

MINUTES
TOWN OF GROTON
ZONING COMMISSION
JUNE 6, 2018 – 6:30 P.M.
TOWN HALL ANNEX – 134 GROTON LONG POINT ROAD
COMMUNITY ROOM 2

I. ROLL CALL

Regular members present: Marquardt, Sayer, Smith, Sutherland
Alternate members present: Archer, Edgerton
Absent: Hudecek
Staff present: Glemboski, Jones, Gilot
Others: Dunn, Pritchard

Chairperson Sutherland called the meeting to order at 6:30 p.m. and seated Archer for Hudecek.

II. PUBLIC HEARING - None

III. CONSIDERATION OF PUBLIC HEARING - None

IV. APPROVAL OF MINUTES

1. May 2, 2018

MOTION: To approve the minutes of May 2, 2018 as written.

Motion made by Smith, seconded by Archer. Motion passed unanimously.

2. May 16, 2018

MOTION: To approve the minutes of May 16, 2018 as amended.

Motion made by Sayer, seconded by Archer. Motion passed 4-0-1, 1 abstention (Sayer).

VI. OLD BUSINESS

1. Commission Workshop – Zoning Regulations Rewrite Project

a. Draft Dimensional Standard Graphics

Jeff Davis, Horsley Witten, began the discussion with the dimensional graphics for the GR, GC and RU-40 zones showing setbacks, coverage, and relation to street right-of-way were reviewed. The commissioners thought if a driveway or accessory building were included on the residential graphics it would be more helpful. Staff said an accessory diagram might be better because some accessory buildings have other setbacks. Also, the colors should be test for colorblindness and the font size could be increased.

b. Section 8 (Procedures, Administration, and Enforcement)

This section was prepared primarily by staff, and based on state statutes and information from other towns. There is not a lot of leeway with the content of this section. It must have a consistent layout, be easy to read for applicants so they can manage the application and approval process and reviews set out in the proposed regulations.

A lot of the current text was written in paragraphs; it is now written in highlighted or bulleted text. General readability hasn't been addressed yet. The attorneys also still need to review.

The following were discussed:

- Update the language for the new P&Z Commission.
- Start this section with General Procedures - requirements for any type of submittal. Each subsection may start with a table that lists and cross-references all the information needed for that type of application, and requirements that may be listed elsewhere.
- Professional Requirements – discussion of when the commission would want to require a landscape architect (or licensed CT professional) for projects.
- Consideration for large parking lots: topography, square footage, project or stormwater complexity, building footprint of greater than 50,000 sq. ft., and impervious surface. Staff said there should be some requirement, and they will come up with some parameters. The commission said it should be based on size and complexity rather than zone.
- Noticing requirements: Still being worked on for clarity and legal requirements. An appeal may be on the Zoning Official's determination of a definition rather than a site, so who would be noticed, or is it not required in instances where there is no property. This section may also be in a table rather than paragraph form.
- Special permit – existing criteria have not been changed. Davis said many other towns require a site plan for a special permit? With a joint commission, the site plan may be reviewed at the same time as the special permit. Site plan cost may make an application prohibitive for a small change by a homeowner. Staff said there is also an administrative site plan that can be administered by staff, for a fee of \$50, and may not require a professional to draw a site plan. Staff said very few special permit applications would not require a site plan. Staff said there is a “simplified site plan” in the definitions that is not required to be done by an engineer; language needed to differentiate between a “simplified site plan” and a “site plan” may be necessary.
- The requirement for one year start of construction was removed. Statutorily they have five years.
- Existing language about site plan objectives, such as consistency with the POCD, traffic, Long Island Sound, etc. – needs to be reviewed by the attorneys.
- Coastal Site Plan has been updated and clarified.
- Application requirements will be in an addendum as a checklist.
- Variances: some pertinent information in the ZBA subsection was added, such as variances running with the land, referrals and notifications, etc.
- Zoning Amendments: Some language was added for application requirements. Consistency with POCD, availability of public utilities, ability

of site to accommodate, ability of current street system to support. Staff wanted these in a narrative submitted by the applicant because those are the questions that staff asks for with each application. Staff asked the commission if these seemed reasonable.

- Non-conformity: rewritten to read clearer and reflect CT statutes. Horsley Witten looked at PA17-39 related to the abandonment of non-conforming uses and revised the regulations based on PA17-39. Also, non-conforming lots need to follow the dimensional requirements of the underlying district.

c. Section 9 (Separability, Repealer and Validity)

No major changes were recommended to this section. Staff said they will go through the section again, clean up the language, have the attorneys answer a few questions, and then distribute the document again. Staff said there is a lot more language included now to make it easier for applicants and staff.

Sayer asked about document style. Commissioners can address staff with what their concerns or ideas are with regard to style. Staff said that there will be more use conditions for review at the July meeting. The Conservation Commission has been reviewing open space subdivision standards, and should have that completed at their July meeting which will then be passed to the Zoning Commission for review. Staff is also working with the Zoning Official with regard to signs, temporary signs, and the Reed decision. This should be ready for the commission to review in a couple of weeks. Information for mixed use districts should be ready for commission review in August.

VII. PUBLIC COMMUNICATIONS - None

VIII. NEW BUSINESS

1. Report of Commission - None
2. Receipt of New Applications

Staff said an application was submitted by Valvoline on Route 1 for a special permit. The state required them to get licensed as a limited repairer. A public hearing was scheduled for July 18, 2018.

VIII. REPORT OF CHAIRPERSON

The Chair said she attended the Greenways Day Celebration in Ledyard and spoke with Mike Cherry, who praised the Zoning Commission on the rewrite of the WRPD regulations.

IX. REPORT OF STAFF

Staff distributed the Summer 2018 edition of "On Common Ground" magazine, published by the National Association of Realtors.

X. ADJOURNMENT

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Motion to adjourn at 7:36 p.m. was made by Smith, seconded by Archer; so voted unanimously.

Susan Marquardt, Secretary
Zoning Commission

Prepared by Debra Gilot
Executive Assistant