

**Westbrook Planning Commission Regular Meeting  
AGENDA  
Monday, September 14, 2020 - 7:00 PM  
VIA REMOTE ACCESS – ZOOM Meeting only**

Join Zoom: <https://us02web.zoom.us/j/83459892592?pwd=RIBCcFJrL0g3eEs1MWVWVWVVoNgpXUT09>

or one-tap mobile : +16465588656,,83459892592#,,,,,0#,,667721#

or Dial by your location: +1 646 558 8656

Meeting ID: **834 5989 2592**

Password: **667721**

**1. CALL TO ORDER**

**2. SUBDIVISIONS None.**

**3. TOWN AND GOVERNMENT AGENCY REFERRALS None.**

**4. ZONING REFERRALS**

- a) **ZC2020-0008.** 141 Seaside Avenue, Elks Club. Modification of Existing Special Permit. Extension of time to use pavilion from Memorial Day to Labor Day (existing) to May 1 to October 31 (proposed) each calendar year.

**5. BILLS**

GENERAL ACCOUNTS FY20		SPECIAL FUNDS	
<b>AppGeo</b> - updates to GIS	\$ 57.50	<b>Planimetrics</b> – research, strategizing and adopting for POCD Public Meeting	\$4,500
<b>Kathy King</b> – 8/10/20 PC minutes	\$105.12		

**6. MINUTES**

- a) Regular Meeting – August 10, 2020

**7. OTHER BUSINESS**

- a) 2021 Meeting Schedule
- b) 2021 POCD
- c) Community Connectivity Grant – Status Update
- d) TAP Update
- e) 2020 Community Connectivity Grant
- f) Affordable Housing Plan / Grant

**8. REPORTS**

- 1. Coordinator
- 2. RiverCOG

**9. CORRESPONDENCE**

**10. ADJOURNMENT Attested to: Eric Knapp, Planning, Zoning and Development Coordinator**

**Westbrook Planning Commission  
Regular Meeting Minutes  
August 10, 2020  
VIA REMOTE ACCESS – ZOOM Meeting only**

**MEMBERS PRESENT:** Marilyn Ozols, Chair; Bill Neale (Regular Member), Tammy Niedzwicki (Regular Member), Eric Reeve (Regular Member) – arrived after start of meeting, Richard Newberg (Alternate Member) and Marie Farrell (Alternate Member)

**MEMBERS ABSENT:** Phil Bassett (Regular Member) and Sheryl Becker (Alternate Member)

**Others in attendance:** Eric Knapp, Planning, Zoning & Development Coordinator, Sam Gold, Executive Director of RiverCOG, Margo Burns, Environmental Planner at RiverCOG, Heidi Wallace, Inland Wetlands Agent, Tony Cozza, Bob Brancato, Pat Marcarelli, President of Council of Beaches, Noel Bishop, First Selectman.

M. Ozols called the meeting to order at 7:03 p.m. and seated Alternates R. Newberg and M. Farrell.

M. Ozols introduced Sam Gold, Executive Director of the Lower Connecticut River Valley Council of Governments (RiverCOG), who had requested the opportunity to discuss the Regional Plan of Conservation and Development. Mr. Gold, together with Margo Burns, presented background materials and sought input from the attendees regarding the Regional Plan of Conservation and Development. As this was informational only, no votes were taken.

**SUBDIVISIONS:** None

**TOWN AND GOVERNMENT AGENCY REFERRALS:** None

**ZONING REFERRALS:** None.

**BILLS:**

GENERAL ACCOUNTS FY 20		SPECIAL FUNDS	
Kathy King (clerk)	\$105.12	Halloran & Sage (town center sidewalk project)	\$92.50

**A motion was made by M. Farrell to pay the bills in the General Accounts and Special Funds as presented. The motion was seconded by B. Neale and was approved unanimously (Ozols, Neale, Niedzwicki, Newberg, Farrell).**

**MINUTES:**

**Regular Meeting – May 11, 2020**

**A motion was made by B. Neale to approve the 5/11/2020 Planning Commission Meeting Minutes as presented. The motion was seconded by M. Farrell and was approved unanimously (Ozols, Neale, Niedzwicki, Newberg, Farrell).**

**OTHER BUSINESS:**

**1. 2021 POCD (Plan of Conservation and Development)**

The last listening session, scheduled for August 6 was postponed because of Storm Isaias and will be rescheduled. A public information session had been planned for late August or early September but will be replaced by an online survey.

**2. Community Connectivity Grant – status update**

Everything is now in place for the contractor to begin work and Call Before You Dig has marked the utility locations so they should be set to start soon.

### **3. STEAP Grant Application**

The application deadline has been moved from August 14 to August 28 because of Storm Isaias. We are proceeding with a grant application for Route 1 west sidewalks. Because the maximum grant amount is greatly reduced we are intending to utilize the grant for engineering and permitting and utilize the sidewalk capital funds for public works to do the construction. We are hoping to be able to construct on the south side of Route 1 from Bellstone Avenue to the Menunketesuck bridge. Jacobson Engineering is preparing the application and will administer the grant.

### **4. Affordable Housing Plan**

The town received a \$15,000 grant from the Department of Housing to develop the plan, which is mandated by statute. We are currently completing a Letter of Agreement with Glenn Chalder to do the plan. Because of the work he has already done on the POCD and his familiarity with the town, he will be able to complete the work for the amount of the grant so there will not be any expense to the town. The grant deadline to complete the Plan is June, 2021, but the statutory deadline is June 2022.

### **5. Subdivision Regulation Update**

It was originally planned that we would begin work on this in September utilizing our Land Use attorneys for the project. However, it will involve a great deal of staff time and the number of other projects under way means that this will likely be delayed for a bit.

### **6. POCD Implementation (Plan of Conservation and Development)**

See previous items for projects currently underway.

## **REPORTS:**

### **1. Coordinator –**

B. Neale inquired about two issues. First, B. Neale requested a follow up regarding the VISTA site and the light poles on Norris Avenue. E. Knapp indicated that the original approval from Zoning obligated them to cooperate with Public Works on their installation, but if that was not forthcoming, to delete the two poles on town right of way from the plans. M. Farrell noted that there are poles up now. The Commission requested that the Coordinator attempt to have the lights installed, working around Public Works if required.

Second, B. Neale asked about the status of Kirtland Landing. E. Knapp stated that the project had been stalled, due to a need to obtain a Certificate of Permission (COP) from the Department of Energy and Environmental Protection, which was more or less shut down for a period. This has now been obtained. There were minor changes to the plans proposed by the engineers, which John Rie, the chairman of the task force handling this matter, has now signed off on. As the town is receiving funding from United States Fish and Wildlife (USFW), Rick Potvin, the local USFW representative, indicated that funding may be delayed until the middle of next year. As a result, the project may not be completed until fall of 2021.

### **2. RiverCOG**

Nothing additional to report.

## **CORRESPONDENCE:**

There was no new correspondence.

## **ADJOURNMENT:**

**The meeting was adjourned at 8:29 p.m.**

Respectfully submitted,

Eric Knapp  
Planning, Zoning, & Development Coordinator



## 2021 PLANNING Meetings & Agenda Closing Dates

Meetings are on the 2<sup>nd</sup> Monday of the month, 7:00 p.m., held in the Multi-Media Room at the Mulvey Municipal Center.  
*For submittal of Applications to the Planning Commission*

### CLOSING DATES

### MEETING DATES

<b>December 28, 2020</b>	→	<b>January 11, 2021</b>
<b>January 25, 2021</b>	→	<b>February 8, 2021</b>
<b>February 22, 2021</b>	→	<b>March 08, 2021</b>
<b>March 29, 2021</b>	→	<b>April 12, 2021</b>
<b>April 26, 2021</b>	→	<b>May 10, 2021</b>
<b>May 31, 2021 (Holiday)</b>	→	<b>June 14, 2021</b>
<b>June 28, 2021</b>	→	<b>July 12, 2021</b>
<b>July 26, 2021</b>	→	<b>August 9, 2021</b>
<b>August 30, 2021</b>	→	<b>September 13, 2021</b>
<b>September 27, 2021</b>	→	<b>October 18, 2021*</b>
<b>October 25, 2021</b>	→	<b>November 08, 2021</b>
<b>November 29, 2021</b>	→	<b>December 13, 2021</b>
<b>December 27, 2021</b>	→	<b>January 10, 2022</b>

\*The October 18 meeting is being held on the 3<sup>rd</sup> Monday due to the holiday observance the week prior.

In order to be considered at the next meeting, all new applications or additional information must be submitted by 12:00 noon on the **CLOSING DATE**.