

APPROVED

PLANNING COMMISSION
REGULAR MEETING MINUTES

Monday, November 19, 2012
Multimedia Room – Mulvey Municipal Center

Members Present: Marilyn Ozols, Chair; Bill Neale, Vice Chair; Phil Bassett, Sec; Carole Ketelsen, Eric Reeve, Marie Farrell (alt.)

Also Present: Meg Parulis, Town Planner and Lisa DeMaria, Recording Secretary

Ms. Ozols called the meeting to order at 7:00 p.m. All regular members were present. No alternates were seated.

SUBDIVISIONS: None

TOWN AND GOVERNMENT AGENCY REFERRALS: None

ZONING REFERRALS:

1. **ZC2012-029 – Amendments to Zoning Regulations** – Proposed Amendments to Section 5.00.00, Floodplain Management Area to adopt revised Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) associated with the Coastal re-delineation from Middlesex County.

Ms. Ozols explained that there are amendments proposed to the Zoning Regulations to recognize the new Flood maps going into effect on February 6, 2013. These amendments will keep the Town in compliance with FEMA Regulations. Ms. Parulis added that there is an optional policy called LiMWA. This is a policy where VE flood zone construction standards are applied to structures in a coastal AE flood zone. These standards protect structures against the 1.5 to 3.0 foot wave heights that can damage foundations. DEEP has been strongly recommending this practice, which at this time is optional. Ms. Parulis recommended that the Town finish its analysis of the damage caused by Superstorm Sandy and then make a determination as to whether adoption of the LiMWA policy would be prudent.

Ms. Parulis went on to explain the amendment to section 5.17.01, regarding the Coastal Jurisdiction Line. Ms. Ozols added that the high tide line, in the past, was used as the State coastal jurisdictional limit. Due to the fluid nature of the sea level, it was difficult in some circumstances to determine the exact location of the high tide line. The new line is determined by elevations in each coastal municipality.

Mr. Neale made a motion to find the proposed amendments to Section 5.00.00 consistent with the Plan of Conservation and Development recommendation to maintain compliance with National Flood Insurance Program (NFIP).

The motion was seconded by Mr. Bassett and unanimously approved.

2. **ZC2012-030 – Amendments to Zoning Regulations** – Proposed Amendments to Sections 12.21.02 and 12.21.05, associated with ZBA procedures.

Ms. Parulis explained the reasons for the proposed changes to the ZBA procedures. The current application for ZBA (Zoning Board of Appeals) requires the applicant to list the current President of their applicable Beach Association. This has been a problem in the past due to the Town not having an up to date list of Beach Association Presidents. Nor, do the applicants always know the current association president. The ZBA does not accept incomplete applications. Hence, it's being proposed to be removed.

Ms. Farrell thought perhaps the Council of Beaches should be notified of this proposal to allow them some input and a chance to notify the seasonal residents who might not otherwise be aware of this proposed change. Ms. Ozols agreed with Ms. Farrell. Mr. Neale thought it sounded practical to delete this requirement but agreed that the Beach Associations should be made aware of the proposed change.

Mr. Neale made a motion to find the proposed Amendment to the Zoning Regulations concerning ZBA application requirements consistent with the Plan of Conservation and Development with the following recommendation:

- *The Council of Beaches should be notified of the proposed change and given the opportunity to comment.*

The motion was seconded by Mr. Reeve and unanimously approved.

ZONING REFERRAL WAIVERS GRANTED under 7.60.03:

1. **Z2012-011M – 250 Flat Rock Place (Middlesex Hospital)** – Application to modify Special Permit under Section 7.60.01, to allow partial construction of Phase II (second floor shell of the Shoreline Medical Clinic bldg). Phase I of the clinic development (59,063 sq. ft bldg & associated site improvements) was approved on 8/28/12. Applicant: Ed Cassella; Owner: Middlesex Hospital

Ms. Ozols explained that under a new provision of the Zoning Regulations, applicants seeking a modification to a previously granted Special Permit could request waiver of a public hearing and Planning Commission referral for minor changes upon approval of the Town Planner. Any waivers so granted will be listed on the agenda for information purposes – no action by the Commission is required. In this case, Middlesex Hospital’s is requesting to build the shell of the second floor (previously included in phase II of the project) during the phase I construction of the new Shoreline Medical Building. She noted that the plans showing the second floor were reviewed by the Commission at their regular meeting held on June 11, 2012.

Ms. Parulis pointed out some inconsistencies in the parking calculations shown on the plan which have since been rectified. Ms. Farrell asked if a covered drop off area had been added to the outpatient facility as recommended by the Planning Commission. Ms. Parulis responded that a drop off area had been created through the removal of parking spaces, but that it was not covered.

Commission members agreed that a waiver was in order.

BILLS:

GENERAL ACCOUNTS		SPECIAL FUNDS	
1. Professional Fees – APA, M. Parulis	\$496.00		
2. Recording Secretary – L. DeMaria	\$66.00		
3. Engineering - Woodard & Curran	\$6,661.05		
4. Legal Ads – Harford Courant	\$124.84		

Ms. Ketelsen made a motion to pay the General Account bills as presented. The motion was seconded by Mr. Bassett and unanimously approved.

MINUTES:

Mr. Neale made a motion to approve the regular meeting and public hearing minutes of October 15, 2012 as presented. The motion was seconded by Mr. Reeve and unanimously approved.

OLD BUSINESS:

1. **Appointment of Alternate to Regional Planning Commission**

Ms. Ozols reported that she has yet to find a candidate to serve as Alternate. Ms. Farrell asked what the requirements were for the position. Mr. Neale said the requirements do not exist yet but historically, the regional commission met once a month. The first meeting will be called once all of the Towns have submitted their appointments of new members. Ms. Farrell stated that she would be willing to serve as Alternate.

Ms. Ketelsen made a motion to appoint Ms. Farrell as the Alternate to the Regional Planning Commission of the Lower Connecticut River Council of Governments and forward the Board of Selectmen for confirmation as required by Statute. The motion was seconded by Mr. Neale and unanimously approved.

NEW BUSINESS:

1. Draft Road Standards

Ms. Parulis handed out copies of the draft Road Standards. She explained that they are nearly finished. A few road details still need to be reviewed. The Road Standards were drafted with the help of Woodard & Curran and the Public Works Director, John A. Riggio. Drafting the Road Standards started last year when the Connecticut Water Company wanted details for their Boston Post Road project. Mr. Bassett commented that the sidewalk details were not clear. There was discussion of several issues and the consensus was that the Road Standards need to be easy for contractors to understand. Ms. Parulis stated that she would insert page numbers and categorize details to make them easier to find. The question is whether to make the Road Standards a standalone document or incorporate as an appendix to the Subdivision Regulations. Ms. Ozols stated that the wording in the Ordinance referencing the Subdivision Regulations as the Town Road standards would need to be considered. The Road Standards will be used in new development, re-development and Public Works projects.

Ms. Parulis further noted that the Town Engineer had reviewed the regulations and put forth recommended changes to make them consistent with the Road Standards. She indicated that she will incorporate these changes as part of the comprehensive update of the Subdivision Regulations.

2. Annual Report

Ms. Ozols asked if Commission members had any comments or suggestions on the draft Annual Report prepared by the Town Planner. Ms. Farrell suggested inserting “small town character” after the word “maintain” in the opening sentence. Commission members agreed to this change.

REPORTS:

1. Inland Wetlands and Watercourses Commission – The Regular Meeting for November was cancelled.
2. Town Center Revitalization Committee – Ms. Ozols reported that the Town Center Workshop conducted by UCONN on October 23, 2012 was very well attended. The preliminary plans for the shared parking concept behind Westbrook Place were well received and there was good input.
3. Harbor Commission – Ms. Parulis reported that there was no impact to the dredging project due to Superstorm Sandy. The project should be completed by late December. The Harbor Mgmt. Plan is nearly complete.
4. RiverCOG – There have been no meetings since the open house on October 1, 2012. The last meeting of the CT River Estuary Regional Planning Commission will be in December.

CORRESPONDENCE: None

Mr. Basett made a motion to adjourn at 8:02 p.m. The motion was seconded by Ms. Ketelsen.

Respectfully Submitted,

Lisa DeMaria, Recording Secretary