

Westbrook Planning Commission
Regular Meeting Minutes
March 9, 2020
7:00 p.m.
Mulvey Municipal Center, 866 Boston Post Road
Multi-Media Room

MEMBERS PRESENT: Marilyn Ozols, Chair; Bill Neale (Regular Member), Phil Bassett (Regular Member), Tammy Niedzwicki (Regular Member), Eric Reeve (Regular Member) and Alternate Members Marie Farrell and Richard Newberg

MEMBERS ABSENT: Sheryl Becker (Alternate Member)

M. Ozols called the meeting to order at 7:00 p.m. All regular members were seated.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

ZONING REFERRALS:

- a. **ZC2020-0001. Special Permit, 1660 Boston Post Road, Map 181, Lot 010, NCD Zone.** Owner and Applicant: Lyman Development Corp. Special permit pursuant to Section 3.B.9.e of the Regulations to construct 4,457 square foot mixed use building, with two apartments in the front and five commercial garage spaces in the back. CAM required.

Stuart Fairbanks, P.E., presented. He distributed revised plans with minor changes. The site is 1.3 acres. It abuts Route 1. Richard Snarski, Soil Scientist, flagged the site. Most of the site is inland wetlands. There was a “pocket of building” in the middle of the wetlands. It was an ice house years ago. Dick Leighton, previous Building Official, went through the previous building, and took lots of photos and notes. What remains is the foundation of that previous building. There’s a lot of standing water on the property today. Over the years, the soil has become compacted. There is an existing septic system for the building. The septic plan has been reviewed and approved by Bob Scully from the State Department of Public Health.

The Inland Wetlands Commission has approved this project which is to bring in a gravel driveway with a mixed use building. There will be two 1-bedroom apartments in the front. There are gabion retaining walls to manage stormwater. Both the gravel and the proposed infiltration area provide the opportunity to filter the water, so the suspended solids will be gone. There will be a rain garden in front. They will install a sidewalk along Route 1 for the majority of the frontage.

E. Knapp asked about potential oil leaking from commercial trucks through the gravel driveway into the wetland. S. Fairbanks responded by talking more in detail about the filtration process.

There is no landscaping plan or lighting plan. The PC would like to see landscaping, lighting and building materials. This application cannot be voted on tonight because the Town Engineer would like an opportunity to provide comments.

M. Ozols suggested that the description of the application be changed to 5 commercial garage bays/flex space.

There was an amendment made to the Zoning Regulations to allow this use, in this location by Special Permit.

- b. ZC2020-0002. Modification of Special Permit, 142 Seaside Avenue, Map 183/Lot 70. MDR Zone.** Owner & Applicant: Westbrook Elks #1784. Modification of Special Permit ZC2018-0007, allowing construction and use of an outdoor pavilion from Memorial Day to Labor Day. Modification request is for expansion of time period for use of pavilion to commence on May 1 and terminate on October 31 of each year. No other change of use or expansion of facilities requested. *This application has been withdrawn, as they will need to modify the terms and conditions of their variance.*

BILLS:

GENERAL ACCOUNTS FY 20		SPECIAL FUNDS	
Recording Secretary Kathy King	94.75	Planimetrics - POCD	3,819.05
Recording Secretary Kathy King - POCD	108.28		

A motion was made by P. Bassett to pay the bills in the General Accounts and the Special Funds as presented. The motion was seconded by E. Reeve and was approved unanimously.

MINUTES:

1. Regular Meeting – February 10, 2020

A motion was made by B. Neale to approve the 2/10/2020 Planning Commission Meeting Minutes as presented. The motion was seconded by P. Bassett and was approved unanimously.

Special Meeting Joint Planning Commission and Plan of Conservation and Development Steering Committee Meeting – February 6, 2020- **A motion was made by B. Neale to approve the 2/6/2020 Joint Meeting Minutes as presented. The motion was seconded by T. Niedzwicki and was approved unanimously.**

OTHER BUSINESS:

1. **FY 20-21 Budget; Capital Improvement Plan**

The budget has made it through the Board of Selectmen intact. The next step is for the budget to come before the Board of Finance. The Capital Improvement Plan almost made it through the Board of Selectmen intact. Funding for the Resiliency Plan was moved out a year. The extra \$30,000.00 requested for the Community Connectivity Grant was added to next year’s Capital Improvement Plan for the sidewalks.

2. **2021 POCD (Plan of Conservation and Development)**

The public meeting is scheduled for Thursday, March 12, 2020 in the Multi-Purpose Room in Town Hall. M. Ozols encouraged all to attend.

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

This has to go to the Board of Finance on Tuesday, March 10, 2020. This will be for the Capital Budget meeting for questions and answers. The vote itself will be on Monday, March 16, 2020 at 6:00 p.m. Town Meeting is in the beginning of April, 2020.

3. **Hazard Mitigation Plan – status update**

This was approved by FEMA, and the resolution was passed by the Board of Selectmen.

The last step is that FEMA will send a letter saying it's been accepted and formally adopted.

4. Sidewalks

M. Ozols wanted to clarify her understanding from the February 2020 Planning Commission meeting. John Riggio would be using Public Works' operating money to start working on the sidewalks on the south side of Route 1 from Jojo's convenience store towards Water's Edge. This would not be part of the Capital Plan money. Monies that were contained in this year's budget for sidewalk construction have been earmarked for use on the Town Center Sidewalk Project and so are not available to be used by Public Works for other purposes.

The goal for the *current* fiscal year for Public Works is to undertake the engineering needed for the encroachment permit for the work on Spencer Plain Road and Essex Road. The monies required to perform this action would come from the First Selectman's engineering budget.

Monies for sidewalks in the Planning Commission's capital budget should not be spent without knowledge and consent of the Planning Commission.

Members concurred that this is what was decided.

a. STEAP Grant application

The STEAP grants have not been announced yet. M. Ozols and E. Knapp met with Geoffrey Jacobson and Thomas Fenton of Nathan L. Jacobson & Associates to discuss how best to proceed. Based upon that discussion, once the STEAP grant parameters have been announced, Jacobson's office will be putting together a grant application for sidewalks for as much as they can get done along Boston Post Road towards Clinton starting from the end of the existing sidewalk for \$500,000.00, which is the limit of the STEAP grant. Jacobson Engineering will be administering the grant.

b. Essex Road / Spencer Plain Road

This was discussed above.

c. Pond Meadow Road

There is an issue getting under the Pond Meadow Road underpass. M. Ozols suggested sending an RFP to traffic engineer/planning firms in the state asking a concept that would address how to accommodate pedestrians/bicyclists and traffic within the narrow passageway. M. Ozols said the Planning Commission could then determine interest and what it would cost to develop concept drawings.

REPORTS:

- 1. Coordinator** – E. Knapp said that he and Inland Wetlands Agent Heidi Wallace met with the engineer who is designing Dattilo Village, across from Water's Edge. There are some engineering concerns. The proposal shows a lot crammed into a small space on the plan. This application is currently in front of the Inland Wetlands Commission.

M. Farrell asked about the Autowrecker's property. E. Knapp said the owner will be requesting to change it to an industrial zone. The property is being cleaned. H. Wallace is working with the property owner to be sure silt fencing is installed to protect the wetlands.

- 2. RiverCOG** – RiverCOG would like to do a presentation for the town boards and commissions, interested stakeholders, etc. regarding the updates to the Regional Plan of Conservation and Development. M. Ozols suggested inviting RiverCOG to come to the 5/11/2020 PC meeting, and they can be first on the agenda.

CORRESPONDENCE:

There is a technical assistance affordable housing plan grant that will be opening up. The grant application could be done in conjunction with the POCD, but that could bog down the POCD. M. Ozols suggested that if it's possible, she would suggest that they apply for the grant, which is first come, first serve, with the intent to begin the affordable housing plan right after the POCD update is completed.

ADJOURNMENT:

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Kathleen King, Recording Secretary