

Planning and Zoning Commission
Watertown, Connecticut
Budget and Administrative Sub-committee Meeting
Special Meeting
Minutes

Date: Wednesday, August 6, 2008
Time: **3:30PM**
Place: Planning & Zoning Department
51 Depot Street, Suite 502
Watertown, CT

1. Call meeting to order
2. Roll call
Members: Ron Russ, Jim Blais, Dave Minnich

Others Present: Ruth Mulcahy, Land Use Administrator
Carol Allen

3. Zoning text amendment – Posting Hearing Notice on Subject Property

At a previous subcommittee it was discussed to have public hearing signs posted on applicant's properties on a voluntary basis so that people driving by would know where the proposed subdivision is located.

The Sub-committee discussed the situation where some applicants were willing to post these signs and others were not which would be confusing so felt there was a lack of volunteerism.

In light of this situation, the Sub-committee discussed drafting a regulation. The subcommittee discussed having the applicant post the signs, which are provided by the office, 15 days before the start of the public hearing. Failure to post and maintain the signs shall be considered cause for the Commission to deny the application because of it being incomplete unless there are extenuating circumstances with a vote of 2/3 of the Commission.

The subcommittee wants this new regulation to apply to the site plan and special permit sections of the Zoning Regulations and the Subdivision Regulations.

Mr. Minnich said the signs might have to be made out of cardboard instead of plastic because of the cost.

Mr. Minnich said he asked Moosa Rafey to discuss with the Chairman of the Conservation Commission and the Zoning Board of Appeals if they wanted to have language put into their regulations.

4. Check List for application reviews

Mr. Minnich said Ms. Mulcahy did a good job with the checklists. Mr. Berger was supposed to apply detail to the check list as to the things required for the application. This Commission can tell the applicant to come back to them if the checklist is not completed or the application could be denied.

Mr. Minnich stated that the Public Works Department wants to change the traditional agreement with Mr. Berger working for the Planning and Zoning Commission. There will be a meeting on Friday 8/8/08 to discuss this matter.

The sub-committee discussed hiring a third party reviewer if Mr. Berger would not be available any longer for the applications.

Mr. Blais said the Commission needs a dedicated company where they know they will be reviewing the application so that they do not lose potential applicants as a client.

Ms. Mulcahy was requested to call a company such as Land Tech to see if they would be interested in an agreement to do the third party reviews.

Mr. Blais said the Commission said it is hard to read memos and maps presented to them at Commission meetings. They need to receive them before the meeting.

5. Developer's Agreement and post P&Z approval process

Language regarding developer's agreements need to become part of the regulations. This enables all of the documents and approvals to be in one place and filed on the land records. All developer's agreements go to the Town Attorney who in turn refers them to Judy Pilicy so that she can ensure all the documents are completed correctly.

Mr. Minnich said he would have draft language for standards and criteria.

Mr. Minnich felt it was not beneficial for a developer to retain his own attorney to prepare the developer's agreement because they would not be as familiar with the documents as our Town Attorney or Judy Pilicy.

Ms. Mulcahy said if a subdivision is small, then the applicant should not have to go through the full process because there is not as much involved.

6. Town web site

Mr. Minnich said Jennifer Guerrero was doing a good job of putting up minutes, applications and agendas. Mr. Minnich felt documents regarding the Zoning Regulations need to be added to the web site. Mr. Minnich also said since all the forms and regulations are line, there is not as much need for an applicant or homeowner to have to come to the Planning and Zoning Office to get applications.

Mr. Minnich also requested Ms. Mulcahy to request the Town Manager's Office to once again put up the agendas and minutes until a replacement is found for Ms. Guerrero since she is leaving our employ.

7. Street lighting

Mr. Minnich stated there was a \$15,000 reduction in the budget to have street lights taken out and replace some with lower bulbs. Mr. Minnich's concern was that certain lights have to remain for safety reasons and that the Planning and Zoning Commission would give a report to the Police Commission independent of the Public Works Department.

8. Other budget and administrative issues - None

9. Adjournment

Town of Watertown
Planning and Zoning Commission
Special Meeting
Minutes

Time: 5:45PM
Date: August 6, 2008
Place: **John Trumbull Primary School Library**
779 Buckingham Street
Oakville, CT

1. Call meeting to order at 5:55PM

2. Roll call

Members Present: D. Minnich, M. Masayda, R. Russ, C. Mancini, J. Blais,
D. George, K. Demirs

Members Absent: G. Dupliese, R. Rondeau, G. Martin

Others Present: Ruth Mulcahy, Land Use Administrator
Eric Brown, Attorney
Moosa Rafey
Carol Allen
Jennifer Guerrera

3. Executive Session

a. Personnel Matter – Administrator for Land Use / Zoning Enforcement
Officer Evaluation

A motion was made to go into executive session at 5:55PM

Motion made by: J. Blais

Seconded by: C. Mancini

C. Mancini left the meeting at 6:55PM

G. Martin arrived at the meeting at 6:55PM

4. Adjournment

The Commission came out of executive session at 7:10PM. The only topic discussed was the evaluation of the Administrator of Land Use. No votes were taken.

Town of Watertown
Planning and Zoning Commission
Public Hearing
Motion Sheet

Time: 7:00PM (7:20PM)
Date: August 6, 2008
Place: **John Trumbull Primary School Library**
779 Buckingham Street
Oakville, CT

1. Call meeting to order
2. Roll call

Members Present: D. Minnich, M. Masayda, R. Russ, G. Martin, J. Blais, D. George,
K. Demirs

Members Absent: C. Mancini, G. Dupliese, R. Rondeau

Others Present: Ruth Mulcahy, Land Use Administrator
Chuck Berger, Town Engineer

K. Demirs sat in for G. Dupliese

3. Hearing of Application
 - a. Site Plan/Special Permit #248 for the construction of a professional office building located at 505 Straits Turnpike, Watertown, CT in an R-T Transition Zone.

Text of Motion: Continue public hearing
Motion made by: D. George
Seconded by: R. Russ
Aye: 7 Nay: 0

Town of Watertown
Planning and Zoning Commission
Regular Meeting
Motion Sheet

Time: 7:30PM (8:00PM)
Date: August 6, 2008
Place: **John Trumbull Primary School Library**
779 Buckingham Street
Oakville, CT

1. Call meeting to order
5. Roll call

Members Present: D. Minnich, M. Masayda, R. Russ, G. Martin, J. Blais, D. George,
K. Demirs

Members Absent: C. Mancini, G. Dupliese, R. Rondeau

Others Present: Ruth Mulcahy, Land Use Administrator
Chuck Berger, Town Engineer

K. Demirs sat in for G. Dupliese
D. George sat in for C. Mancini

3. Public Participation
4. Communications and bills
 - a. Connecticut Federation of Planning and Zoning Agencies Quarterly
Newsletter, Volume XII, Issue 3

5. Meeting Minutes

- a. Special meeting of October 25, 2007 for Baillie Company for site plan Approval
- b. Public Hearing January 23, 2008 Special Permit #233 Watertown High School Site Plan modifications for an education use with additions and renovations
- c. Public Hearing January 23, 2008 Special Permit #234 Judson School, Watertown, CT Site Plan modifications for an education use with additions and renovations
- d. Public Hearing January 23, 2008 Special Permit #235 Judson School, Watertown, CT Site Plan modifications for an education use with additions and renovations
- e. Special Meeting January 23, 2008
- f. Regular Meeting February 6, 2008
- g. Subcommittee Parking Regulations June 4, 2008
- h. Continuation of public hearing June 4, 2008 an application for a proposed 22 lot subdivision to be known as Southridge Estates located at bunker Hill Road/Sandbank Road, Watertown, Ct in an R-70 residence District.
- i. Continuation of public hearing June 4, 2008 an application for a three lot subdivision to be known as Cherry Avenue Estates, Cherry Avenue, Watertown, CT in an R-12.5 residence district
- j. Continuation of Public Hearing June 4, 2008 Special Permit #243 County Line, Inc. BMW for an addition the building to expand the service department and roof top parking for 116 cars located at 699 Straits Turnpike, Watertown, Ct in a B-SC Business Shopping Center District
- k. Public Hearing June 4, 2008 an application for site plan/special permit #246 of the Taft School for a 4,000 gallon fuel tank to be located at 110 Woodbury Road, Watertown, CT in an R-20F Residence District
- l. Public Hearing June 4, 2008 an application for site plan/special permit #245 for the construction of a professional office building to be located at 505 Straits Turnpike, Watertown, Ct in an R-T Residential Transition Zone
- m. Public Hearing June 4, 2008 amendments to the Town of Watertown Zoning Regulations Article I Section 5.2 Wind Turbines
- n. Regular Meeting June 4, 2008
- o. Minutes Moratorium Subcommittee Meeting June 18, 2008
- p. Continuation of public hearing June 18, 2008 an application for a proposed 22 lot subdivision to be known as Southridge Estates located at bunker Hill Road/Sandbank Road, Watertown, Ct in an R-70 residence District.
- q. Special Meeting June 18, 2008
- r. Continuation of Public Hearing July 2, 2008 Southridge Estates
- s. Public Hearing Site Plan/Special Permit #247 July 2, 2008 dug out field Taft School

- t. Public Hearing July 2, 2008 Amendment to the Subdivision Regulations Section 5.3.5f excess grades
- u. Public Hearing July 2, 2008 Amendment to the Zoning Regulations Section 71.4 Location of Motor Vehicle Uses
- v. Public Hearing July 2, 2008 Text Amendment Section 30.6.1 and 30.6.2 Qualifying Standards Professional Office District
- w. Regular Meeting July 2, 2008
- x. Moratorium Subcommittee July 2, 2008
- y. Subcommittee Meeting July 16, 2008 Route 262 proposed language
- z. Subcommittee Meeting July 16, 2008 subdivision regulations
- aa. Special Meeting July 16, 2008

Text of Motion: By unanimous consent table 5-a thru 5-g and approve 5-h-5aa

6. Staff Report

- a. Swift School renovation and building addition project
- b. Other matters

7. Presentation by David Fink, Partnership for Strong Communities At The Lyeum Home Connecticut, June 2008 Status Report

8. Articles on agenda

- a. Applicant: Walnut Grove Farm
 Agent: Curt Jones, Civil One
 Re: 21 Lot Subdivision titled Southridge Estates
 At: Bunker Hill Road/Sand Bank Road Watertown
 Zone: R-70

Text of Motion: The Commission waives the cul-de-sac length of the road on Old Meadow Lane to allow 1160 feet long and that waiver is in conformance with Section 5.3.11 the subdivision regulations

Motion made by: D. George

Seconded by: G. Martin

Aye: 6 Nay: 0

M. Masayda not present for vote

Text of Motion: The Commission waives the width of the street required to be 30 feet to be 24 feet in conformance with Section 5.3.32 of the subdivision regulations

Motion made by: D. George

Seconded by: G. Martin

Aye: 6 Nay: 0
M. Masayda not present for vote

Text of Motion: WHEREAS the Watertown Planning and Zoning Commission (hereinafter “Commission”) received a subdivision application on February 6, 2008 for a 23 lot residential subdivision with 11 lots on a 1200 foot long cul de sac called Old Meadow Lane and 12 lots on a 1500 foot long cul de sad called Southridge Lane with a 50’ Right of Way to Sand Bank Road titled “Southridge Estates”, located on 1269 Bunker Hill Road, Watertown, Connecticut, on 88.812 acres of land owned by applicant Walnut Grove Farm, 1269 Bunker Hill Road, Watertown, CT which includes plans consisting of 25 sheets with a Title Sheet, Existing Conditions Sheet1 dated 7/6/07, Site Plan Sheet 2 dated 7/6/07 with a final revision of 1/18/08, Site Plan, Grading and Erosion Control Plan Sheets 3-9 dated 7/7/07 with final revision date of 1/18/08, Plan and Profile Sheets10-12 dated 7/6/07 with a final revision of 1/9/08, Driveway Profiles Sheets 13-16 dated 7/06/07 with final revision date of 1/8/08, Storm Drainage Profiles Sheets 17-18 dated 7/6/07 with a final revision of 1/9/08, Site Distance Profiles Sheet 19 dated 7/6/07 with a final revision date of 11/15/07, Drainage Area Map Sheet 20 dated 7/6/07 with a final revision date of 12/04/07, Soil Testing Results Sheets 21-22 dated 7/6/07 with a final revision date of 1/18/08, Details Sheets 23-24 dated 7/6/07 with a final revision date of 12/14/07, Erosion Control Narrative Sheet 25 dated 7/6/07 with a final revision date of 12/14/07 prepared by Civil One, 43 Sherman Hill Road, Suite D-101, Woodbury, CT and a Record Subdivision Map dated 2/5/08 with a final revision date of 2/26/08 prepared by Riordan Land Surveying, 701 Middleroad Turnpike, Woodbury, CT;

WHEREAS the Commission convened public hearings, and held meetings on this application on February 6, 2008, April 2, 2008, April 16, 2008, and May 7, 2008;

IT IS THEREFORE RESOLVED that the Watertown Planning and Zoning Commission APPROVES the subdivision application for a 23 lot residential subdivision with 11 lots on a 1200 foot long cul de sac called Old Meadow Lane and 12 lots on a 1500 foot long cul de sad called Southridge Lane with a 50’ Right of Way to Sand Bank Road titled “Southridge Estates” with the following modifications:

1. The applicant has offered to pay a fee in lieu of open space.
2. A comprehensive sedimentation and erosion control plan consistent with the Erosion and Sediment Control 2002 Guidelines and a detailed construction sequence for the site accepted and approved by the Town Engineer and the Administrator of Land Use shall be submitted. The submitted Construction Sequence and Erosion Control Narrative dated 7/06/07 revised to 12/14/07 do not include earth removal from the site, therefore there shall be no top soil or other earth materials removed from the site. The Construction Sequence and Erosion Control Narrative dated 7/06/07 revised to 12/14/07 do not include outside fill being brought to the sight. Therefore, there shall be no fill brought into the site without a Special Permit approved by the Planning and Zoning Commission.
3. The Conservation Easement Areas shall be indicated on the Record Subdivision Map and the Site Development Plan map. These areas shall be marked with Conservation Easement tags at intervals required by the Land Use Office before any site work has begun. A Conservation Easement document approved by the Town Attorney shall be recorded on the Land Records. The Conservation Easement shall be placed on all inland wetlands and within fifty (50) feet of wetlands regulated areas as shown on Plans except where there are permitted activities approved by the Conservation Commission/Inland Wetland Agency. Owners of each subdivision lot shall have standard conservation easement restrictions on their lots which are recorded in deeds on the Land Records. These restrictions are applicable to owners filing the deeds and to all future owners of the lots.
4. Steel backed timber guide rail shall be used at all street locations where guide rail is required.
5. The proposed streets shall be 30 feet wide in a 50 foot right-of-way deeded in fee simple to the Town of Watertown. The roads shall be constructed to Town standards and shall be acceptable to the Town Engineer and the Administrator for Land Use / Zoning Enforcement Officer. Street names will be reviewed and approved by the Public Works Department.
6. All rear and side lot pins shall be placed before the issuance of a zoning permit.
7. The limitations of the Torrington Area Health District approval for lots 10 & 11 shall be listed on the final recording map.

8. All the map requirements of Section 4 of the Town of Watertown Subdivision Regulations shall be completed and approved by the Town Engineer and Administrator of Land Use.
9. Street trees shall be planted every fifty (50) feet on both sides of all proposed streets. A list of proposed tree species shall be submitted and approved by the Land Use staff and the Tree Warden. The trees shall be of a size specified in the Town of Watertown Subdivision Regulations. A street tree bond must be posted for a minimum of three years.
10. Full cut off street lights at each intersection shall be installed at the discretion of the Watertown Director of Public Works.
11. Site lines and limits of clearing shall be shown on the final maps submitted for approval and accepted by the Town Engineer and the Administrator for Land Use. Any necessary sight line easements shall be provided with the final Plans.
12. Prior to Town officials signing mylars, final Plans shall be submitted for approval and accepted for approval by the Town Engineer and the Administrator for Land Use / Zoning Enforcement Officer, and are subject to review and approval by the Commission at the discretion of the Chairman or Commission.
13. A bond shall be posted for all public improvements in accordance with the bond policy adopted by the Commission. A per unit price estimate of all improvements shall be prepared by the applicant's engineer and shall be submitted to the Town Engineer for review and approval. This estimate can be emailed directly to Charles Berger, Town Engineer at berger@watertownct.org, and Ruth Mulcahy, Land Use Administrator/Zoning Enforcement Officer, at mulcahy@watertownct.org. According to Town bond policy, the Bond provided by the Developer will be a Letter of Credit and/or a Cash Bond and a Separate Tree Bond to be reviewed and approved by the Land Use Attorney.
14. All utilities shall be underground.
15. The following is a list of required Easements, Deeds and/or documents to be provided to the Town of Watertown for review:
 - a) Conservation Area Easements
 - b) Deed to the Town of Watertown for a 50' Right of Way for the streets labeled Southridge Lane, and Old Meadow Lane.
 - c) Deeds to the Town of Watertown for parcels X, X-1, X-2a for storm water management.

- d) Drainage Easement over Lot 6 in favor of the Town of Watertown.
- e) Drainage Maintenance Easements in favor of the Town of Watertown 10' wide along both sides of Old Meadow Lane on Lots 1, 2, 10 and 11.
- f) Drainage Maintenance Easements in favor of the Town of Watertown 10' wide along Southridge Lane on Lot 22.
- g) Fire Tank Easement A to the Town of Watertown on Old Meadow Lane Lot 4.
- h) Fire Tank Easement B to the Town of Watertown on Southridge Lane Lot 15.
- i) Right of Way connecting to Sand Bank Road from the proposed Southridge Lane.

16. Once all documents and maps are finalized, two sets of paper maps and two sets of maps on Mylar shall be submitted for signature by the Chairman of the Planning and Zoning Commission and other Town officials. All documents that are required to be executed shall be filed by the applicant with a signed Mylar copy of the maps in the Office of the Town Clerk.
17. A preconstruction meeting is required to be held with Town staff, the subdivider, the onsite contractor, and the site design engineer prior to any on-site activity.
18. The Developer / Subdivider will complete all tax conveyances forms to the Town of Watertown. (Forms are available at Town Attorney's Office)
19. A Certificate of Liability Insurance in favor of the town shall be provided and approved by the staff pursuant to Section 3.4.6.b of the Town of Watertown Subdivision Regulations.
20. A notice of street trees shall be placed on the Land Records for each lot within the subdivision in order for the future lot owners to understand the street trees can not be removed after the developer has completed the required installation.

Motion made by: R. Russ

Seconded by: J. Blais

Aye: D. Minnich, R. Russ, G. Martin, J. Blais, K. Demirs, D. George

Nay: M. Masayda

On a vote of 6 in favor and 1 opposed, the application is approved.

b. Applicant: Nick Perugini
 Agent: Attorney Robert Fisher
 Re: Site Plan/Special Permit #248 for a
 professional office
 At: 505 Straits Turnpike, Watertown
 Zone: R-T

Text of Motion: Table
Motion made by: D. George
Seconded by: R. Russ
Aye: 7 Nay: 0

c. Applicant: Hardrock Developers
 Agent: Stuart Somers Co.
 Re: Site Plan Modification for 15 buildings
 At: Watertown Business Center
 Echo Lake Road, Watertown
 Zone: IR-200

G. Martin left the room, D. George sat in for G. Martin
C. Mancini arrived at 9:15PM
Text of Motion: Table
Motion made by: D. Minnich
Seconded by: R. Russ
Aye: 7 Nay: 0

d. Applicant: Peter Caiazzo
 Re: Restaurant use for Frankie's Hotdogs
 At the Mobil Gas Station/Convenience
 Store
 At: 535 Straits Turnpike, Watertown
 Zone: B-SC
 (Public Hearing Optional)

Text of Motion: Table
Motion made by: G. Martin
Seconded by: R. Russ
Aye: 7 Nay:0

Text of Motion: Accept letter of withdrawal
Motion made by: C. Mancini
Seconded by: G. Martin
Aye: 7 Nay: 0

Text of Motion: Waive the application fee if another application is applied for within one year at the same location.
Motion Made by: G. Martin
Seconded by: M. Masayda
Aye: 7 Nay: 0

- j. Applicant: Daniel Shanahan
Agent: Attorney Robert Fischer
Re: Request for Mr. Shanahan's property to be considered as a part of the potential zone change to Planned Commercial District (PCD) together with the Fusco/Lukasavage property
At: Echo Lake Road/RTE 262
Zone: IR-80

Text of Motion: Accept the three acres contiguous to the Route 262 PCD Zoning Regulations
Aye: D. Minnich, R. Russ, C. Mancini, J. Blais, K. Demirs
D. George
Nay: M. Masayda

G. Martin recused himself from this application
D. George sat in for G. Martin

On a vote of 6 in favor and 1 against, the motion is approved.

Mr. Martin returned to the table after the vote was taken
D. George was no longer seated for G. Martin

- 9. Old Business
- 10. New business
 - a. Request for abandonment of a Portion of Paper Street – Chase

- b. Acceptance of portion of Williams Avenue as a Town Highway

Text of Motion: Table 10 a&b

Motion made by: C. Mancini

Seconded by: R. Russ

Aye: 7 Nay: 0

- c. Oakwood Acres Phase 2, Sunnyside Avenue bond release

Text of Motion: Approve bond release in the amount of \$7,250.00

Motion made by: M. Masayda

Seconded by: R. Russ

Aye: 7 Nay: 0

- d. Plenn Estates, Plenn Court bond release

Text of Motion: Table

Motion made by: R. Russ

Seconded by: G. Martin

Aye: 7 Nay: 0

- e. Candee Hill Junction, Main Street bond release

Text of Motion: Approve bond release in the amount of \$20,575.50

Motion made by: R. Russ

Seconded by: C. Mancini

Aye: 7 Nay: 0

- f. P&A Heights, Nova Scotia Hill Road, bond release

Text of Motion: Table

Motion made by: M. Masayda

Seconded by: G. Martin

Aye: 7 Nay: 0

- g. 90 day extension to file record subdivision maps and mylars
County Line BMW

Text of Motion: Approve 90 day extension

Motion made by: R. Russ

Seconded by: C. Mancini

Aye: 7 Nay: 0

- h. Cobb/Slade Street bond release

Text of Motion: Accept bond reduction in the amount of \$32,289.50
Motion made by: G. Martin
Seconded by: M. Masayda
Aye: 7 Nay: 0

 - i. Bassett Hollow bond release

Text of Motion: Accept bond release in the amount of \$293,120.00
Motion made by: G. Martin
Seconded by: J. Blais
Aye: 7 Nay: 0

 - j. Town Engineer services to P/Z Department/Commission

Text of Motion: Table
Motion made by: G. Martin
Seconded by: J. Blais

 - k. Bond agreements: 3 schools project

Text of Motion: Bonds and mylars will be signed

 - l. Street lights

Town has decided to reduce the number of streets lights. The Director of Public Works will decide where those lights are situated. The Police Commission will act on behalf of the Planning and Zoning Commission
10. Chairman's report
11. Adjournment

Text of Motion: Adjourn at 11:30PM
Motion made by: J. Blais
Seconded by: G. Martin
Aye: 7 Nay: 0

Planning and Zoning Commission
Watertown, Connecticut
Route 262 Planned Commercial Development Subcommittee Meeting
Special Meeting

Date: Wednesday, August 6, 2008

Time: 9:00PM

Place: John Trumbull Primary School Library
779 Buckingham Street, Oakville, CT

1. Call meeting to order
2. Roll call

Members: All members of the P/Z Commission

3. Discuss Route 262 Planned Commercial Development Text Amendment
4. Adjournment

Text of Motion: By unanimous consent table to the August 20, 2008 meeting due to time constraints