Planning & Zoning Commission
Unapproved Minutes
November 18, 2015

Chairman Graveline called the meeting to order at 7:00 p.m. The meeting was recorded.

Members Present: G. Graveline, A. Havican, K. Kemp, and J. Crumb
Alternates Present: None
Absent: D. Santoro and P. McKinney
Others Present: Tammy DeLoia, Land Use Inspector

Chairman Graveline stated that the commission needed to hold "Nominations" for the positions of Chairman and Vice-Chairman of the Planning & Zoning Commission and asked that a motion be made to add "Nominations" to the Agenda. **Motion** made by A. Havican, seconded by J. Crumb to add Nominations for both Chairman and Vice-Chairman to the Agenda. **Unanimous.** **Motion** made by J. Crumb, seconded by A. Havican to nominate Gil Graveline for Chairman. There were no other nominations and the vote in favor was **Unanimous**. **Motion** made by J. Crumb, seconded by K. Kemp to nominate A. Havican for Vice-Chairman. There were no other nominations and the vote in favor was **Unanimous**.

Approval of Minutes: **Motion** made by A. Havican, seconded by K. Kemp to approve the minutes of November 4, 2015 as submitted. **Unanimous.**

Chairman Graveline congratulated Ken Kemp as the newly elected permanent member of the Planning & Zoning Commission.

Correspondence:
Letter dated 11/13/15 from Julie Smolskis, 17 Pondview Drive - Re: Request to Reconsider Commission's Final Decision to Prospect's Gun Club extension of hours.
Letter dated 11/3/15 from Vitas Smolskis, 17 Pondview Drive - Re: Request to Reconsider Commission's Final Decision on Prospect's Gun Club extension of hours.
Letter from Chairman Glenn Gruber, Chairman of the Charter Revision Commission (CRC) dated 11/15/15 Re: Requesting Input from the various Commissions for changes to the Charter
Motion made by A. Havican, seconded by J. Crumb to place correspondence on file. **Unanimous.**

Public Participation: None

Public Hearing:
a. 7:10 p.m. Section 8.3 Signs Allowable in RA-1 and RA-2 Zones
Chairman Graveline read into the record the "Notice of Public Hearing" for the public hearing as it appeared in the Republican-American on 11/6/15 & 11/13/15. Chairman Graveline also read into the record a Staff Referral Report dated 11/6/15 from Joanna B. Rogalski, Regional Planner for the Regional Planning Commission, Council of Governments of the Central Naugatuck Valley and a letter dated 11/16/15 from Kevin DiAdamo, Chairman, Regional Planning Commission, South Central Connecticut Regional Planning Commission. Land Use Inspector, Tammy DeLoia provided the Commission with a draft that showed the proposed addition to **Section 8.3.5** - One detached sign not to exceed twenty-four (24) square feet in area shall be allowed on any lot in a Residential Zone which has a permitted use per Section 3.1 Uses By

District. T. DeLoia also gave the Commission a proposal for a Footnote to be added to Zoning Regulations Section 3.1 Uses by District to simplify the areas for signs; Re: #5. One detached sign not to exceed twenty-four (24) square feet in area shall be allowed subject to all other applicable provisions and limitations contained in these regulations. The Commission reviewed 32 existing permitted Land Uses in RA-1 and RA-2 Zoning Districts. The Commission ruled out 10 existing Land Uses for signs: Accessory Living Units, Home Occupations, Day Care Home, Adult Group, Day Care Home, Child, Day Care Home, Group, Single Family Dwelling, Farm, Private Greenhouses, Pools, Barn, etc., Public Utility Substation, Storage Tanks: Above Ground, Towers – 25' Maximum from Ground, Towers – Higher than 25'. Chairman Graveline suggested reviewing Funeral Homes and Greenhouse: Commercial. Chairman Graveline requested comments from the Public. There were no comments from the Public. Chairman Graveline advised that the Public Hearing for Section 8.3.5 Signs Allowable in RA-1 and RA-2 Zones would be continued until the December 2nd meeting at 7:30 p. m.

New Business:

a. **Don Reilly – Proposed Amendment to Zoning Regulations Section 3.1 Uses by District to add Heating Oil Trucks (Indoor Storage) as a permitted use by Special Permit within the Business District (B).** *Scott Phillip, 25 Clark Hill Road,* acting on behalf of Don Reilly appeared and read into the record the letter from Donald J. Reilly dated November 13, 2015 stating his proposal to add to the Zoning Regulations an additional use for Section 3.1; 1) Home heating oil trucks: Indoor Storage for trucks having a maximum tank capacity of 3,000 gallons within the (B) Zone with a Special Permit (SP). Chairman Graveline requested a motion to accept and set a public hearing date. **Motion** made by A. Havican, seconded by K. Kemp to accept and set a Public Hearing date of 1/6/16 at 7:10 p.m. on the proposed amendment to the Zoning Regulations by Don Reilly to add home Heating Oil Trucks (Indoor Storage) as a permitted use by Special Permit within the Business District (B). **Unanimous.**

b. **Dave Jones, 33 Waterbury Road – Application for Change of Use: Real Estate Office.** *D. Jones* appeared before the Commission with an application and documents showing where vehicle parking would be. T. DeLoia advised that there is more than adequate parking of 6 to 10 parking spaces for this property. D. Jones also submitted a letter from the owners giving permission for this Change of Use. Commission members questioned hours and additional staff at the facility. D. Jones stated that there are three (3) agents with working hours from 9 to 5 including weekends and possibly evenings. D. Jones stated that there is adequate lighting and he will be installing signage which will be 15 feet off the road. After discussion, **Motion** made by J. Crumb seconded by K. Kemp to accept and approve the application of Dave Jones, 33 Waterbury Road – Application for Change of Use: Real Estate Office. **Unanimous.**

Old Business: None

Land Use Inspector's Report: Land Use Inspector, Tammy DeLoia gave an update to the complaint of 204 Cook Road and the "orange" U-Haul containers that have been stored on the property. T. DeLoia stated that she has sent enforcement letters to the owner but with no response. T. DeLoia explained that she will contact U-Haul to try and get the containers removed. T. DeLoia also advised that she had checked on the complaint that D. Santoro advised of at 16 Bayberry Road regarding two (2) boat trailers and a camper being stored on the property. T. DeLoia explained that per the Zoning Regulations the camper is over the 50 ft. setback off the

front of the property and the boat is properly stored. T. DeLoia also noted that a larger garden trailer is stored on the property.

T. DeLoia advised that she would like the Commission to consider increasing the minimum lot size to 2 acres on undeveloped lands of 2 acres or more within the Public Water Supply Water Shed areas that are owned by the Town and the Water Companies. She stated that individual property owners will not be affected and that up-zoning undeveloped lands in the PWSW areas is recommended in Prospect's Conservation and Development action agenda. **Motion** made by A. Havican, seconded by J. Crumb to place the Land Use Inspector's Report on file. **Unanimous.**

Public Participation: None

Adjournment: **Motion** made by A. Havican, seconded by K. Kemp to adjourn the meeting. **Unanimous**. The meeting adjourned at 7:56 p.m.

E. Gil Graveline LBM
E. Gil Graveline
Chairman

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TOWN CLERKS OFFICE
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Maryann C. Anderson
TOWN CLERK