



# TOWN OF THOMPSON

## Planning & Zoning Commission

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Minutes – PZC Subcommittee Meeting-Subdivision Regulations  
Wednesday, March 02, 2022, 7:00 PM  
ZOOM Meeting

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Topic: PZC Subdivision Regs Review

Time: Mar 2, 2022, 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89653631217?pwd=V2JkZkdKZXpxRmFEZ1RuSDJLL2pYZz09>

Meeting ID: 896 5363 1217

Passcode: 680887

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[https://us02web.zoom.us/rec/share/kijLTpk2B-XW79ZQTrHwhNgh3l5D3e00\\_tRgtUniPmiUI1F1oE-OQwQQBhGOAfNi\\_c67pdwus0wWchTc?startTime=1646265606000](https://us02web.zoom.us/rec/share/kijLTpk2B-XW79ZQTrHwhNgh3l5D3e00_tRgtUniPmiUI1F1oE-OQwQQBhGOAfNi_c67pdwus0wWchTc?startTime=1646265606000)

(Passcode: n&0t?58i)

Youtube link:

<https://www.youtube.com/watch?v=0Hl1kzeiZS4>

### 1. Call to Order, Roll Call

**Alvan Hill**

**Jane Salce**

**Ray Williams**

**Joseph Parodi-Brown**

**Brian Santos and Dave Poplawski joined the meeting at 7:30**

**Absent: Charlene Langlois, Michael Krogul, John Rice, Kies Orr, John Lenky, Randy Blackmer, Robert Werge Sr.**

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

*Tyra read emails she received in reference to Subdivision Regulations Feedback from:*

*Conservation Commission, Daniel and Janet Blanchette, J&D Civil Engineers',*

*All emails can be read in their entirety in the office of the Director of Planning and Development*

*Janet Blanchette, J&D Civil Engineers, commented that road types differ and suggested clarifying definitions in the regulations with sketches. She also referenced Conservation Subdivision layouts.*

*Janet Blanchette made the following comments during the discussion on Driveways:*

- All driveways over 10% grade have to be paved
- Suggested driveway side slopes in a cut or fill section shall not exceed 2:1
- An accumulation of driveways causes environmental issues

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Janet Blanchette made the following comments during the discussion on Shared Driveways:

- Lots that have access to shared driveways off a cul-de-sac could access 5 lots
- No regulations for dimension of the bulb in a cul-de-sac
- Minimum turnaround should be 100' diameter. She had no suggestion for a maximum turnaround
- Lots off a shared driveway are not considered interior lots
- You cannot have a shared driveway off a shared driveway

Janet Blanchette made the following comments during the discussion on Paving Driveways:

- 6" bank run gravel subbase or as required by the Director of Public Works
- 4" of compacted gravel base on a firm road bed
- 3" of bituminous concrete or an equivalent material.
- She confirmed Dave Poplawski's suggestion that the driveway apron be 30' wide and flared where it connects to the road.

## 2. Discussion of Proposed Revisions to Subdivision Regulations

### K. Easements

1. Easements for access to and use of land, or other necessary rights or restrictions of use of land, outside of a street right-of-way shall be provided as required or approved by the Commission and shall be shown on the Record Subdivision Map with adequate survey information, so that the land subject to easement may be accurately located by field survey. Easements may be required in the following types of cases as applicable to the particular subdivision:

- a. Easements for access to bridges and culverts by construction and maintenance equipment. Such easements shall not be less than 20 feet wide.
- b. Easements for storm water pipes and water mains and sanitary sewers and appurtenances. Such easements shall not be less than 20 feet wide.
- c. Easements for use and access to storm water basins and fire ponds, such easements shall be not less than 20 feet wide.
- d. Easements for identification of points or areas of storm drainage spillage rights from streets when storm drainage conduits systems are not to be installed.
- e. Temporary construction easements for grading and other construction work in the front 25 feet of each lot along a proposed street.
- f. Sight-line easements across corners of lots at all street intersections to assure safe line of sight on the street and to remove obstructions to regrading within the easement area.
- g. Easements for pedestrian, cycling or equestrian paths to open spaces, parks, playgrounds, schools, and other public or semi-public places as part of an open space plan or when otherwise proposed for the subdivision. Such easements shall be not less than 20 feet wide.

**Commented [MB1]:** Incomplete sentence.

**Commented [MB2]:** Ditto above

**Commented [MB3]:** Consider replacing "points or areas of storm drainage spillage" with "storm water discharge. Suggest Rich Benoit check for the correct terminology to be used for "storm drainage conduits systems"

J Blanchette – concur with Marla's language

**Commented [MB4]:** Was 10' not enough?

T. Penn: As I recall, that was an effort to accommodate for emergency vehicle access.

Note from Conservation Commission approves the 20' easement dimension based on consistency with other easements cited.

C Dunne – How does one protect property owners with easements from unauthorized use? Can we add language that clarifies the exclusive right of the holders of the easement?

J Salce – That seems to be trespassing and outside the authority of the zeo.

A Hill – width of easement should be related to the quality of surface of the pedestrian easement. Could set a range for the width of easement.

R Williams agrees with Alvan re: variable width of easement.

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- h. The Commission may require an easement for highway purposes of not less than 25 feet from the centerline of the road, where the right-of-way of any highway adjoining a proposed subdivision is less than 50 feet wide, to allow widening or straightening of a Town highway or where any proposed subdivision has frontage on the inside of any curve in a town highway.
  - i. Conservation easements
  - j. Easements for Pipe Systems.
2. Easements for pipe systems may also be required in the following cases:
- a. For storm water pipes and facilities that may need to be installed in the future to serve undeveloped land within the watershed that normally drains across the area of the proposed subdivision;
  - b. Where natural prescriptive drainage rights must be altered by land subdivision.
  - c. Easements for pipe systems shall be located so that the pipe is positioned at least 5 feet from the boundary of such easement, unless otherwise directed by the Commission.

**Commented [P5]:** A Hill: what type of pipe systems are referred to?

Include examples for context: water, gas lines. This is in reference to utility lines.

Better to strike this line, make #2 letter j and change the outline of a-c to i-iii

**Commented [MB6]:** It looks like Paragraph 2. Should be "Easements for pipe systems may also be required in the following cases" and keep the sub-paragraphs corrected with consistent punctuation.

## L. Driveways

1. General Provisions - All Driveways (Individual or Shared)
- a. No building or structure to be served by a newly constructed or relocated individual or shared driveway shall be used or occupied, in whole or in part, until such driveway has been constructed in accordance with the specifications of the Town of Thompson Driveway Ordinance and these Regulations and approved by the Director of Public Works.
  - b. All driveway entrances (aprons) shall be constructed in accordance with the Town of Thompson Driveway Ordinance. If the intersecting street is unpaved and is not planned for pavement within 5 years, the apron need not be paved. No certificate of compliance or occupancy shall be issued for a dwelling or building until such time as the driveway and apron are constructed in accordance with Town standards. In the event that the season or weather prohibits the required driveway construction, including paving, a bond in lieu may be accepted by the Town.
  - c. Notwithstanding the provisions of Article IV, Section 2, L, 1, b (above), no certificate of occupancy shall be issued if it is determined by the Director of Public Works that safe and reasonable emergency access cannot be achieved without further improvements.
  - d. All newly constructed or relocated driveways, shared or individual, shall be constructed in accordance with the following specifications:
    - i. Driveways may not exceed an average grade of 12%, or as otherwise described in the Town of Thompson Driveway Ordinance, as amended.
    - ii. The maximum slope of the first 30 feet of the drive measured from the edge of the traveled way into the property may not exceed 3%
    - iii. A sufficient drainage system shall be installed to prevent the runoff of water or other material from the driveway into the intersecting street
    - iv. The center line of a driveway entrance shall intersect the street at an angle of approximately 90 degrees for a minimum distance of 30 feet from the traveled portion of the intersecting road.
    - v. Where the physical limitations of the site prevent an intersecting angle of 90 degrees, the

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Commission may allow a deviation from that standard; but, in no case shall the angle of intersection be less than 75 degrees or more than 105 degrees.

- vi. Requirements for sight distances shall be as described in the Town of Thompson Driveway Ordinance, as amended.
  - vii. All driveways shall be of satisfactory construction and have sufficient clearance from vegetation and cut-and-fill banks to allow safe and reasonable passage for passenger, service and emergency vehicles.
  - viii. All driveways over 150 feet long shall have a turnaround on the lot, capable of handling an SU-30 vehicle and located not less than 10 feet from property lines in residential areas
  - ix. All driveways over 500 feet long must be provided with at least one vehicle bypass area (turnout) of sufficient construction methods including length, width and clearances to allow the safe and reasonable passing and/or standing of passenger, service and emergency vehicles
  - x. All driveways shall be designed and constructed to prevent surface runoff from discharging to the traveled portion of public roads. Wherever possible, the runoff shall be diverted away from traveled rights-of-way. Paved driveway aprons shall be designed to prevent the discharge of runoff from public roads onto the driveway or any adjacent property. Culverts, if required, shall be HDPE or RCP of a minimum of 12 inches.
  - xi. Whenever a private drainage swale or private detention area is utilized in diverting driveway water from the traveled right-of-way, the owner of the subject lot(s) shall be responsible for maintaining the swale or detention area and any culverts in accordance with the approved design. To ensure proper maintenance, no certificate of compliance or occupancy shall be issued for the subject lot until a deed restriction, approved by the Commission or its agent, is filed on the land records. Said deed restrictions shall clearly note the maintenance responsibility, including timelines for compliance, and shall allow the Town, subject to proper notification, to undertake any necessary maintenance activity. In such case, the Town shall bill the property owner for expenses related to such maintenance.
  - xii. Driveway side slopes in a cut or fill section shall not exceed 3:1, except as provided for in the Town of Thompson Driveway Ordinance, as amended.
  - xiii. During construction of all proposed structures, driveways must be installed and maintained in such a manner as to provide reasonable access to the site by emergency vehicles. Access may not be blocked by construction-related delivery or service vehicles.
  - xiv. Driveways shall be of such size, grade and shape as to allow at least two cars to be parked beyond the limits of the traveled right-of-way.
- e. Where culverts or other drainage systems shall be required to control the flow of water:
- i. If the water shunted by such culverts or drainage systems establishes a flow of water onto an adjoining parcel of land, a permanent drainage easement shall be obtained
  - ii. If the water shall enter a street culvert system, permission from the Town, CT DOT and/or any Property Owners' Association, as applicable, shall be obtained to use such culvert.
- f. The driveway access to interior lots shall be fifty (50) feet wide. If however, the area of such lot shall exceed twice the area requirements of the district in which it is located, such right of

**Commented [P7]:** D Poplawski: include reference to CT DOT sight line standards for driveways that connect to State roads.

**Commented [P8]:** Alvan suggests adding, in parentheses (e.g. a conventional school bus) as a reference point.

Since a school bus is unlikely to enter a driveway, perhaps the reference should be to a type of emergency vehicle, instead?

Reference is to a box truck (e.g. a large delivery truck).

**Commented [P9]:** A Hill: where drives are over 500' long, at 300' intervals, runouts for snow removal

B Santos the crucial element is avoiding the hazard of pushing the plowed snow into the public road. What is the solution for the area connecting to the road?

Woodstock has an ordinance related to this. Take a look at that and see if some language could be adapted to this purpose.

D Poplawski points out that the turnout may be excessive in the case of drives serving single units. This may make more sense in the section on shared drives.

B Santos: what is the actual width required? 16' referred to in section 2 of this item.

New note: proposed driveways over 500' long shall include one or more adjacent areas suitable for snow storage.

**Commented [P10]:** Find the reference to asphalt requirement for driveway aprons.

4.7 of the updated driveway ordinance has the standards.

Driveway ordinance 4.8 sets the requirement for culverts at 15"

J Parodi: driveway aprons shall be paved and designed to...

Do comparison for consistency to driveway ordinance throughout.

**Commented [P11]:** J Blanchette: typically 2:1 is the standard for this...consistent with CT DOT standards.

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access to said area shall be at least 50 feet wide and 20 feet wide sloping right areas grading easements shall be reserved on the lots adjacent to the access if considered necessary by the Commission.

- g. Where **culs-de-sacs** are proposed as Town roads, no more than three lots shall be served by any single driveway on the turnaround portion.

Commented [MB12]: typo

### 2. Shared Driveways

- a. Shared driveways serving more than one dwelling unit, commercial unit, or unit in a mixed-use development are encouraged. Shared driveways may serve up to five detached dwelling units in a residential subdivision. Limits on the number of units sharing a driveway are not imposed for business/commercial or mixed-used subdivisions.
- b. All newly constructed or relocated shared driveways shall be in accordance with the CT DOT Form 818, as amended, with certification by a professional engineer licensed to practice in the State of Connecticut. No certificate of compliance or occupancy for any structure served by such shared driveway shall be issued by the Building Official until the Director of Public Works has verified receipt of such certification, along with an as-built of the subject shared driveway.
- c. The shared portion of the driveway shall be a minimum of 16 feet in width.
- d. There shall be at least 20 feet of paved driveway into the property for a shared driveway intersecting a paved road.
- e. All shared driveways with access slopes of 10% or greater shall be paved to a minimum width of 16 feet with bituminous concrete or an equivalent material. The Director of Public Works may require that such driveways be paved to a greater width, based on the physical characteristics of the site. The pavement cross-section in such cases shall consist of:
  - i. 8 inches of bank run gravel subbase, or as required by the Director of Public Works;
  - ii. 4 inches of processed gravel base on a firm or compacted road bed;
  - iii. 3 inches of bituminous concrete or an equivalent material.
- f. Non-shared portions of the driveway shall be at least 12 feet in width and constructed according to the requirements of the Town of Thompson Driveway Ordinance, as amended.
- g. Shared driveways shall not serve as connecting rights-of-way between two public or private roads, and shall be wholly contained within an access strip with a minimum width of 50 feet throughout.
- h. No shared driveway shall be constructed connecting to another shared driveway.
- i. All shared driveways are to be maintained by either a Property Owners' (Homeowners') Association, or through the establishment of private maintenance and liability agreements, in a form acceptable to the Commission, which shall be subject to review by Town Counsel. Shared driveways shall remain private in perpetuity. Appropriate easements shall be provided for travel, utilities, snow storage and pull-off, subject to review by Town Counsel and approval by the Commission.

Commented [P13]: J Blanchette suggests that this standard is appropriate to both shared and private drives and should be moved up to the section for general driveway provisions.

Commented [P14]: D Poplawski: add another letter item to indicate that the apron shall be 30' wide where it connect to the road.

Commented [P15]: Alvan suggests looking at the language of PA 14-67 "An Act Regarding Maintenance of Easements and Rights-of-Way" for any supporting language.

Note: this may also be helpful if we add a new subsection for Owners' Associations.

<https://www.cga.ct.gov/2014/ACT/PA/2014PA-00067-R00HB-05219-PA.htm>

### M. Monuments

Monuments shall be provided on both street right-of-way lines at all angle points of curvature and tangent. At least two monuments shall be provided for each 800 feet of street. Monuments shall be made of concrete and shall be not less than five (5) inches square by 30 inches in length with a

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suitable marked top. Each monument shall be set in place, after all street construction is completed, with the marked point set on the point of reference.

### N. Special Structures

Bridges, box culverts, deep manholes, dikes, and other special structures shall be designed in accordance with CT DOT engineering practices and acceptable to the Commission or its designated agent.

### O. Street and Traffic Signs

1. Street name signs of approved construction shall be installed at all street intersections.
  2. The fabrication standards for all street and traffic signs shall be as described in Appendix A, Section 2, I of these Regulations.
  3. Traffic signs as required by the Director of Public Works of regulation size, shape, and material, and embedded in concrete shall be installed prior to Town acceptance of subdivision roads.
  4. Where private roads are proposed in subdivisions, the street signs installed shall indicate "private way" under the street name.
  5. Prior to the issuance of a Certificate of Occupancy for any structure on a new street either the street signs as specified above, or temporary street signs on a post eight (8) feet high, shall be installed.
3. Adjournment  
Alvan Hill moved and Brian Santos seconded the motion to adjourn. Hearing no objection, the meeting adjourned at 8:58 pm.

Respectfully Submitted,  
Gloria Harvey,  
Recording Secretary

**Commented [MB16]:** See my comments regarding a proposed definition for "private road". Suggest replacing "private roads" with "a shared drive" or delete this proposed paragraph

T. Penn: shared drives and private roads are different concepts, and we are trying to allow for both, under appropriate circumstances. More discussion needed, though, and probably review by counsel.

D Poplawski: make it clear that the Town still governs the naming conventions for private roads.