias & M. Uργο
3/23/2020 Zoom Leadership Meeting w/ C. Dias & M. Uργο
3/24/2020 Zoom Staff Meeting
3/24/2020 On-line Economics Course - 2hrs
3/25/2020 Zoom Meeting w/ seCTer and EDA re: Funding options for water/sewer project
3/26/2020 **Completed Sexual Harassment Training**
3/27/2020 Zoom Leadership Meeting w/ C. Dias & M. Uργο
3/27/2020 Zoom Sustainable CT Meeting w/ A. Kahn, C. Dias & M. Uργο
3/27/2020 Zoom Grants Meeting w/ Craig Russell, C. Dias and M. Uργο
3/30/2020 Zoom Leadership Meeting w/ C. Dias & M. Uργο
3/31/2020 Zoom Staff Meeting

Other:

- Transferred file containing the recording of the 12/07/2017 PZC meeting to thumb drive for CIRMA Attorney.
- Working with Sergio Cherenzia re: Required permits for winery driveway, utilities and planting vines.
- Working with M. Christie, Atty. Ladwig, C. Seery and Harry Spano to resolve multiple issues with the approved LLA for 217 and 223 Prov. NL Tpke. Mystic Pizza no longer wants to do the LLA etc.
- Reviewing and drafting comments on Facilities Plan from Weston & Sampson for water/sewer project
- **Solar Project Issues/Research:**
 - Researched decommissioning bonds in general. Email discussions with Sam Alexander, Justin Lafontaine and Deanna Rhodes re: Solar projects and decommissioning bonds.
 - Reviewed the project details for Ella Wheeler project (in full) from CSC Website to identify concerns and try and find the Decommissioning Plan. ;Reviewed State Statutes and Public Acts re: Solar Project approval process etc.
 - Reviewed Pinegate Renewables Solar Project bond estimates, Stormwater plan, and Decommissioning plan in full.
- Reviewed CT Main Street Grant Opportunity and SCCOG Water Quality Grant notices and forwarded to appropriate parties. Reviewed EDA and DOH Grant programs and requirements. Working with new Grant writer to bring him up to speed on Town priorities and past grants.
- Compiling and posting resources for Small Businesses and employees as I receive from Nancy Cowser – se CTer and other sources. Working with Brett and EDC about best way to help local businesses at this time. Promoting new Farm Store at Brewery. Calling local businesses to determine their status and make sure they know what resources are available.
- Completed [business survey](#), issued in partnership by AdvanceCT, the Department of Economic and Community Development, and the CBIA
- Reviewed Enforcement files – Updating iWorQ files.

- Reviewed email from Justin LaFountain re: Summary of Executive Orders/Technology Information
- Reviewed Sustainable CT Action List received from Alexis Kahn
- Reviewed emails re: U.S. Census Bureau- and upcoming Census (How to Customize, Download, and Visualize Census Bureau Data)
- Assisting residents and business owners remotely from home. Office hours on Fridays to sign permits etc.

**TOWN OF NORTH STONINGTON
PLANNING, DEVELOPMENT & ZONING OFFICIAL
MONTHLY ACTIVITY REPORT
April 2020**

SITE VISITS/ INSPECTIONS:

04/22/2020 Site Inspections - 3 Stillman Rd,
Site Re-inspections: 49 Pond Dr., 10 Pond Dr., and 366 Pendleton Hill
04/29/2020 Complaint Response: 55 Denison Hill Rd. – Junk & Debris

ENFORCEMENT ACTIONS:

4/29/20	NOV	55 Denison Hill Rd.	Junk & Debris and other Building and Health Code Issues
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- Referred 35 Wintechog Hill (illegal Apt.) and 23 Princess to Attorney. Letters sent 10/1/19 No response. Attorney to file Show Cause hearing. **No Update**
- 272 Pendleton (Colechia) – No response to request to inspect as required by court agreement. Attorney to pursue. **Inspection schedules for 4/17 –but cancelled due to COVID19**
- 4 Meadow Wood. Referred to Attorney; No Update:
- 49 Pond Dr.: In compliance – will close file
- 10 Pond Dr. Not in compliance. No response to NOV

ADMINISTRATIVE APPLICATION and SITE PLAN REVIEWS:

DATE R'VD	PERMIT #	ADDRESS	TYPE	DETAIL
4/6/2020	20-028	113 Pendleton Hill Rd	LD	Access way to Vineyard fields
4/13/2020	20-029	3 Stillman Rd	ACC	Shed
4/15/2020	20-030	14 Farm Ponds Rd	SFR	2250sf SFR
4/17/2020	20-031	15 Farm Ponds Rd	ACC	Expand Existing Deck
4/21/2020	20-032	235 Cossaduck Hill Rd	ADD	504 sf Addition
4/21/2020	20-033	2 Cedars Rd	ACC	
4/28/2020	20-034	24 Wyassup Lake	ADD	384 sf Addition

ZONING COMPLIANCE: None

ZONING BOARD OF APPEALS: No Applications

MEETINGS/MISCELLANEOUS

(All meetings via Zoom, Skype or Phone)

04/01/2020 EDC Meeting
04/02/2020 PZC Meeting **CANCELLED**
04/02/2020 APA Policy Briefing –recorded webinar
04/02/2020 GMCC Zoom Series: Live with Congressman Courtney – re: COVID19 Resources
04/03/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/06/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/06/2020 Meeting APA- Economic Development Chapter
04/07/2020 Staff Meeting
04/07/2020 Grants Meeting w/ Craig Russell, C. Dias and M. Urgo

04/07/2020 **EDC Meeting**
04/09/2020 **PZC Meeting CANCELLED**
04/09/2020 Introductory Call with J. Cafasso, Phil DiGennaro, M. Urgo, Douglas Nettleton, & Rich Cody re: 45 Frontage Road Development
04/13/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/14/2020 Staff Meeting
04/14/2020 **BOS Meeting**
04/16/2020 Meeting w/M. Urgo, B. Currier, B. Boissevain in prep for call with C. Wester (Weston & Sampson)
04/16/2020 Meeting w/M. Urgo & C. Wester re: Utilities Plan
04/17/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/20/2020 Meeting w/ M. Urgo (Weekly check-in)
04/20/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/20/2020 **Hewitt Farm Committee Meeting**
04/21/2020 Staff Meeting
04/21/2020 **EDC Meeting**
04/22/2020 Meeting w/ M. Urgo (Weekly check-in)
04/23/2020 Grants Meeting w/ Craig Russell, C. Dias and M. Urgo
04/23/2020 **SCCOG- Regional Planners' Meeting**
04/23/2020 **Conservation Commission Meeting**
04/24/2020 Meeting w/ M. Urgo (Weekly check-in)
04/24/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/27/2020 Meeting w/ M. Urgo (Weekly check-in)
04/27/2020 Leadership Meeting w/ C. Dias & M. Urgo
04/28/2020 Staff Meeting
04/28/2020 **BOS Meeting**
04/29/2020 Meeting w/ M. Urgo (Weekly check-in)
04/29/2020 **NSAHC Meeting**
04/29-5/1 **2020 APA Virtual National Planning Conference**
04/30/2020 Meeting w/ M. Urgo (Weekly check-in)
04/30/2020 Leadership Meeting w/ C. Dias & M. Urgo

Other:

- Reviewed and drafted comments on Facilities Plan from Weston & Sampson for water/sewer project
- Compiling and posting resources for Small Businesses and employees as I receive Working with Brett and EDC about best way to help local businesses at this time. Calling local businesses to determine their status and make sure they know what resources are available. Creating ads and a picture for Social Media. Working on a plan to assist when businesses start to re-open.
- Reviewed Enforcement files – Updating iWorQ files.
- Fixing Map errors in Laserfiche.
- Ongoing assistance (remotely from home) to residents and business owners, realtors, surveyors and engineers, unable to access files at town hall. Office hours on Fridays to sign permits etc.
- Working with C. Russell on grants to pursue – providing resources and background information as needed.
- Working on 2020 Housing Plan and Tech. Assistance Grant application to finish the plan.
- Drafted language for Temp. Signage allowance for 1 month.
- Edited RFP for Gallup House tenant.
- Working on marketing flyer for 183 Prov. NL Tpke.



Town of
North Stonington, CT

PLANNING & ZONING COMMISSION

SPECIAL MEETING

THURSDAY, MARCH 12, 2020 - 7:00

**NEW TOWN HALL
CONFERENCE ROOM
40 MAIN STREET
NORTH STONINGTON, CT 06359**

DRAFT MINUTES

1. **CALL MEETING TO ORDER:** Chairman Steinbrecher called the Special Meeting of the North Stonington Planning & Zoning Commission to order on Thursday, March 12, 2020 at 7:00p.m. at the New Town Hall, Conference Room.

COMMISSIONERS PRESENT: Louis Steinbrecher, Chairman, Ed Learned, Mark Leonard, Wayne Wilkinson, and Alternate Member Robert Kappes

COMMISSIONERS ABSENT: Pat Lewis and Alternate Member Jennifer Pensa

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

2. **PUBLIC COMMENT:** None

3. **COMMISSION REVIEW:**

SPL #20-018 (Site Plan) Application of Ronald Lewis, 8C Reutemann Rd., N. Stonington, CT 06359 for a 288 sq. ft. addition to an existing farm stand at property located at 339 Norwich-Westerly Rd. in a VC Zone. Tax Map #108, Lot #4196

Seated: L. Steinbrecher, W. Wilkinson, E. Learned, M. Leonard, and R. Kappes

Mr. Ron Lewis was present and went over his revised plot plan. The Commission allowed a plot plan to be submitted instead of a formal site plan.

Mr. Lewis stated he is proposing to add 8 feet on each side of the building to expand the produce area and to add a soft serve ice cream machine.

Mr. Lewis went over the revised plan and stated he has shown the existing well that he will be utilizing to water the vegetables and that he plans to tie into the existing water line that services Kingswood/Meadow Wood. He has shown 4 parking spaces that are in conformance with the regulations, and provided a note that states that the parking lot meets the H2O loading requirements. Mr. Lewis identified a 10ft wide area that extends the length of the building where no parking will be allowed, per the regulations. The remaining land will continue to be used for farm fields. Mr. Lewis stated that the property to the west is already bordered by a tree line of spruce trees, and the property on the north side (which he owns) is fenced. The rest of the property is bordered by Norwich-Westerly and Mystic Road. J. Hodge requested that a note be put on the plan stating that the existing landscaping will remain. Mr. Lewis stated the signage will remain the same for now and a lighting detail has been provided as

requested. Mr. Lewis identified the four locations where the proposed lights will be located and provided a picture of the lights. He stated that there were no other proposed changes.

J. Hodge made a sign chart for the applicant showing the signage he is allowed and stated if he plans on doing events like the corn maze, he will need a Temporary Event Permit from the Selectman.

**MOTION by W. Wilkinson, SECOND by M. Leonard to approve SPL #20-018 (Site Plan) Application of Ronald Lewis, 8C Reutemann Rd., N. Stonington, CT 06359 for a 288 sq. ft. addition to an existing farm stand at property located at 339 Norwich-Westerly Rd. in a VC Zone. Tax Map #108, Lot #4196
MOTION CARRIED UNANIMOUSLY**

4. NEW BUSINESS:

Michael Abbotts, 126 Northwest Corner Rd., N. Stonington, CT to come before the Commission to discuss violations to the conditions of an approved Special Permit HO#02-226 for a home occupation for an office for a small heating company- pertaining to the violation of the parking of the oil trucks on the property. **(NO ACTION NEEDED; Applicant will return for 04/02/20 meeting)**

5. REVIEW MINUTES: Review minutes of Regular Meeting of 03/05/20.

The minutes of 03/05/20 were accepted as submitted.

6. ADJOURNMENT:

MOTION by W. Wilkinson, SECOND by M. Learned to adjourn the meeting at 7:25 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Cheryl Konsavitch

Cheryl Konsavitch, Administrative Assistant

Land Use Office