

Westbrook Planning Commission
Regular Meeting Minutes
July 13, 2020
VIA REMOTE ACCESS – ZOOM Meeting only

MEMBERS PRESENT: Marilyn Ozols, Chair; Bill Neale (Regular Member), Tammy Niedzwicki (Regular Member), and Alternate Member Marie Farrell

MEMBERS ABSENT: Phil Bassett (Regular Member), Eric Reeve (Regular Member), Sheryl Becker (Alternate Member) and Richard Newberg (Alternate Member)

M. Ozols called the meeting to order at 7:03 p.m.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

ZONING REFERRALS:

- a) **ZC2020-0004. Modification to existing Special Permit**, 1309 Boston Post Road, Map 177, Lot 135, CTC Zone. Owner: Getty Leasing, Inc; Applicant: Marc R. Cohen. Modification to Special permit pursuant to Section 7.B.4.4 (b) of the Regulations to replace the canopy lighting and free-standing price signage at the Valero gas station.

M. Ozols clarified with the applicant, Marc R. Cohen, that the canopy lighting means the lighting of the canopy itself not the lighting from the canopy down to the cars.

M. Cohen said that they're taking down the existing Valero signs on the signposts. Those signs are already illuminated. It's a like for like change.

The canopy panels do not light. There is a light bar that attaches to the canopy where the blue coloration is located. The light is shielded, so you cannot see the source of the light. There were many questions about the brightness of the lighting. The details submitted with the application were not exactly the same as what M. Cohen showed at tonight's PC meeting. The Commission members and the Applicant's representative reviewed materials in an attempt to resolve the differences between what was shown and what Valero indicated would be there.

M. Ozols had concerns about potential light trespass on neighboring properties especially since there are residential uses across the street and whether or not the canopy would be internally lit. M. Cohen said the canopy lighting can be modified.

M. Cohen then discussed the sign which is lit currently. The only difference is that the portion which displays the gas price per gallon is currently changed manually with a pole. The new design is LED, and the price per gallon changes through a computer. There is a sensor for the light, so if it's a cloudy day versus a sunny day versus nighttime, it adjusts to the ambient light around it.

M. Ozols would like to recommend that the canopy light band shall not be internally illuminated, that there shall be no more internally lit area than what currently exists in the free-standing sign, and there shall not be any illumination extending off the property.

M. Ozols suggested that M. Cohen work with E. Knapp to revise the design before this application goes to the Zoning Commission.

A motion was made by B. Neale to find ZC2020-0004 Modification to existing Special Permit, 1309 Boston Post Road, Map 177, Lot 135, CTC Zone. Owner: Getty Leasing, Inc; Applicant: Marc R. Cohen. Modification to Special permit pursuant to Section 7.B.4.4 (b) of the Regulations to replace the canopy

lighting and free-standing price signage at the Valero gas station **consistent** with the Plan of Conservation and Development recommendations to: Continue to promote business development in targeted areas, as set forth in Action Summary for Development Action Item 7.2. with the stipulation that there be final drawings of the canopy lighting. The canopy cannot be internally lit. The overall ambient light on the site cannot increase. **The motion was seconded by M. Farrell and was approved unanimously.**

- b) **ZC2020-0005. Modification to existing Special Permit**, 174 Boston Post Road, Map 187, Lot 152, NCD Zone. Owner: Just Clean Realty, LLC, Applicant: Cindy Case. Modification to Special permit pursuant to Section 3.B.2.h of the Regulations to allow a pet grooming facility in location previously used for hair salon.

Cindy Case was present on the Zoom meeting. This is a by appointment drop off pet grooming service. The average turnaround time is 2 hours. She does have minimal retail for dog leashes, toys, etc. She has a couple of part time employees, but mostly works by herself with the dogs.

A motion was made by T. Niedzwicki to find ZC2020-0005. Modification to existing Special Permit, 174 Boston Post Road, Map 187, Lot 152, NCD Zone. Owner: Just Clean Realty, LLC, Applicant: Cindy Case. Modification to Special permit pursuant to Section 3.B.2.h of the Regulations to allow a pet grooming facility in location previously used for hair salon **consistent** with the Plan of Conservation and Development recommendations to: Continue to promote business development in targeted areas, as set forth in Action Summary for Development Action Item 7.2. **The motion was seconded by M. Farrell and was approved unanimously.**

BILLS:

GENERAL ACCOUNTS FY 20		SPECIAL FUNDS	
Falcone Fine Art Studio Phase 1 and 2	4,834.00	Planimetrics - POCD	8,000.00
App GEO (Managed Services)	203.75		

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.

MINUTES:

- 1. 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.

OTHER BUSINESS:

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

There is one more listening session scheduled for the beginning of August. There will be opportunity for more public input, a draft will be created for the POCD Committee and then the draft will be submitted to the Planning Commission.. The Planning Commission will bring the draft through the referral process, including to the Board of Selectmen, before voting on a final product.

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

E. Knapp said they have the signed contract. The two things that have to be finalized are the insurance certificate and the easements for the 2 small pieces of land on Essex Road. Most of this land is in the public right of way. There are a couple of easements on private property that need to be drawn up for the sidewalk.

3. Sidewalks

M. Ozols said a new STEAP grant round has just been announced. The grant application needs to be submitted in August. She is hopeful that the the Board of Selectmen will approve submission of a grant application for sidewalks in the western part of town.

4. POCD Implementation (Plan of Conservation and Development)

The next POCD will include an Implementation Plan so it will not need to be developed afterward. to The items from the last POCD that are scheduled to be moving forward are updating the Subdivision Regulations, the Resiliency Plan and the Affordable Housing Plan.

REPORTS:

1. **Coordinator** – E. Knapp is currently working in the Land Use Office 20 hours a week and from home approximately 10 hours a week. The Town Hall is still closed to the public. Erin Fitzgerald has been brought on as a new admin for 25 hours a week, and E. Knapp said that she’s doing a great job.

The Datillo Village condominium application has gone through the Inland Wetlands Commission. It will be coming to the Planning Commission soon. Datillo Village will be located across the street from Water’s Edge.

There was discussion about Vista parking lighting for the Vista location adjacent to the Congregational Church in the center of Westbrook. E. Knapp will follow up with Director of Public Works John Riggio for a status update and will have a report for the next Planning Commission meeting.

2. **RiverCOG** – B. Neale said there was a good turnout for the Regional POCD meeting. There will be a presentation about the Regional Plan of Conservation and Development at the August Planning Commission meeting to get Westbrook’s input in a number of areas. E. Knapp will send out the list of 5 questions that RiverCOG will ask after their presentation.

CORRESPONDENCE:

There was no new correspondence.

ADJOURNMENT:

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

Respectfully submitted,

Kathleen King, Recording Secretary