

**PLANNING AND ZONING
TOWN OF EAST HADDAM
LAND USE OFFICE
REGULAR MEETING MINUTES
December 10, 2019
(Not yet approved by the Commission)**

1. **CALL TO ORDER:** Mr. Brownell called the meeting to order at 7:15 p.m. at the Municipal Office Complex.
2. **COMMISSIONERS PRESENT:** Crary Brownell (Chairman), James Curtin (Vice Chairman), Bernard Gillis (regular member), Ed Gubbins (regular member), Louis Salicrup (regular member), Richard Pettinelli (regular member), Justin Anderson (regular member), Joe Zaid (alternate member) and Susan Kinsman (alternate member).

COMMISSIONERS ABSENT: None

OTHERS PRESENT: James Ventres, Land Use Administrator, First Selectman Rob Smith, Selectwoman Carleen Quinn and two members of the public.

3. **MINUTES:** The November 26, 2019 minutes were accepted with the following amendments:
Acknowledgement B. – 2nd line: delete the s from Commission. Last line: delete to.

ZEO Report – In regard to accepting the Northeast Printing quote for printing (100) copies of the POCD report: Mrs. Kinsman stated that in the future it should be noted why the commission is making an exception to the lowest bidder.

Mr. Brownell stated that he recalls that everyone agreed to accept the Northeast Printing bid and if the cost is within the budget it is not necessary to vote on it.

ZEO Report – in regard to Banner Association: Last paragraph, last line should read – Mr. Gillis stated that there is no distinction between condominium or apartment in this case.

4. **BILLS:** Halloran & Sage: \$92.50, Suburban Office Supplies: \$21.39 & \$70.02.

A motion was made by Mr. Gubbins to pay the bills as presented. The motion was seconded by Mr. Pettinelli and passed by unanimous vote.

5. ACKNOWLEDGEMENT: None

6. DISCUSSION:

A. Agriculture Regulation review: The Commission and Mr. Ventres referenced a copy of the “2019 Discussion – Inclusion of Hobby Farms & Intensive Commercial Farm Operations” existing regulations. Discussion ensued to decipher and correct the existing agriculture regulations. The following was discussed:

1. The Inland Wetland Watercourse Commission will review all applications that are within one hundred feet of a property line.
2. The Planning and Zoning Commission will require a special exception application and a site plan.
3. A one-hundred-foot vegetated buffer is required up gradient or down gradient of a natural preserve or adjacent property.
4. Prevention of adverse effects to the community.
5. The number of animals allowed for permitted uses.

Mr. Ventres will make amendments to the existing agriculture regulations to submit to the Planning & Zoning Commission.

A motion was made by Mr. Curtin to change the order of business. The motion was seconded by Mr. Gubbins and passed by unanimous vote.

7. ZEO REPORT:

1. Mr. Ventres distributed to the commission a copy of the Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter, Fall 2019.

2. Mr. Ventres read an email from A.R.C. Printing who submitted a \$1,310.40 quote to him for printing (100) copies of the Plan of Conservation and Development. Mr. Ventres provided an example of a spiral bound report produced by A.R.C. Printing. This quote is less than Northeast Printings quote resulting in a savings of \$500.00.

Mr. Pettinelli is familiar with A.R.C. Printing’s product. The consensus is to approve the quote of \$1,310.40 to print (100) copies of the POCD report.

3. Mr. Ventres stated he is pursuing violators who are living in seasonal houses. Mr. Ventres explained that some people are living in seasonal houses that do not have adequate septic systems or heating systems.

4. Mr. Curtin inquired about the status of Lake Side Dan’s drain pipe issue. Mr. Ventres stated that he recently met with Mr. Omara and his partner to review the progress of this corrective work order and will continue to monitor the site.

**A motion was made by Mr. Curtin to take a five-minute recess at 7:55 p.m.
The motion was seconded by Mr. Pettinelli and passed by unanimous vote.**

8. PUBLIC HEARING

A. New #19-13 – The Little Village Preschool, 20 Plains Road, Moodus, Special Exception Review for a change of use from church to preschool facility. Assessor's Map 65, Lot 176.

Mr. Ventres distributed to the commission a copy of a letter from the State of CT Department of Public Health ,September 3, 2019 pertaining to the water system; a letter from the Chatham Health District, December 4, 2019 pertaining to the septic system; a note from Ms. Natalie Thayer explaining her intentions for a child daycare program and an aerial map of the existing child daycare center, East Haddam Library and the proposed child daycare center.

Ms. Thayer presented the green certified mail receipts to Mr. Ventres and proceeded to explain that she purchased the former Moodus United Methodist Church at 20 Plains Rd, and plans to move her child daycare to this location. The enrollment will increase from (30) to (50) children and will include a toddler program.

Mr. Ventres stated that there is a building permit for the renovation of the church to be ADA compliant. The building official and fire marshal will inspect the building prior to issuing a certificate of occupancy. Mr. Ventres proceeded to read the letters from the State of CT Department of Public Health and the Chatham Health District.

Mr. Salicrup questioned the well that serves two properties and if the two properties are owned by the same person. Mr. Ventres stated no the two properties are not owned by the same person. The well is located on 22 Plains Rd. and there is an easement in place to co-share the well.

Mr. Salicrup asked Ms. Thayer if she received a permit from the State to enroll (50) children. Ms. Thayer explained that once she receives approval from the local building department, the health department and fire marshal she will submit her application to the state for a change of address. The state will inspect the new location before submitting a license.

Mr. Pettinelli asked if there are plans to modify the parking area. Ms. Thayer explained that the Library parking lot is utilized for the overflow of cars during the staggered drop off and pick up times of the day and she does not plan to modify the parking lot. Discussion ensued in regard to the flow of cars at the current daycare center, the daycare bus stop and the option to park in the Municipal complex parking lot. Mr. Pettinelli asked if the town is liable for people using the Library parking lot. Mr. Gubbins suggested a stipulation in the daycares insurance policy. The question was referred to First Selectman Rob Smith for comment.

Mr. Salicrup asked if the yard will be fenced in. Ms. Thayer stated yes.

Mr. Brownell opened the hearing to the public.

First Selectman Rob Smith stated that the daycare has been using the library parking lot for years. He explained that the library parking lot is used by other people not just the patrons of the

daycare. The First Selectman commented that saving this iconic Moodus structure is fantastic and the refurbishing and adaptive re-use of this structure is fantastic. He stated that he is very pleased to see the work that is being done and provided that all requirements are met it should be approved as a daycare.

Ms. Thayer indicated that increasing enrollment to (50) children will require thought as to how to adapt the drop off and pick up procedure with the parents so that everyone involved is safe. Discussion ensued in regard to the increase of cars due to increased enrollment. Mr. Gillis asked when the traffic is the heaviest. Ms. Thayer stated between 7:00 a.m. and 8:30 a.m.

Mr. Gillis inquired about the lighting plan for the daycare site. Ms. Thayer stated that there is a lighting plan that she will follow. Mr. Brownell inquired about the daycare sign. Ms. Thayer stated she will replace the existing sign of the church with her daycare sign. Mr. Ventres will approve the lighting plan and daycare sign prior to installation.

A motion was made by Mr. Curtin to close the public hearing. The motion was seconded by Mr. Gubbins and passed by unanimous vote.

A motion was made by Mr. Curtin to approve Special Exception application #19-13 The Little Village Preschool, 20 Plains Road, Moodus, Assessor's Map 65, Lot 176 for a change of use from church to preschool facility with the following conditions:

- 1. Use of Library driveway will be arranged with the First Selectman's office.**
- 2. The lighting plan and daycare sign be approved by the Land Use office.**
- 3. All conditions listed in the Chatham Health district letter are met.**

The motion was seconded by Mr. Gillis and passed by unanimous vote.

A motion was made by Mr. Gubbins to adjourn at 8:30 p.m. The motion was seconded by Mr. Salicrup and passed by unanimous vote.

Respectfully submitted,

Toni Marie Dumaine
Recording Secretary