Town of East Hampton

**Planning and Zoning Commission**

**Regular Meeting**

September 7, 2016 – 7:00 P.M.

East Hampton Town Hall Meeting Room

**APPROVED MINUTES**

**1.Call to Order and Seating of Alternates:** The meeting was called to order at 7:00 P.M. by Chairman Ray Zatorski.

Present: Chairman Zatorski, Vice Chairman Kevin Kuhr, Regular Members Roy Gauthier, James Sennett, Meg Wright, Rowland Rux, Alternate Member Angelus Tammaro, and Planning and Zoning Official Jeremy DeCarli.

Absent: Alternate Members Mike Kowalczyk and Jason Jozefiak.

Chairman Zatorski thanked the Commission members, public and staff for attending the meeting.

**2. Approval of Minutes:**

**A) August 3, 2016 Regular Meeting:** *Mr. Kuhr moved, and Mr. Sennett seconded, to approve the minutes of the August 3, 2016 regular meeting as written.* ***Voted 7-Yes; 1 Abstention (Mr. Gauthier)-0-No. Motion passed.***

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

Communications:

Mr. DeCarli began by thanking Chairman Zatorski for his 16 years of service on the P&Z Commission and went on to note that within tonight’s meeting package there is a letter regarding the AT&T tower at 94 East High St and reported that they are doing upgrades with no modifications to the tower. He informed the members of an upcoming forum for the CT Federation of Lakes on September 17, 2016.

Liaison Reports:

Mr. Gauthier reported that the East Hampton High School renovation was a major project to get the school ready for opening. There were some minor issues with the furniture and shelving but that the school is now in session and the renovation project should be complete by midyear 2017.

Mr. Hall reported that the Design Review Board meeting was cancelled last month.

Mr. Sennett reported that the Zoning Board of Appeals meeting was cancelled last month.

Mr. Kuhr reported that he attended the Conservation-Lake Commission meeting on August 11th and stated that they are still waiting on the approval of the 9 point plan and that they are looking to do a seminar in September or October. A few suggestions were made by a member of the public. The first suggestion is that if water shed pamphlets are sent out relating to a watershed area that it be indicated on the pamphlet. The second is to provide suggestions on the pamphlet for improving the water quality and the final suggestion was to mail the pamphlets with the property tax mailings.

Chairman Zatorksi reported that Inland/Wetlands had 2 applications, both are to be continued and will be picked up next month and indicated that neither application has an effect on this meeting.

Mr. Rux reported that he did not attend the Economic Development Commission meeting but was able to provide the following highlights from the meeting minutes: The Sports 66 building is about 6 weeks away from opening. The facility will house a soccer field, baseball courts and spaces for flag football, field hockey and volleyball. They are hoping to attract various age groups and there will be opportunities to rent space on weekends. Sheila Mullen from the Fat Orange Cat Brewery stated that her brewery opened for business a few weeks ago and she discussed her partnership meeting with Airline Cycles. She added that the beer from her brewery will now be available at Loco Perro. Airline Cycles located in the Goff House will be the business of the month for September.

Mr. Rux stated that he attended the Water Development Task Force with Ms. Wright and provided the following highlights: One company was interested in working with the Town of East Hampton to develop a water system for the town. The total cost of the project would be $120,000,000 broken down over a period of 30 years. The commission decided not to bring it to the Town Council as a viable alternative. The commission voted to ask for $100,000 for design work to interconnect Center School with Memorial School and Royal Oaks and to put a basic infrastructure together to start the water system on a path. Mr. Rux said he received an email stating that the meeting this month was cancelled and that his feeling is that the Task Force will not be moving forward with the request for money due to the talk about renovating the Town Hall and Center School being put on hold. He went on to add that the Task Force is in limbo right now but that they will keep moving forward looking for alternate avenues.

Ms. Wright stated that the Lower CT River Valley Regional Planning Committee did not meet last month.

Chairman Zatorksi opened the meeting to public comments. There were none at this time.

**4. Set Public Hearing(s) for October 5, 2016:** None.

**5. Reading of the Legal Notice:** None because there is no public hearing just a site plan modification.

**6. Public Hearings for August 3, 2016:**

**A) Amendments to Regulation:** Section 8.3.1- Accessory Buildings and Zoning Fee Table – CANCELLED.

**7. New Business:**

**A. Application of THAC, LLC dba Belltown Recycling Center,** 24 Old Coach Road, Major Site Plan Modification to construct a new material acceptance processing area – Map 12/ Block 33/ Lot 5A

Vice-Chairman Kuhr recused himself from this application and left the room.

Larry Secor from Nafis & Young Engineers presented to the members of the board. He began by informing the board that the applicant wants to construct and operate a commercial facility for the management of recyclable materials and certain solid waste under the CT DEEP general permit. The Recycling Center will operate under a general permit which means that all the storage will fit the limits set forth by the CT DEEP. Mr. Secor stated that Belltown Recycling would be accepting universal waste such as clean wood, construction and demolition debris, normal recyclables, used electronics containing mercury, mixed batteries, lead acid batteries mercury containing lamps, bulk and mattresses as well as non-RCRA (Resource Conservation and Recovery Act)waste which includes appliances with Freon, architectural paint, used oils and filters, antifreeze, propane tanks with valves, scrap metals, bulky waste and paper goods. Mr. Flannery explained how this application differs from the last P&Z application which is the processing areas are now designated and that they are now going to get the state license needed for processing other materials other than the materials they currently process which is vehicle affiliated. Mr. Secor referred to the site plan and pointed out a 1.09 acre area that they will be converting to a drive thru transfer station and constructing a sorting facility as well as a concrete block wall and a canopy to go over the wall which will be 80’ across, 30’ high in the front sloped to 25’ in the back to cover the soils behind. The canopy will be a pre-engineered building (3 sides and a metal roof) and will come with a pre-designed package with footings and concrete columns. The entire site is designed for site drainage run-off. The Attorney is working on a drainage easement at 9 Old Coach Road. The existing run-off goes into the detention pond and is sampled by DEEP. A discussion followed about making a road for commercial trucks to pick up and drop off materials. The facility will collect and process materials with a scale to weigh the materials and the residents will be able to drop off materials in dumpsters. A 10’ wide x 4’ high berm has been constructed and there will be a fence added to the top of the berm. Mr. DeCarli informed the board members that the hours of operation were previously approved as Monday to Friday from 7 a.m. to 5 p.m. and Saturday 7 a.m. to 4 p.m.

Chairman Zatorski made a motion to accept the application for THAC, LLC dba Belltown Recycling Center, 24 Old Coach Road, Major Site Plan Modification to construct a new material acceptance processing area – Map 12/Block 33/Lot 5A for the following reasons:

It should be a benefit to the town both financially and environmentally and that it is in accordance with our planning and zoning regulations. The following conditions are to be applied: 1. That the site is constructed and operates in accordance with all State of CT including the DEEP Departments rules and regulations as well as the Town of East Hampton and all Federal regulations. 2. That the Town of East Hampton Building Department be notified prior to the start of construction and at the end of construction. 3. That the fences and berm be constructed in accordance with the Town of East Hampton regulations 4.That the hours of operation are Monday through Friday 7 a.m. to 5 p.m. and Saturday 7 a.m. to 4 p.m. for commercial operation excluding office activities. Mr. Sennett seconded the motion. **Vote: 7-Yes; 0-No; 1-Recusal (Vice-Chairman Kuhr). Motion passed.**

**B. Discussion:** Accessory Apartments – Mr. DeCarli provided the members with a brief description of a granny pod which is a temporary modular unit (under 300 sq ft) that is dropped off at your house and outfitted as a living area. He included sample regulations from other towns regarding attached and detached accessory apartments. A brief discussion followed about various types of accessory apartments and ways to regulate them based on lot size, square footage, zones and a special permit process which would include a public hearing. Chairman Zatorksi stated that accessory / in-law apartments are growing in trend and that it should be captured and permitted and asked Mr. DeCarli to research the topics discussed and to present the data at the next meeting.

**8. Old Business**

**A) Discussion**: Permit Fees, Zoning Review – Mr. DeCarli suggested omitting the word permit and drafting a Zoning Review application which would result in an issuance of a Certificate of Compliance. He informed the members that a public hearing will be needed to officially change the language but that the form can be drafted by Planning & Zoning Department Staff. Chairman Zatorski asked that a public hearing for November be added to the agenda for the next meeting.

**B) Discussion:** Design Review Board Guidelines –Tom Adams from the Design Review Board was present and informed the members that the Design Review Board has not met for the past 2 months and he apologized for not having the guidelines ready for the board to review.

**9. Adjournment:**

Chairman Zatorski *made a motion, seconded by Mr. Rowland, to adjourn at 8:25 P.M. Voted 8-0.*

Respectfully submitted,

Christine Castonguay

Recording Clerk