



TOWN OF THOMPSON

Planning & Zoning Commission

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Minutes – PZC Subcommittee Meeting-Subdivision Regulations
Thursday, March 17, 2022, 7:00 PM
ZOOM Meeting

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Topic: PZC Subdivision Regs Review
Time: Mar 17, 2022 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/87868832320?pwd=TmhOenNwSHlrbU1xNVQvaEQwQ1lwdz09>
Meeting ID: 878 6883 2320
Passcode: 112068
One tap mobile
+19292056099,,87868832320#,,,,*112068# US (New York)
+13017158592,,87868832320#,,,,*112068# US (Washington DC)

zoom link:

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(Passcode: pfzsf72?)

YouTube link:

<https://www.youtube.com/watch?v=1dXRCoiGqj8>

1. Call to Order, Roll Call

Ray Williams	Alvan Hill	Jane Salce
Brian Santos	John Lenky	Kies Orr

Absent: Charlene Langlois, Michael Krogul, John Rice, Robert Werge Sr., Joseph Parodi-Brown, Randy Blackmer, Dave Poplawski
Staff Present: Tyra Penn-Gesek, Planner, Cindy Dunne, ZEO, Gloria Harvey, Recording Secretary

2. Discussion of Proposed Revisions to Subdivision Regulations

SECTION 3 – Subdivision Map Requirements

A. General Requirements

1. Subdivision maps shall meet the requirements of Chapter 9 Section 7-31 of the General Statutes of the State of Connecticut, as amended, as to size and materials used.
2. Subdivision maps shall be prepared and certified by a licensed Land Surveyor and/or Civil Engineer under seal and licensed in the State of Connecticut.
3. Subdivision maps shall meet or exceed standards for a Class A-2 survey as defined by the “Minimum Standards for Surveys and Maps in the State of Connecticut” by Connecticut Association of Land Surveyors, Inc. latest edition. The Commission may accept a Class “D” Survey, subject to the above-

Commented [P1]: Formatting question: should this be moved to Article III Application Requirements? Is this even redundant to some of that info? Need to go over the whole section with Cindy at the office.

Commented [MB2]: The more correct language should be “prepared, signed and sealed by a land surveyor and/or professional engineer licensed to practice in Connecticut”

T. Penn: will edit as requested.

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4. referenced code, for large parcels not proposed for sale or development or to establish the perimeter ownership boundary of a large parcel where a portion of the parcel is proposed for subdivision and shall be subject to an “A-2” survey.
5. The minimum three maps shall be included for each subdivision. The scale of each map shall be determined by the preparer for optimal legibility. The three required maps are as follows:
 - a. Cover Sheet
 - b. Record Subdivision Plan
 - c. Subdivision Site Development Plan
6. Additional sheets, such as an index map (if proposed subdivision is divided into sections or is of such size that more than one sheet is required), or detail sheets may also be required.
7. All of the information described below shall be included on the plans submitted. The Commission may allow the information to be placed on additional or alternate sheets if it helps to make the project more understandable and legible.

Commented [P3]: B Santos: b and c seem to be in reverse order. Record subdivision plan is the piece that should include all the topo & detail info

B. Cover Sheet

The cover sheet shall include:

Commented [P4]: Cover page should also include an index or toc and zoning district info

Commented [P5]: yes

1. Subdivision Name. The name of the subdivision shall not resemble any other subdivision name in the Town too closely.
2. A location map including the proposed parcel to be subdivided and all properties within 200' of the perimeter boundary of the area to be subdivided and the approximate area and dimension of the adjacent tracts.
3. Proposed lot lines
4. Soil types, as identified by the Natural Resources Conservation Service (NRCS)
5. A Soils Map for the parcel, as defined in Soil Survey of Windham Connecticut by USDA Soil Conservation Service, December 1981.
6. All inland wetlands and water courses
7. Location of existing buildings on or within 200' of the subdivision
8. Name of the owner of record
9. Name of the applicant
10. Name of the designer, engineer and surveyor
11. Street intersections and driveways on both sides within 200' of the subdivision boundaries
12. A signature block entitled, “Approved by the Thompson Inland Wetland Commission” with a designated place for the signature of the Chairman and the date of signing
13. An Approval block, formatted as shown below:

Commented [P6]: yes

Commented [P7]: yes

Commented [P8]: no

Commented [P9]: no. separate document.

Commented [P10]: no

Commented [P11]: no

Commented [P12]: Also this? Belongs on record subdivision plan

Commented [P13]: yes

Commented [P14]: yes

Commented [P15]: yes

Commented [P16]: no

Commented [P17]: yes. When needed, also an inland wetlands signature block

Commented [P18]: C Dunne – check statutes for 5-year period of validity according to 8-26c. yes

<p>Approved by the Town of Thompson</p> <p>Planning & Zoning Commission</p> <p>Chairman Signature _____</p> <p>Date of PZC Approval _____</p> <p>Date of Expiration _____</p>

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14. The following statement:

“Per Section 8-26c of the Connecticut General Statutes, as amended, approval automatically expires five years from date of approval if all physical improvements required by this submitted plan are not completed by the expiration date.”

Commented [P19]: Yes.

15. The following statement:

“The Subdivision Regulations of the Thompson Planning and Zoning Commission are a part of this plan. Approval of this plan is contingent on completion of the requirements of said regulations, excepting any waivers or modifications made by the Commission. Any such waivers or modifications are on file in the office of the Commission.”

Commented [P20]: yes

16. Zoning classification

Commented [P21]: yes

C. Record Subdivision Map

Commented [P22]: this needs to flip in order with the next section.

The record subdivision map shall include all the following information from the approved subdivision site plan as described in letter (C) in a neat and legible manner, drawn on polyester film (mylar) at least .003 inches thick on sheet 24”x36”. The map shall show the following:

1. Date of preparation of the plan and revisions thereto, scale, visual scale, north arrow, Town and State.
2. A map showing the location of the subdivision in relation to existing roads, streets and intersections within 2,000 feet on the subdivision
3. Name, width, and locations of existing and proposed property lines, streets, and other right-of-ways or easements within 200 feet of the property to be subdivided
4. Inland wetlands and water courses
5. Areas within 100-year flood hazard areas as delineated by the Federal Emergency Management Agency (FEMA) and as shown on the most recently amended maps prepared by the 100-year flood hazard area, the map shall include the following notation: “This subdivision does not include land areas within the Federal Emergency Management Agency’s 100-year flood hazard area”
6. Property lines shall be drawn with dimensions to the hundredth of a foot, bearings or deflection angles on all straight lines and the central angle, tangent distance and radius of all arcs
7. Names of adjacent subdivisions and all owners of property abutting the tract, and the Assessor’s map and lot numbers for all such properties.
8. Proposed lots and lot numbers, and the area and dimensions of each lot.
9. Location and dimensions of existing and proposed easements, and existing and proposed monuments.
10. Within 500 ft. of the proposed subdivision, any municipal or district boundary line; any channel encroachment line.
11. Land Trust Preserves, Town open spaces, parks and playgrounds on the tract and within 200 ft. from the tract.

Commented [MB23]: Map should contain the name of the qualified soil scientist who delineated the wetlands, also keep language “and areas regulated by the Thompson Inland Wetlands Commission” so that upland review area(s) are shown. Upland review areas are areas where some activities are regulated.

T. Penn: will edit as requested

Commented [MB24]: Recommend deleting the words “prepared by the 100-year flood hazard area” as they don’t make sense here

T. Penn: this was carried over from the existing regs. Concur that it makes no sense & will delete

Commented [MB25]: Why were these requirements removed from the record drawing as they provide important information for future lot development, particularly if the lots are sole to others?

T. Penn: this comment refers to items j-m in the existing subdivision regs. I believe the logic applied was that it was redundant to information included on the subdivision site plan. As I recall, the subcommittee amended these sections based on recommendations from J&D.

Commented [P26]: This actually belongs on subdivision site plan

Commented [MB27]: Delete reference to channel encroachment line as all orders establishing encroachment lines were revoked by PA 13-205 – see Conn. Gen. Stat Sec. 22a-344(b).

T. Penn: will delete as requested.

Commented [MB28]: **Comment [P25]:** Related to the above comments: why 500 vs 200 ft here?

IN this case the 500 ft is appropriate

D. Subdivision Site Plan

The subdivision site plan shall contain the following information:

1. Proposed lot lines and areas
2. A class T-2 or T-3 topographic survey with 2’ contours in the area of development Datum shall be NAD 83 horizontal and NAVD 88 vertical. In areas not proposed for development statewide GIS LIDAR

3. contours shall be indicated.
4. Inland wetlands and **watercourses**
5. Areas within 100-year flood hazard areas as delineated by the Federal Emergency Management Agency (FEMA) and as shown on the most recently amended maps prepared by the 100-year flood hazard area.
6. For each proposed lot, the proposed septic leach field system and reserves field shall be shown.
7. Location of percolation test holes and deep hole tests for each lot
8. Location of proposed wells and water sources for each lot
9. Existing and proposed easements, described precisely with respect to location and limits on all easements and rights of way.
10. Location of proposed open **space**.
11. Names of new streets, which shall not duplicate the names of any previous street names in the Town.
12. Existing and proposed utilities.
13. Proposed driveways and buildings. This requirement is not intended to “lock in” the builder to a particular area of the lot, but merely to demonstrate that the lot can be built upon.
14. North Arrow, with reference to true, grid, or magnetic North. If magnetic North, the date of the magnetic reading shall be noted.
15. Scale.
16. Date.
17. Area to be dedicated to open space.
18. Location and data for all deep test pits and percolation tests.
19. Any ledge outcrops and existing stonewalls and fence within the subdivision.

Commented [P29]: And upland review area. Also include Marla’s suggested language from letter C above

Commented [P30]: Should this clarify the examples currently shown under letter C above?

E. Construction Plans for Subdivisions with Street **Improvements or Shared Driveways**

1. Plans shall be drawn to a horizontal scale of 1” = 20’, 1’ = 30’ or 1’ = 40’, depending on the site and the legibility of the plan, as determined by the preparer.
2. Profile drawings and elevations shall be based on NAD 83 and NAVD 88.
3. The seal and wet-ink signature of the registered professional engineer who prepared the plans shall be imprinted on each print submitted.
4. Construction plans shall show at least the following information in accordance with good engineering practice and as appropriate for the particular subdivision:
5. Title of the subdivision, date, scale, Connecticut grid North point, Town and State.
6. Plans shall show plan and profile drawings of all proposed streets, shared driveways, storm drains, sanitary sewers, catch basins, manholes, ditches, road cross sections, watercourses, headwalls (including typical **cross sectional** drawings or suitable reference notes), sidewalks, gutters, curbs, underground utilities and other structures.
7. Proposed contours.
8. For streets and shared driveways, the existing grades at the center line and both street lines and the proposed grade at the center line at appropriate intervals, streetlines, and width of pavement; a typical street cross section; and a cross section at all cross culverts.
9. Top of frame, invert, slope, and size of all pipes, ditches, utility conduits, culverts, manholes, catch

Commented [P31]: This is possibly a sub-section of the subdivision site plan? Need to verify if this would be a separate sheet in the plan.

Commented [MB32]: Hyphenate “cross-sectional”

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10. basins, headwalls and watercourses; typical ditch and watercourses cross sections.
11. On the plan drawing, the location of lot lines intersecting the street line; lot number and street names.
12. Curbs, gutters, water mains, hydrants, and special structures.
13. Detailed drawings of any bridges, box culverts, deep manholes, and other special structures.
14. Provision for temporary storm water detention and provision for control of erosion and sedimentation during and upon completion of construction.
15. Proposed utilities.

F. As-Built Drawings

Upon completion of the road and storm drainage construction, an “as-built” drawn on polyester film (mylar) at least .003 inches thick on sheets 24” by 36” together with one blue or black line print per sheet must be submitted prior to the acceptance of the road by the Commission or their authorized agent. These drawings shall show the “as-built” location of all items depicted on the plan and profile construction drawing(s) approved by the Commission. The specifications for the preparation of the “as-built” drawings shall be the same as for the preparation of the construction plans.

G. Presentation

The plans presented to the Commission and the public during any public hearing shall be rendered in color. Use of specific colors is not prescribed, but various elements shall be clear and easy to differentiate during the presentation.

3. Adjournment
By unanimous consent, the Meeting adjourned at 8:29 pm.

Respectfully Submitted,
Gloria Harvey,
Recording Secretary

Commented [MB33]: Why was this removed? Drawings are easier to read when there is consistency and familiarity with appearance, to colors & symbols

Consensus is this is sufficiently clear.