

APPROVED

Westbrook Planning Commission
REGULAR MEETING
April 11, 2011
Mulvey Municipal Center, 866 Boston Post Road

Call to Order – The Regular Meeting of the Planning Commission was called to order by Chairman Marilyn Ozols at 7:00 p.m.

A quorum was established with the following Planning Commission members present: Phil Bassett, Carole Ketelsen, Marilyn Ozols, Ashley Jones, Marie Farrell (arrived at 7:30 p.m), Bob Furno (alt.), and Libby Waldron (alt. seated for Bill Neale). Also in attendance: Meg Parulis, Town Planner and Planimetrics representatives Jason Vincent and Glenn Chalder.

SUBDIVISIONS – None.

TOWN AND GOVERNMENT AGENCY REFERRALS – None

SELECTMEN REFERRALS - None

ZONING REFERRALS

1. Z 2011-02 – Special Permit Application – 1587 Boston Post Road (Michael Pill, Applicant) – proposed Family Entertainment Center

Ms. Ozols reported that the proposed application appears to meet the regulations as approved by the Zoning Commission. She called the Commission’s attention to the draft letter prepared by the Town Planner.

Ms. Ketelsen made a motion to approve the submission of the referral response to the Zoning Commission regarding Application No. Z2011-02 Special Permit to allow Family Entertainment Center at 1587 Boston Post Road – Michael Pill, Applicant, Assessor Map 181, Lot 184 as presented. Mr. Bassett seconded the motion. The motion passed unanimously.

NEW BUSINESS

The May Planning Commission meeting was re-scheduled from 5/9/11 to 5/16/11.

BILLS

Ms. Parulis reported that per last month’s resolution, the General Account bills as listed on the agenda have been submitted for payment.

Mr. Bassett made a motion to approve the bills paid from the General Account: Rec. Sec. POCD – N. Rudek, \$256.50, Rec. Sec. PC – S. Helchowski, \$100.00, Engr. W&C, \$1,657.50, Legal – Branse, Willis, Knapp, \$87.00 and Hartford Courant \$159.44. Ms. Ketelsen seconded the motion. The motion passed unanimously.

Ms. Parulis reported that payment of the bill for the Affordable Housing (AH) Study from Planimetrics will be a final payment. She expects to discuss the AH Study at an upcoming Planning meeting. Ms. Ketelsen inquired as to whether any retainage was being held. Ms. Parulis responded that the contract with Planimetrics calls for progress payments based on percent complete and that no retainage is held.

Ms. Ketelsen made a motion to pay the following bills from the Special Funds as presented: POCD – Planimetrics \$9,000 + \$3,000 and AH Study – Planimetrics \$2,000.00. Ms. Waldron seconded the motion. The motion passed unanimously.

MINUTES

Ms. Jones made a motion to approve the meeting minutes from the 3/14/11 Public Hearing and Regular meeting. Ms. Ketelsen seconded the motion. The motion passed unanimously.

OLD BUSINESS

Historic and Architectural Resource Survey – Ms. Parulis reported that the firm Taylor and Taylor has been retained to complete the Historic and Architectural Resource Study based on favorable references. They plan to re-start the project at the beginning of May. The deadline for completing the project will be extended until 12/1/11. The consultant has offered to conduct a public workshop on historic preservation. Ms. Parulis will coordinate with the Historical Society

POCD – Review of Draft Plan with Consultant - Ms. Ozols commented that the purpose of this evening’s review of the POCD is to discuss the substance of the plan and the maps included in the document. She suggested that any “wordsmithing” changes be given to Meg Parulis.

A draft copy of the Westbrook Plan of Conservation and Development, dated 4/4/11, was reviewed thoroughly by the Commission. Jason Vincent and Glenn Chalder, representatives from Planimetrics were present to review the plan with the Commission. Comments included:

- Re-format the Table of Contents
- Identify photos throughout the Plan
- Add title at top of page to all Action Summaries at end of chapter
- Page 7 –make note that 2010 data was not available at adoption and delete the “should be reviewed” notation in the sidebar
- Page 8 – add the word “source” to CT Water Co. – in sidebar
- Page 8 – change the order of the headings in sidebar
- Page 8- remove the highlighted area
- Page 10 - clarify definition of “right of ways” as including railroad tracks, Water Co. property, etc.
- Page 19 –As the Commission reviewed page 10, there was discussion on the methods of acquiring Open Space. The Commission discussed the possibility of changing the page sequencing in this section.

- Page 21 – enlarge (zoom in) phragmites picture
- Page 21 – clarify that photos were not taken in Westbrook where appropriate
- Page 22 & 23 – enlarge maps – show watershed boundaries extending into adjoining towns
- Page 31 – enlarge maps – note that the maps are available on-line too.
- Page 31 – Change map key to signify that Wetmore’s Marina charges a fee (It was noted that the map in question is part of the Coastal Resource Mgmt. Plan and is included in the POCD for reference)
- Page 33 – Public Access Points – the Town Dock should have its own bullet
- Page 40 – the WPCC approved text should replace the text in POCD
- Page 45 – remove “proximity to wastewater infrastructure” as Westbrook does not have one
- Page 55 – clarify method used to identify historic homes on map
- Page 63 – on map key, #16 is the Ambulance Barn, and #17 is the Fire Station
- Page 63 – note that some town owned property is being managed as open space (Town Woods and American Legion property) and is not deed restricted
- Page 64 – the middle paragraph beginning with “Finally, future community facility.....” needs to be clarified
- Page 65 – eliminate first paragraph and change the word “Consolidate” to “Share” in heading
- Page 74 – add reference to CL&P’s reduced hour option for street lights
- Page 87 – suggestion to re-work the paragraph pertaining to local parking requirements exceeding actual parking demand as this may not be the case in Westbrook
- Page 89 – under the Promote Tourism section – note cottage rental industry
- Page 95 – delete “There is anecdotal evidence that some families have had a challenge finding housing they can afford in Westbrook.”
- Page 99 – Identify and date map
- Page 101 – add language to discourage single story buildings in the Town Center
- Page 102- move “Potential Sidewalk Standard” sidebar to Infrastructure Section on page 68
- Page 104 – substitute picture of children with another photo
- Page 104 – replace shared parking picture with farmer’s market
- Page 105 – add captions to the pictures
- Page 112 – the “grey map” on bottom of page (from CRERPA) is unclear

Mr. Vincent and Mr. Chalder noted all of the comments and revisions suggested by Commission members and will incorporate same into the next draft of document. Ms. Ozols indicated that since the Commission was

able to get through the entire document the Special Meeting scheduled for April 19, 2011 was not necessary. Any additional comments/concerns should be forwarded to Ms. Parulis by the end of the week.

Ms. Ozols made a motion to set a Public Information Meeting on the POCD for May 23, 2011 @ 7:00 p.m. and a Public Hearing to Adopt the Plan for June 27, 2011 @ 7:00 p.m. Ms. Jones seconded the motion. The motion passed unanimously.

REPORTS

Inland Wetlands – no report

CRERPA – no report

Harbor Commission– Marie Farrell reported that a letter has been sent to local marinas soliciting contributions for dredging. The marina owners are discussing.

TCRC – Ms. Ozols reported that testing results from the Morgillo property are expected next week.

CORRESPONDENCE

Ms. Parulis reported that the Land Use Academy is offering a training session in May. The conference will take place at UCONN.

ADJOURNMENT

Ms. Ketelsen made a motion to adjourn the meeting at 9:04 p.m. Ms. Waldron seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Recording Clerk