

**East Hampton Planning and Zoning Commission**  
**Regular Meeting**  
**July 2, 2014**  
**Town Hall Meeting Room**

<b>Unapproved Minutes</b>
---------------------------

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 Rowland Rux, Members Peter Aarrestad, Roy Gauthier, Kevin Kuhr, James Sennett, Meg Wright, Alternate Members Gary Hall, Geoff Ricciardelli, and Planning, Zoning & Building Administrator James Carey were present.

Absent: No Members were absent.

2. **Approval of Minutes:**  
A. **June 4, 2014 Regular Meeting:**

*Mr. Sennett moved to approve the Minutes of the June 4, 2014 meeting as amended (Page No. 2, Agenda Item No. 6.A, second sentence should read, "...and activity has increased slightly..."). Mr. Kuhr seconded the motion. The motion carried unanimously.*

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

**Communications:** Mr. Carey reported that pocket guides to the CT FOI Act are included in tonight's packages; as are a handout regarding the requirements for meeting notices, the CT Volunteer Water Quality Monitoring conference, and the most recent List of Members with appropriate contact information.

**Liaison Reports:**

Mr. Zatorski explained that there is nothing to report for the IWWA that is not relevant to other items on the Agenda. The Minutes for the IWWA meeting are on file in the Town Clerk's Office and available for viewing on the Town website.

Mr. Gauthier reported that the High School Building Committee is continuing to work with professionals on the bid documents.

Mr. Hall reported that the Design Review Board meeting in June was cancelled.

Mr. Sennett reported that there was a ZBA meeting on June 9<sup>th</sup>. They heard three applications. A variance request for Spellman Point Road was denied. A variance request for Ray Lane was approved, as was a variance request for Julia Terrace. The Minutes for this meeting are on file in the Town Clerk's Office and available for viewing on the Town website.

Mr. Aarrestad reported that he attended the Steering Committee meeting for the Salmon River Watershed Partnership on May 28<sup>th</sup>. At this meeting future initiatives were discussed, it will meet quarterly, the CT Volunteer Water Quality Monitoring Conference to be held on July 25, 2014.

Mr. Rux reported that he was in attendance at the organizational meeting of the newly formed Water Development Task Force. At this meeting they elected Mark Barmasse as the Chairman and Tim Csere as the Vice-Chairman. The Task Force has sent a recommendation on to the

Town Council that the Town joins a water consortium. The ongoing commitment of the Task Force will be to develop a plan for water.

Mr. Rux also reported that the EDC met in June and discussed the potential for utilizing the Century 21 sign for town businesses, surveys regarding interest in expanding the PO/R Zone have been returned and indicate a 50/50 interest in that change, a STEAP grant has been awarded to the Town to remediate 13 Summit Street, and nine new businesses have been formed in East Hampton recently.

Ms. Wright reported that there was no meeting of the Lower Connecticut River Valley Council of Governments. Linda Krause, the Executive Director, died on June 19, 2014. There will be a memorial for her on July 14<sup>th</sup> at the Mystic Arts Center.

Ms. Wright was unable to attend the Conservation-Lake Commission meeting as she attended the organizational meeting of the Water Development Task Force. The Minutes for the Conservation-Lake Commission meeting are on file in the Town Clerk's Office and available for viewing on the Town website.

**Public Comments:** The Chairman opened the meeting to the public at this time.

No one was present to speak to the Commission at this time.

**4. Set Public Hearing for August 6, 2014: None.**

**5. Read Legal Notice:** The Staff read the legal notice into the record. **(Note: It was brought to the attention of Town Staff just prior to this meeting that Northeast Utilities System has failed to provide notice to the abutters pursuant to the East Hampton Zoning Regulations and the State of Connecticut General Statutes.)**

**6. Public Hearings for July 2, 2014:**

**A. Application of East Hampton Board of Education, East Hampton High School Additions and Renovations, 15 North Maple Street, for a Special Permit, Lake Pocotopaug Protection Area, and Site Plan Modification – Map 01A/Block 39/Lot 5A - Continued from June 4, 2014:**

Thomas Swale, Landscape Architect with the SLAM Collaborative, was present to discuss the proposed plan for the applicant. He submitted revised plans and color elevations to the Commission. He reported that SLAM met with the town's staff to discuss snow removal. The revised site plan eliminates several islands in an attempt to simplify snow removal. SLAM also addressed concerns of the Conservation-Lake Commission regarding water quality by redesigning rain gardens. The Fire Marshal's concerns regarding the width of fire lanes have been addressed and all fire lanes will be a minimum of 20'. A walkway has been added from the intersection of North Maple and Hills Avenue across the entrance driveway, up the front bank, to the walkway between the bus drop-off lane and the parent drop-off lane. ADA access is available from the southern driveway.

Will Walter, Professional Engineer with BSC Group, was present to discuss the location of fire hydrants. An alternate plan has been developed to include fire hydrants on each side of the building with stubbed pipe around the building for future water availability.

Mr. Swale discussed additional student and staff parking and snow storage. Cape Cod style curbing will be included where possible to plow snow over curbing. There will also be snow storage in the overflow parking area. The minimum landscape requirement (15%) is

exceed in the revised plan of 06/26/2014. The landscape coverage is 14% in the north lot, 26% in the south lot, and 21% in both the southeast and east lots. **\*\*Attachment 1\*\***

Mr. Carey discussed the Zoning Regulations and the requirements for the parking area. He read the Fire Marshal's comments of June 30, 2014, the Director of Public Works' comments of July 2, 2014, the Police Chief's comments of July 2, 2014, Chatham Health District's comments of July 2, 2014 into the record. **\*\*Attachment 2\*\***

The Commission would like to see more detail on the location of the propane tanks and plans for excessive snow load on the roof.

The Chairman opened the meeting to the public at this time. There was no one present to speak to the Commission about the application.

*Mr. Sennett moved, and Mr. Rux seconded, to continue the public hearing to the August 6, 2014 meeting. The motion carried unanimously.*

*Mr. Gauthier moved, and Mr. Rux seconded, to continue the application to the August 6, 2014 meeting. The motion carried unanimously.*

The Chairman recessed the meeting at this time.

The Chairman reconvened the meeting at 8:42.

**B. Application of Northeast Utilities System, 22 East High Street, for a Commercial Site Plan Modification Review, NU Service Center Consolidation & Improvements - Map 05A/Block 62/Lot 5:**

The Chairman explained that due to defective notice to the abutters the public hearing for the application of Northeast Utilities System, 22 East High Street, for a Commercial Site Plan Modification Review, NU Service Center Consolidation & Improvements, Map 05A/Block 62/Lot 5, must be rescheduled until the next regularly scheduled meeting on August 6, 2014.

Tom McDermott requested the Commission consider scheduling a special meeting for the public hearing. The Chairman explained a special meeting would not be possible due to the summer vacation schedules of the Commissioners.

*Mr. Aarrestad moved, and Mr. Rux seconded, to schedule the public hearing for the application of Northeast Utilities System, 22 East High Street, for a Commercial Site Plan Modification Review, NU Service Center Consolidation & Improvements, Map 05A/Block 62/Lot 5, for August 6, 2014 at the regularly scheduled meeting. The motion carried unanimously.*

Thomas Bulzac, Professional Engineer, was present. The Commission discussed the traffic, safety, and parking concerns of the Police Department and the Town. They also discussed reports regarding staff review from the WPCA, DOT, Town Manager, Fire Marshal, and the Chatham Health District. The Commission has requested that a traffic study (with level of service information) be conducted and provided to the Commission. The Commission would like more information on locations of the portable bays. The Commission would like information on fluctuations in staff on site with respect to severe weather events.

*Mr. Aarrestad moved, and Mr. Sennett seconded, to continue the application to the next regularly scheduled meeting on August 6, 2014. The motion carried unanimously.*

**Public Comments:** *Mr. Zatorski moved, and Mr. Rux seconded to re-open the public comments. The motion carried unanimously.*

Mr. David Purple, 14 East High Street, was present to discuss parking spaces used by his property.

Mr. Stephen Karney, 32 Bevin Boulevard, was present to discuss his property and its proximity to Northeast Utilities with the Commission.

7. **New Business:** None.

8. **Old Business:**

**A. Chatham Forest Extension:** Mr. Carey discussed the request with the Commission.

*Mr. Zatorski moved, and Mr. Rux seconded, to extend the permit issued by this Commission on May 5, 2010 for the Chatham Forest Conservation Subdivision, a 15-Lot Subdivision, Map 27/Block 90/Lot 3, for an additional two-year period. The new expiration date will be May 5, 2017. The motion carried unanimously.*

**B. Draft Design Review Board Guidelines - Possible Discussion:** Mr. Carey discussed the Design Review Board Guidelines with the Commission and its benefits for the PZC.

Mr. Hall discussed the intention of the Design Review Board to work with the PZC and its goal to provide effective assistance and input to the PZC.

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

The meeting adjourned at 10:13 p.m.

Respectfully submitted,

Daphne C. Schaub  
Recording Secretary