

**East Hampton Planning and Zoning Commission
Regular Meeting
June 3, 2015
Town Hall Meeting Room**

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| Unapproved Minutes |
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1. **Call to Order and Seating of Alternates:** Chairman Zatorski called the meeting to order at 7:05 p.m.

Present: Chairman Ray Zatorski, Vice-Chairman Rowland Rux, Members Gary Hall, James Sennett, Meg Wright, Alternate Members Jason Jozefiak, and Town Staff Daphne Schaub were present.

Absent: Members Roy Gauthier, Kevin Kuhr, and Alternate Member Geoff Ricciardelli were not present.

The Chairman seated Mr. Jozefiak at this time.

2. **Approval of Minutes:**
 - A. **April 1, 2015 Regular Meeting:**

Mr. Sennett moved to approve the Minutes of the April 1, 2015 meeting as written.

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

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

Communications: Mr. Zatorski read a letter written by Whitney Fielding, Chairman of the East Hampton Ethics Commission to Barbara Moore, Chairperson of the East Hampton Town Council and copied to all Board and Commission Chairpersons. (Attachment 1)

Town Staff reported that the RiverCOG will hold an informational meeting at its facility on June 9th at 11 am on the Regional Municipal Geospatial Parcel Update and Upgrade to the Standards of the Cadastral & Parcel Data Standards and Guidelines 1.0 Accepted by the CT Geospatial Information Systems Council. All are welcome to attend. Supportive documentation was scanned and forwarded to the Commissioners earlier in the day.

Mr. Ricciardelli has been appointed to the RiverCOG Regional Planning Committee as East Hampton's Alternate Member. Sam Gold will be the new Director of the RiverCOG. Mr. Gold has been advised of Mr. Hall's resignation from the Planning Committee and Mr. Ricciardelli's appointment to the Planning Committee.

Staff has provided updated Member Contact Lists for both internal and external use.

Staff has scanned and forwarded the Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter to the Commissioners earlier in the day.

Liaison Reports:

Mr. Sennett reported that the ZBA has met twice since the last P&Z meeting. On April 13th an application for a front yard variance was granted on Haddam Neck Road. On May 11th an application for a side and front yard variance was granted on Young Street. The Minutes of this meeting are on file in the Town Clerk's Office and available on line.

Mr. Hall reported he was unable to attend the one Design Review Board meeting that has been held since the P&Z's last meet. The Minutes of this meeting are on file in the Town Clerk's Office and available on line.

Mr. Zatorski reported that nothing was addressed at the last meeting of the IWWA that would concern the PZC. The Minutes of this meeting are on file in the Town Clerk's Office and available on line.

Mr. Rux also reported that the EDC was unable to meet because they did not have a quorum.

Mr. Rux reported that the Water Development Task Force meeting was cancelled.

Ms. Wright reported that she attended two meetings of the Lower Connecticut River Valley RPC since the P&Z's last met. On April 27th the meeting was a public meeting to discuss the Long Range Transportation Plan. The Long Range Transportation Plan was adopted on May 7th and may be viewed on the RiverCOG.org website. At the May 18th meeting the Planning Committee discussed the Valley Railroad Corridor. Three different referrals were discussed and none of them had any inter-municipal impact.

Public Comments: The Chairman opened the meeting to the public. No one was present to speak to the Commission at this time.

4. Set Public Hearing for July 1, 2015:

A. Application of Main Street Venture LLC, 3 Main Street, for a Zone Change from R-1 Zone (Lakeside and Village Residential) to C Zone (Commercial) – Map 05A/Block 62/Lot 11:

Ms. Wright moved, and Mr. Rux seconded, to schedule a public hearing for the application of Main Street Venture LLC, 3 Main Street, for a Zone Change from R-1 Zone (Lakeside and Village Residential) to C Zone (Commercial), Map 05A/Block 62/Lot 11. The motion carried unanimously.

B. Application of RadHay, LLC, 193 East High Street, for a Commercial Site Plan Modification and Lake Pocotopaug Protection Area Special Permit – Map 09A/Block 76/Lot 11-5:

Mr. Rux moved, and Mr. Sennett seconded to schedule a public hearing for the application of RadHay, LLC, 193 East High Street, for a Commercial Site Plan Modification and Lake Pocotopaug Protection Area Special Permit, Map 09A/Block 76/Lot 11-5. The motion carried unanimously.

5. Read Legal Notice: Staff read the legal notice into the record.

6. Public Hearings for June 3, 2015:

A. Application of Kim Herrman, 26 Lakeview Street, for a Lake Pocotopaug Protection Area Special Permit and Commercial Site Plan Review – Map 5A/Block 85/Lot 18A:

Staff explained that although the parcel in question has a history of residential use the property was added to an abutting commercial zone and is so designated. The property has recently changed hands and is now owned by Kim Herrmann who intends to operate a profession office from this location.

Dante J. Boffi, of Dante J. Boffi Design, 108 Main Street, Collinsville, was present to discuss the application. He distributed a site plan for the proposed CORE Trauma Healing Center. The building footprint will remain the same. The interior will be converted from residential bedrooms to offices. The plan includes 11 parking space, will retain the existing curb cut, and a new bituminous gravel parking area. A berm will be added as a back drop to the new parking area. An assortment of hardy local vegetation will be added throughout the parcel. The porch will be converted to a full ADA accessible ramp. A two sided sign will be placed in the front yard and was also presented to the Commission. The sign will be mounted on 4” x 4” posts and is 5’ by 14” with square footage of 5.86. Mr. Boffi discussed the landscaping and topography of the lot with the Commission.

Staff reported that the site is over 100’ from the wetlands; however, it is in the Lake Pocotopaug Protection Area and requires an additional review for the permit. The Conservation-Lake Commission reviewed the application on April 9, 2014 and moved unanimously to accept the plan.

Kim Herrmann, owner of 26 Lakeview Street, was present and discussed the project. The facility will specialize in complex trauma. The CORE Center will specialize in working with veterans, police officers, fire fighters, EMTs, SWAT, teachers, and medical professionals who have workplace trauma. This is one of only three places of its type in the country and there is nothing with this specialty in the region. The Center will bring together a group of trauma trained professionals including such specialties as acupuncture, massage therapy, mindfulness, APRN, psychiatry, naturopath, and others to provide care to patients holistically in one setting.

The Chairman opened the public hearing at this time. No one was present to speak to the Commission regarding this application.

Mr. Rux moved to close the public hearing for the application of Kim Herrman, 26 Lakeview Street, for a Lake Pocotopaug Protection Area Special Permit and Commercial Site Plan Review, Map 5A/Block 85/Lot 18A. Mr. Hall seconded the motion. The motion carried unanimously.

Mr. Zatorski moved, and Mr. Sennett seconded, to approve the application of Kim Herrman, 26 Lakeview Street, for a Lake Pocotopaug Protection Area Special Permit and Commercial Site Plan Review, Map 5A/Block 85/Lot 18A, with the conditions that Town Staff be notified prior to commencement, erosion and sedimentation controls are in place prior to commencing construction, and Town Staff be notified upon completion of the project. This application has been approved because the project meets our

zoning regulations and this is an appropriate use of this commercial zoned property. Mr. Sennett seconded the motion. The motion carried unanimously.

7. New Business:

A. POCD – Status and Plan for Mandatory Update: Staff reported that in a preliminary review of the Implementation Plan Tables much of the objectives have been completed. A copy of the Table has been distributed to the Commissioners for updating if possible. The originally plan was adopted by the Town on July 1, 2006. It was first revised on July 2, 2008. The intention of the Commission has been to maintain the POCD as a living document and update on a regular basis. To date the updates have been done fairly consistently on a bi-annual frequency. Publication of the updates has not been brought current as the department has not had the appropriate software. The department will work toward updating the publication of the revisions to the document as it now has the needed software. Finally, while all the revisions have helped to maintain a living and functioning document, the clock is not reset in regard to the statutorily mandated update until all the updates are published, a public hearing must be held with a review by the RiverCOG, the Plan is referred to and adopted by the Town Council, and forwarded it to the Office of Policy and Management (OPM) within 60 days of adoption. This must be conducted in the next 12 months.

The Chairman requested this Agenda Item be retained under Old Business on the regular monthly Agendas until the final adopted draft of the revised Plan is forwarded to the OPM.

8. Old Business:

A. Presentation - Design Review Board Guidelines: The Chairman invited those present from Design Review Board to join the meeting and discuss the status of the Guidelines. Michael Chicoine and Tom Adams were present to discuss the status of the Design Review Board Guidelines. The comments made to date by the P&Z have been received by the Board which is currently under further review and a final draft is in production, as well as is a guidelines review checklist for distribution to applicants to expedite the review request and process. The Commission discussed with Messrs. Chicoine and Adams the expectations and understanding of the Board's advisory functions with and for the P&Z.

Staff discussed with the Commission and Messrs. Chicoine and Adams communication lapses and the urgency of developing an application review request form that will resolve these communication concerns.

B. Appointments:

1. Salmon River Watershed Partnership Steering Committee; and
2. Conservation-Lake Commission Liaison: Staff discussed the needs of these agencies with the Commission. The Chairman requested Staff to forward more information to the Commissioners regarding these openings. He also requested the Commissioners to seriously consider filling either of these important positions.

3. **Adjournment:** *Mr. Rux moved to adjourn the meeting. Ms. Wright seconded the motion. The motion carried unanimously.*

The meeting adjourned at 8:26 p.m.

Respectfully submitted,

Daphne C. Schaub
Recording Secretary