



TOWN OF THOMPSON

Planning and Zoning Commission

815 Riverside Drive
P.O. Box 899
North Grosvenordale, CT 06255
PHONE: 860-923-9475

Minutes –Planning and Zoning Commission Special Meeting

Tuesday, March 9, 2021 at 7:00 PM

Zoom Meeting

Topic: PZC Subcommittee - Subdivision Regs

Time: Mar 9, 2021 07:00 PM Eastern Time (US and Canada)

p. 1 of 6

Join Zoom Meeting

<https://us02web.zoom.us/j/84787516558?pwd=K2IzQzhhSUZtMG14dzdsRmEzM0N2dz09>

Meeting ID: 847 8751 6558

Passcode: 686898

PZC Special Meeting Recording

<https://www.youtube.com/watch?v=d67zWAtMnO8>

1. Call to Order, Roll Call and Seating of Alternates

Joseph Parodi-Brown

John Lenky

Michael Krogul

Alvan Hill

Dave Poplawski

Randy Blackmer

Absent: Missy Desrochers, Robert Werge Sr., John Rice, Charlene Langlois, Brian Santos, Christine Chatelle, Christopher Nelson,

Staff Present: Cindy Dunne, ZEO; Tyra Penn-Gesek, Planner, Gloria Harvey, Recording Secretary

2. Review and Discussion of Subdivision Regulations

ARTICLE III - Application Procedures & Commission Consideration

SECTION 1 - Preliminary Plan

A. A Preliminary Plan submitted for subdivision is an informal opportunity for the applicant to get feedback from the Planning & Zoning Commission and the Conservation & Inland Wetlands Commission regarding issues that may be questionable or of particular concern to the site in question. A Preliminary Plan of a subdivision is recommended for all subdivisions of four (4) lots or more. In view of the fact that a Preliminary Plan submission is not required, no comments or suggestions made therein shall constitute prejudgment of any plan or bind the Commission. **Change 4 lots to 3 lots.**

B. The Preliminary Plan of a proposed subdivision or resubdivision should be drawn on tracing paper or a print thereof, and show:

1. The subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan;"
2. The names of the record owner and the applicant and the name of the designer, engineer, or surveyor;
3. The existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;

4. The proposed system of drainage, including adjacent existing natural waterways, in a general manner;
5. Minimum Class D survey showing the boundary lines of proposed lots with location and dimensions;
6. The names, location, and widths of adjacent streets;
7. And the topography of the land in a general manner.

Move items 1-7 to Application Requirement

- C. Persons wishing to submit such Preliminary Plans must notify the Commission in writing ten (10) calendar days prior to the date of the next regularly scheduled meeting in order to be placed on the agenda.
- D. The Commission's discussion of a Preliminary Plan of a subdivision does not constitute an approval, which can only be made by the Commission after submission of a formal application.
Add for non-formal application.

SECTION 2 - Formal Application

A. Time Table

1. All applications, maps, plans, documents, and data required by these Regulations shall be submitted by mail or handed to the Thompson Planning & Zoning Commission or its authorized agent at the office of the Commission in the Town Hall.
2. All applications and materials required by these Regulations should be filed with:
 - a. The Inland Wetlands Commission no later than the day of filing with the Planning & Zoning Commission
 - b. Any application received less than five (5) days prior to the next regularly scheduled meeting may not be discussed by the Commission.
3. The official date of receipt of applications and requests shall be the date of the next regularly scheduled meeting of the Commission immediately following the day of submission at the office of the Commission, or thirty-five (35) days after such submission, whichever is sooner.
4. For the purpose of these regulations the number of lots shall be determined by the cumulative number of lots which have been created out of the original tract as the original tract existed on the effective date of Subdivision Regulations in the Town of Thompson, which is February 3, 1969.

SECTION 3 - Required Documents

The applicant shall submit to the Commission an application consisting of the following documents:

- A. A written application completed in full on forms prescribed by the Commission, signed by the Applicant; if subdivision or resubdivision is proposed by a person, firm, or corporation other than the owner of the land to be subdivided, the application shall also be signed by the owner or his lawful agent.
- B. A NON-REFUNDABLE application fee of \$350.00 per lot shown on the subdivision map proposing public improvements or a fee of \$150.00 per lot shown on the subdivision map proposing no public improvements. A land use fee for the State of Connecticut per Section 22a-27j of the Connecticut General Statutes as amended. All application fees shall be made payable to the Town of Thompson. **Remove fee amount**
TECHNICAL REVIEW FEE: if determined necessary by the Commission to obtain specialized technical review to fully and properly review and evaluate the

application, the fees for such expertise shall be paid by the applicant within ten (10) days of the Town's written notice of the actual or estimated fees. If the applicant fails or refuses to deposit the actual or estimated fees, the application will be considered incomplete as of the next regularly scheduled meeting of the Commission, which shall be sufficient grounds for denial of the application without prejudice.

- C. A Sanitary Report and approval as required by Article IV, Section 11 of these regulations. (Water Supply and Sanitary Requirements).
- D. Two (2) 24" x 36" copies and fifteen (15) 11" x 17" reductions of the proposed plan for the development of the property showing all information required by these regulations. The Commission reserves the right to require additional copies as necessary for review by the Commission or other interested parties. **Align language to language in Zoning Regulations.**
- E. An Erosion and Sediment Control Plan as required by Article IV, Section 6 of these regulations.
- F. A certificate of public convenience and necessity as required by Section 16-262m of the General Statutes of the State of Connecticut, if water is to be supplied by a water company by means of a community water supply system as defined in that section.
- G. Copies of all other approvals filed with local, state, or federal commissions or agencies in connection with the proposed development, and any contingencies of those approvals.
- H. State Highway or Town Road Connection: where a proposed street or storm drainage system joins with a State Highway **and/or** Town Road, the applicant shall present a letter or other documentation giving evidence that the construction plans have been submitted to the Connecticut Department of Transportation or the Town of Thompson Public Works Director with an application for a permit for such connection in accordance with the General Statutes of the State of Connecticut. Any applicant who receives a Connecticut Department of Transportation permit which requires an alteration to the plan as submitted & approved by the Commission shall resubmit that portion of the plan for review & approval by the Commission. Connections to town roadways require submission and approval by the Town of Thompson Public Works Director. **Road must show for acceptance connectivity purpose. Application requirement should state a private way, cul-de-sac, municipal road.**
- I. Two (2) copies of storm water runoff report complying with Article IV, Section 5 of these regulations as amended.
- J. An agreement signed by the applicant, and by the owner of the land if other than the applicant, granting to officials and agents of the Town and of the Commission permission to enter onto any part of the land that is the subject of the application for the purposes of inspection and, in the event of the failure of the applicant to make required improvements, in order to make such improvements.
- K. The applicant shall send notice of the proposed subdivision to land owners as determined based upon the Assessor's records within a radius of 500 feet by certified mail, return receipt requested, and mailed not less than ten (10) days nor more than thirty (30) days before the scheduled public hearing of the subdivision application to the Commission. Receipts of notice of proposed subdivision shall be submitted to the Commission or its designated agent no later than the Wednesday prior to the scheduled Public Hearing. **Return receipt requested no longer required by state statute. Certified mail required.**
- L. The Commission may require an environmental assessment where it determines that the subdivision may contain significant natural and/or cultural resources, based on the National Resources Inventory, ~~Conservation Wetland Commission's~~ Inland Wetlands Commission report, Conservation Commission report, Plan of Conservation and Development, State Archaeologist's report, or other pertinent information reviewed by the Commission.

SECTION 4 - Application Process & Consideration

After it has been determined by the Commission that the application is complete, and has been received by the Inland Wetlands Commission, two (2) copies shall be retained for study by the Commission and other interested agencies. If a subdivision abuts or includes land in another town, three additional copies shall be submitted to the Regional Planning Agency. **Change determined by the Commission to be determined by the ZEO and remove (2) copies shall be retained for study by the Commission and other interested agencies. Add process for land in two states.**

The Commission shall transmit copies of the maps and plans to other boards, commissions, public agencies, officials, and consultants as in the opinion of the Commission may be advisable, for their information, review, and recommendations. The Planning and Zoning Commission shall not render a decision until the Inland Wetlands Commission has submitted a report. If time for a decision by the Planning & Zoning Commission elapses prior to the thirty-fifth day after a decision by the Inland Wetlands Commission, the time period for a decision shall be extended to thirty-five days after the decision of the Inland Wetlands Commission. This provision shall not be construed to apply to any extension consented to by the Applicant. **Change Commission to ZEO in the first sentence.**

The Commission may waive the application fee requirement for:

1. The resubmission of an application disapproved by the Commission within the previous 90 days, or
2. Submission or a revision of a previously approved subdivision when such revision does not constitute a resubdivision.
3. Submission of a plan solely for the purpose of correcting an existing illegal subdivision.

A. PUBLIC HEARING

1. A public hearing shall be held on any subdivision of three (3) lots or more. In addition, a public hearing regarding application for approval of a subdivision of less than three (3) lots shall be held by the Commission, if it in its judgment, the circumstances require such action. The Commission shall hold a public hearing on any application for a re-subdivision. **Tyra will confirm what State Statutes require. Alvan Hill suggested a template for notification.**

2. Public Hearings are scheduled within sixty-five (65) days of the date of receipt of the application by the Commission, and shall be completed within thirty-five (35) days thereafter. Notice of a public hearing shall be given in accordance with Section 8-26d of the General Statutes of the State of Connecticut.

B. DECISION

1. A decision on a proposed subdivision must be made within sixty-five (65) days of the completion of the public hearing. When no public hearing is held, a decision must be made within sixty-five (65) days of the date of receipt of the application. The applicant may consent to one or more extensions of time, which may be up to a total of an additional sixty-five (65) days.
2. The failure of the Commission to act within the prescribed time shall be considered as an approval, and a certificate to that effect shall be issued by the Commission on demand, in accordance with Section 8-26 of the General Statutes of the State of Connecticut.

3. In granting approval the Commission may modify the proposed RECORD SUBDIVISION MAP, plans, or documents in order to preserve the purpose and intent of these regulations.
4. If the Commission does not approve the application and all the accompanying maps, plans, certificates and documents as presented, it may modify and approve, or disapprove the application. The Commission shall state in its records the reasons for its decision, and give notice as required by law.
5. Commission approval shall include and be conditioned upon the following as applicable to the particular application:
 - a. Date when construction of roads, drainage and other improvements is authorized and a date when such construction shall be complete, which completion date shall not be later than five (5) years after the date when construction is authorized
 - b. Completion of any required road, drainage, or other infrastructure improvements, prior to endorsement of the RECORD SUBDIVISION MAP or, in lieu of such completion prior to endorsement, execution of an agreement and posting of a performance bond payable to the Town of Thompson and acceptable to Town Counsel guaranteeing such completion. The performance guarantee shall be in an amount established by the Commission as to the amount estimated necessary to complete all improvements if the Town were required to do so;
 - c. Presentation of written conveyances and Certificates of Title in a form satisfactory to the Town Counsel for roads, easements, open space, parks or playground dedicated to and accepted by the town; and easements for storm drainage, sanitary sewers and rights of way to be dedicated to the Town, describing the land involved and the privileges of the Town. Such land not to be dedicated to the Town shall also be confirmed by written conveyance satisfactory to the Town Counsel, describing the land involved and the privileges of the owner. All conveyances shall be accompanied by an appropriate map delineating the land involved in accordance with the standards of these regulations, unless such land is shown on the RECORD SUBDIVISION MAP;
 - d. Presentation of a copy of an approved permit from the Connecticut Department of Transportation for any proposed street or storm drainage system which joins with a State Highway; Driveway Construction Permit for each proposed lot issued by the Board of Selectman, indicating that the applicant is familiar with the regulations contained in the Town of Thompson Driveway Ordinance, and will construct such driveways in conformance with the specifications set forth in the ordinance; **Include shared drives.**
 - e. Presentation of evidence that final arrangements have been made for provision of any proposed public water supply by a public utility company; Section 8-25a of the General Statutes of the State of Connecticut;
 - f. Presentation of results of NDDH percolation tests and approvals and recommendations;
 - g. Presentation of a copy of report and plans showing final approval from the Thompson Inland Wetlands Commission to conduct of any activity necessary to complete required streets, drainage, and other subdivision improvements in regulated wetlands;

h. Where the subdivision involves construction of improvements or excavation, grading or depositing of materials in a Special Flood Hazard Area, presentation of a copy of Certificate of Compliance by the Building Official of the Town of Thompson. **Strike h.**

i. Presentation of one (1) mylar each of the approved RECORD SUBDIVISION MAP, the CONSTRUCTION PLANS and GRADING PLAN, for required signatures, incorporating all modifications and conditions specified by the Commission, if such map and plans have been modified since submission of the application, three (3) blue line or black line prints thereof shall also be presented;

j. Authorization, by vote of the Commission, for the Commission Chairman or Secretary to endorse the RECORD SUBDIVISION MAP when all conditions of approval have been met. The final mylar shall be endorsed with the date of Commission approval.

3. Determine Schedule for Upcoming Meetings

a. PZC Regular Meeting March 22, 2021 at 7:00 PM via Zoom

b. PZC Special Meeting March 29, 2021 Sub Division Regulations Review at 7:00 PM via Zoom

4. Adjournment

John Lenky moved and Michael Krogul seconded the motion to adjourn. Motion carried unanimously and meeting adjourned at 8:36 PM.

*Respectfully Submitted,
Gloria Harvey, Recording Secretary*