

East Hampton Planning and Zoning Commission
Regular Meeting
May 4, 2011
Town Hall Meeting Room

Unapproved Minutes

1. **Call to Order and Seating of Alternates:** Chairman Zatorski called the meeting to order at 7:00 p.m.

Present: Chairman Ray Zatorski, Vice-Chairman Mark Philhower, Members Roy Gauthier, Richard Gosselin, Rowland Rux, James Sennett, Alternate Members Kevin Kuhr, Meg Wright, and Town Staff Daphne Schaub were present.

Absent: Regular Member Peter Aarrestad, Alternate Member Darin Hurne, and Planning, Zoning & Building Administrator James Carey were absent.

Alternate Meg Wright was seated at this time.

2. **Approval of Minutes:**

A. April 6, 2011 Regular Meeting:

Mr. Philhower moved, and Mr. Sennett seconded, to approve the Minutes of the April 6, 2011 meeting as written. The motion carried (6-0-1). (Yes Votes: Gosselin, Philhower, Rux, Sennett, Wright, Zatorski. No Votes: None. Abstentions: Gauthier.)

3. **Communications, Liaison Reports, and Public Comments**

Communications:

Staff reported that a scan of the CONNECTICUT FEDERATION OF PLANNING & ZONING AGENCIES QUARTERLY NEWSLETTER will be distributed by email shortly.

Tonight's packages to the members include copies of the Employee Handbook which the Town Manager's Office has distributed with a request that the Acknowledgment page be signed by each member. The members of the Commission indicated that they would not sign the Acknowledgement because they are not employees. Several of the members returned the Handbooks. Staff agreed to inform the Town Manager's Office of the Commission's concerns.

Staff informed the Commission that the Pine Brook Culvert replacement project is to go to Public meeting on May 23rd for bonding. It was brought to the attention of the Planning and Zoning Office this morning that the PZC needs to conduct an 8-24 Review in preparation for the project. Staff requested that the Commission move to add the Pine Brook Culvert replacement project to this evening's Agenda as Item No. 7.B. New Business.

The Town Council has responded to the Commission's request regarding the proposed revision to the POCD and the Village District designation with favorable commentary.

Mr. Philhower moved that the Pine Brook Culvert Repair 8-24 Review be added to the Agenda as Item No. 7.B. "New Business, 8-24 Review: Pine Brook Culvert Replacement Project". Mr. Gosselin seconded the motion. The motion carried unanimously.

Liaison Reports:

Mr. Sennett reported that the ZBA met on April 11th at which time a variance was granted for a reduction in the side yard setback from 15' to 3' to construct a garage at 8 West Point Road. The minutes of this meeting are on file in the Town Clerk's Office and may also be viewed online.

Mr. Philhower reported the Midstate Regional Planning Agency held their regular meeting on May 3rd. They heard two zoning referrals, both from East Hampton. Favorable commentary was returned to this Commission on both the proposed revision to the POCD and the proposed amendment to the Parking Regulations. Midstate did pose a question regarding the calculation for resident parking in a residential trailer park. The State would like to reduce the number of planning agencies throughout the state from 15 to 5. Midstate has made steps towards being combined with Estuary Planning Agency, which encompasses Chester, Clinton, Deep River, Essex, Killingworth, Lyme, Old Lyme, Old Saybrook, and Westbrook, by requesting that these two planning agencies be combined.

Mr. Zatorski indicated that the IWWA issues would be covered under the pertinent Agenda Item.

Mr. Rux reported that the Public Water Task Force had not met.

Chairman Zatorski explained the due to the expected lengthy recovery of Mr. Carey the Town Manager has contracted with Glenn Chalder and Planimetrics to fill in where necessary for the next couple of months.

Public Comments: The Chairman opened the meeting to the public for comments. There were none.

4. **Read Legal Notice:** None.

5. **Set Public Hearing(s) for June 1, 2011:**

- A. **East Hampton Zoning Regulations, Section 21, Parking Requirements, as last revised on 04/06/2011;**
- B. **2011 Revision to the East Hampton Plan of Conservation and Development;**
- C. **Village District Designation; and**
- D. **Incentive Housing Zone Regulation.**

Mr. Rux moved, and Mr. Philhower seconded, to schedule the Public Hearing for the proposed revision to the East Hampton Zoning Regulations, Section 21, Parking Requirement; the 2011 Revision to the East Hampton Plan of Conservation and Development; the Village District Designation; and the Incentive Housing Zone Regulation for the June 1, 2011 Regular Meeting. The motion carried unanimously.

E. **Application of Town of East Hampton, 60 North Main Street, Sears Park Master Plan for Site Plan Modification Review – Map 04A/Block 63B/Lot 20:**

Mr. Rux moved, and Mr. Philhower seconded, to schedule the Public Hearing for the Application of the Town of East Hampton, 60 North Main Street, Sears Park Master Plan for Site Plan Modification Review, Map 04A/Block 63B/Lot 20, for the June 1, 2011 Regular Meeting. The motion carried unanimously.

6. **Public Hearing for May 4, 2011:** None.

7. **New Business:**

A. 8-24 Review - Sears Park Master Plan:

Brian Long, Engineer with CLA Engineering, was present to discuss the Master Plan with the Commission. He distributed sets of plans for review and provided an overview to the Commission.

Ruth Plummer, Director of the Parks & Recreation Department was also present to discuss the overview of the Master Plan with the Commission.

The Commission asked questions and provided insight to the applicant regarding information that will be necessary for the Site Plan Review.

Mr. Zatorski moved that pursuant to Section 8-24 of the General Statutes of the State of Connecticut the East Hampton Planning and Zoning Commission resolve that upon review of the Sears Park Master Plan, dated November 2010, has deemed this project to be an appropriate undertaking for the Town of East Hampton. This resolution is for approval of conceptual plans only. The project is subject to and shall comply with all applicable laws, regulations, and permit approvals, and this resolution shall not be a determination that the project is in compliance with any such applicable laws, regulations, or permit approvals.

Mr. Rux seconded the motion. The motion carried (6-1-0). (Yes Votes: Gauthier, Gosselin, Rux, Sennett, Wright, Zatorski. No Votes: Philhower. Abstentions: None.)

B. 8-24 Review - Pine Brook Culvert Replacement Project:

Staff reported that the Director of Finance has requested that the Planning and Zoning Commission conduct a review pursuant to Section 8-224 of the General Statutes of Connecticut regarding the replacement of the culvert carrying Pine Brook under Pine Brook Road. The Army Corps of Engineers has deemed it an emergency and order this replacement project. The project is currently before the IWWA which has deemed it to be a significant activity and scheduled if for a Public Hearing to be held on May 25, 2011.

Brian Long, Engineer with CLA Engineering was present and described the project to the Commission.

Mr. Zatorski moved that the Planning and Zoning Commission of the Town of East Hampton approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut: Replacement of the culvert carrying Pine Brook under Pine Brook Road, which suffered structural damage as a result of flooding on March 7, 2011, contemplated to include the installation of twin approximately 30' long corrugated metal 9' x 12' pipe arches, sized to pass the 100 year flow and raising the roadway elevation above the 100 year flood elevation to eliminate the roadway flooding. This resolution is for approval of conceptual plans only. The project is subject to and shall comply with all applicable laws, regulations, and permit approvals, and this resolution shall not be a determination that the project is in compliance with any such applicable laws, regulations, or permit approvals.

Mr. Rux seconded the motion. The motion carried unanimously.

8. **Old Business:** Mr. Gosselin reported that he inspected the sidewalk status on the west side of North Main Street and there is no sidewalk between Liberty Bank and Theater Square. The North side of the Theater Square property is sidewalked. Staff will continue to research this situation.

9. **Adjournment:** *Mr. Philhower moved to adjourn the meeting. Mr. Rux seconded the motion. The motion carried unanimously.*

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Daphne C. Schaub
Recording Secretary