

**Westbrook Planning Commission**  
**Regular Meeting Minutes**  
**January 13, 2020**  
**7:00 p.m.**  
**Mulvey Municipal Center, 866 Boston Post Road**  
**Multi-Media Room**

**MEMBERS PRESENT:** Marilyn Ozols, Chair; Bill Neale (Regular Member), Phil Bassett (Regular Member), Tammy Niedzwicki (Regular Member), Eric Reeve (Regular Member) and Alternate Members Marie Farrell, Richard Newberg, and Sheryl Becker.

**MEMBERS ABSENT:** None.

M. Ozols called the meeting to order at 7:00 p.m. and stated that all regular members would be seated.

**PUBLIC HEARINGS:** None

**SUBDIVISIONS:** None

**TOWN AND GOVERNMENT AGENCY REFERRALS:** None

**ZONING REFERRALS:**

- a. **ZC2019-0016, Special Permit modification, Westbrook Small Business Park, 7 Pequot Park Road, Map 158, Lot 023.** Owner: 7 Pequot Park Road, LLC, Applicant: Milano Development Corp. Enlargement of existing commercial building from 2,000 square feet to 5,750 square feet. Building "B". No change of use.

Michael Harkin, P.E., presented for the applicant. Dave Milano, owner, was also present.

M. Harkin explained that this project was before the Planning Commission a few years ago. It was for three (3) buildings. As Building A was put up, it was sold out. Building B was put on hold because it was a smaller building. Instead, Building C, which was the larger building, was constructed. The space inside Building C is already all rented out. The proposal now is to construct a larger building in the location where the previously approved Building B was situated, with more parking to accommodate the larger amount of commercial space.

M. Ozols asked for an architectural rendering as well as a landscaping plan and lighting plan. M. Harkin said the same light packages will be used for this building as what was initially proposed. M. Ozols said because these plans and revised landscaping plans have not been submitted, the application is incomplete. Additionally, new engineering calculations must be provided to demonstrate that there is no increase in the velocity or volume of water leaving the site.

M. Harkin said everything will be very similar. Mr. Milano showed photographs of the other two buildings and indicated that the new building was to be of similar design. Commission members said even though the plan probably is very nice, they need drawings submitted with updated building details, updated drainage, lighting and landscaping because what was submitted for the smaller building does not apply to this building. The goal is to memorialize on the record the specific details of the proposed building and its associated parking and landscaping so that it becomes a permanent record for anyone reviewing it at a later date.

With the consent of the applicant, the Commission tabled the application until the February 10, 2020 meeting.

- b. ZC2019-0018. Special Permit modification, Mobil Station signage. 198 Essex Road, Map 166, Lot 028.** Owner: High Mart, LLC, Applicant: Dunkan Senisse. Section 7.B.4 (4)(b) of the Zoning Regulations. Install Synergy apertures at pump islands, re-face main ID sign cabinet, replace existing back-lit canopy fascia.

This application is to transfer the old Mobil image to the new Mobil image. The canopy fascia will be illuminated with dark skies compliant LED lighting. It is shielded on 3 sides. It will only shed light through the canopy fascia.

M. Ozols wanted to be sure this light would be no brighter than that of surrounding buildings. Under the regulations, this light cannot cause glare or light trespass.

As was the case with the Mobil station on Boston Post Road, there will be three new components at each pump: the blade, the koala and the wave. Each of these will contain written information designed to be seen by those using the pump. The written information, in the form of paper posters will contain Mobil advertising media which will be changed quarterly.

The changes were reviewed in great detail. The only changes being proposed are those related to the new branding. There will be significantly more square footage of signage.

M. Ozols stated that comments to the Zoning Commission should state that the canopy lighting is not so bright that there will be glare or light trespass off of the property, and that because there is an increase in square footage of signage, there should not be any additional temporary signage added to the site.

**A motion was made by B. Neale to find the proposed update of ZC2019-0018. Special Permit modification, Mobil Station signage. 198 Essex Road, Map 166, Lot 028.** Owner: High Mart, LLC, Applicant: Dunkan Senisse. Section 7.B.4 (4)(b) of the Zoning Regulations. Install Synergy apertures at pump islands, re-face main ID sign cabinet, replace existing back-lit canopy fascia **CONSISTENT with the Plan of Conservation and Development recommendations to:**

- **Continue to promote business development in targeted areas, as set forth in Action Summary for Development Action Item 7.2.**

**The Commission imposed two conditions of approval on its finding:**

- 1. The new canopy lighting shall not be so bright that there is light spillage off of the property. Said lighting shall be designed to meet the requirements of Section 7.I.3.1, and shall avoid glare outside the property and minimize the contrast between light sources, lit areas and dark surroundings.**
- 2. Given the increased amount of permanent signage being sought through this application, this property shall not continue to place temporary signage, specifically to include stake signage, anywhere along the property perimeter. Said signage is not permitted by the Zoning Regulations and has been proliferating in violation of the permit held by the property owner.**

**The motion was seconded by E. Reeve and was approved unanimously.**

**BILLS:**

GENERAL ACCOUNTS FY 20			
Recording Secretary Kathy King	54.14		
Diversified Technology Consultants	4,800.00		
Hartford Courant	171.59		

**A motion was made by P. Bassett to pay the bills in the General Accounts as presented. The motion was seconded by T. Niedzwicki and was approved unanimously.**

**MINUTES:**

1. Regular Meeting – December 9,2019

**A motion was made by B. Neale to approve the 12/9/2019 Planning Commission Meeting Minutes as presented. The motion was seconded by T. Niedzwicki and was approved unanimously.**

**A motion was made by B. Neale to add Capital Improvement Plan under Other Business. The motion was seconded by P. Bassett and was approved unanimously.**

**OTHER BUSINESS:**

**1 Election of Officers**

**A motion was made by E. Reeve to keep the slate of Officers as is: M. Ozols, Chair; Bill Neale, Vice Chair and P. Bassett, Secretary. The motion was seconded by T. Niedzwicki and was approved unanimously.**

**2. Review of By-Laws**

M. Ozols said the by-laws were reviewed a few years ago, and updates were made at that time. Members had no changes to recommend.

**3. 2021 Plan of Conservation and Development**

M. Ozols said there is a proposed steering committee which is made up of a cross section of people with different interests in the town. The members of the steering committee are: James Crawford, Marilyn Ozols, John Hall, Donald Izzo, Tammy Niedzwiecki, Tony Cozza, Eric Peterson and Darlene Briggs. Additional individuals may be added at a later date if specific areas of concern are identified. M. Ozols specified that no one from the Conservation community had been added yet and one may be added in the future. It was suggested that someone representing the Historical Society or similar interests also be added. M. Ozols added that the Planning Commission members should be sure to address both conservation and historical concerns if no one is appointed from these communities.

Thursday, February 6, 2020, 7:00 p.m., will be the kick off meeting with the Planning Commission and Steering Committee in attendance. Glenn Chalder from Planimetrics will be there to review and explain the process for updating the POCD. The POCD has to be completed by July, 2021.

**A motion was made by B. Neale to appoint the members of the Steering Committee. The motion was seconded by P. Bassett and was approved unanimously.**

**4. Community Connectivity Grant – status update**

E. Knapp said the bid deadline had been last Wednesday. However, it was noticed on Tuesday that there was an error that requested square feet instead of linear feet. All bidders had to be notified. The new deadline for the bids to come in is 1/14/2020. The grant is for \$200,000.00. The original cost estimate provided by DTC Engineering was for \$284,000.00. With the changes, the costs will likely now be approximately \$300,000.00.

**5. Hazard Mitigation Plan – status update**

The Hazard Mitigation Plan is at the State for the State's approval. E. Knapp is not sure how long this review will take. After any comments from the state are incorporated, the Plan has to be approved by the Board of Selectmen before it's sent to FEMA.

**6. Capital Improvement Budget for 2021 – 2025.**

The proposed Capital Improvement Budget was distributed. It continues the projects approved in the 2020-2024 Plan but carries them out one more year.

B. Neale reported that he had met with Director of Public Works John Riggio about the Sidewalk Plan. The Commission discussed funding for the Sidewalk Plan, priorities areas and what Public Works can assist with. It was noted that the process is more difficult on State roads where there is a professional engineering process, and an encroachment permit needs to be obtained from DOT. The proposed Plan is continuing sidewalks both the \$100,000 for construction and \$50,000 for engineering/grant match.

Minor amendments were made to the proposed Plan to address typographical errors.

**A motion was made by B. Neale to approve the Capital Improvement Plan Summary Page as amended. The motion was seconded by P. Bassett and was approved unanimously.**

### **REPORTS:**

- 1. Coordinator** – E. Knapp said he is anticipating some new applications, including 1660 Boston Post Road which did get approved by Wetlands. It will be 3 residential units in the front and 5 commercial garage bays in the back. There is a new restaurant application coming in for 21 Essex Road. There is also a residential development application coming in soon for the land across from Water's Edge.
- 2. RiverCOG** – B. Neale said there was no meeting in December.

### **CORRESPONDENCE:**

There was no new correspondence.

### **ADJOURNMENT:**

**A motion was made by B. Neale to adjourn the meeting at 8:24 p.m. The motion was seconded by P. Bassett and was approved unanimously.**

Respectfully submitted,

Kathleen King, Recording Secretary