



TOWN OF THOMPSON

Planning & Zoning Commission

815 Riverside Drive
P.O. Box 899
North Grosvenordale, CT 06255
PHONE: 860-923-9475
E-MAIL: zeo@thompsonct.org
planner@thompsonct.org
WEBSITE: www.thompsonct.org

Minutes – PZC Subcommittee Meeting: Subdivision Regulations Draft Review Wednesday 22 March 2023, at 7:00 PM via Zoom

Zoom recording link:

https://us02web.zoom.us/rec/share/BpholyHDfvvCGRlax78GjB8jux8l3P_rumOJEBbOcBq3YTisQM7z_NCnSs3Eiv4.rdne85aCcCY3nA2-?startTime=1679526056000

Passcode: 5@2r+*Gg

YouTube recording link: <https://www.youtube.com/watch?v=ibBhfmCVMLI>

1. Call to Order – 7 p.m.
2. Roll Call
Members Attending: J. Parodi-Brown – Chair, R. Blackmer, A. Hill, J. Lenky, D. Poplawski, J. Rice, J. Salce, B. Santos, R. Williams **Staff Attending:** T. Penn-Gesek, Director of Planning & Development

3. Review and Discussion of Proposed Draft – Subdivision Regulations

This is a summary of topics discussed. Please refer to the meeting recordings for the complete content.

The members follow a discussion guide prepared by T. Penn-Gesek, to review a handful of topics in the working draft of the updated subdivision regs. It is agreed that T. Penn-Gesek will go through all of the redline edits for language/grammar/formatting and make the changes without the need for the members to review those in detail. The topics to be addressed in the meeting are those which address the intent of the Commission and still need discussion, as follows:

Article II Definitions:

- The definitions of “Applicant” and “Developer” are further refined
- Several definitions suggested by the Wetlands Agent are either accepted and/or refined
- Two new definitions are added, for “Tax-Exempt Organization” and “Town Counsel”

Article III, Section 2,b,17-18

- Two items are added to state the requirement for inclusion of documents related to Owners’ Associations and/or maintenance agreements during the application process.

Article III, Section 3, A-G

- Certain items have been moved in the section to better mirror the flow of the application process, including items related to the sign-off by the IWC Chair and the filing of the mylars.
- Subsections D&E (Site Development Plans and Construction Plans) were combined and condensed, as they appeared to be redundant to one another in the current draft.
- The current subsection G (As-Built drawings) was moved to the section discussing the release of the improvement bond.

Article IV, Section 2, I – Interior Lots

- The last sentence in #1 is amended as follows: ~~For the purposes of these Regulations, three lots or fewer arranged along a shared driveway shall not be considered interior lots; however, no additional lots shall be permitted to stack behind the initial 3 lots.~~ **Up to three interior lots may share the frontage of a single shared driveway.**

- #4 is amended to read as follows: No interior lot shall be to the rear of another interior lot, **except as provided above for interior lots with shared driveway frontage.**

Article IV, Section 2, L, 2 - Shared Driveways

- Letter e is amended as follows: Limits on the number of lots sharing driveway are not imposed for business/commercial subdivisions, or for **lots designated for business commercial uses in mixed-use**

subdivisions.

- Letter g is amended as follows: ~~In a business/commercial or mixed-use subdivision, any shared driveway shall be designed to road standards, as set forth within Appendix C of these Regulations. The applicable road classification shall be determined by the Commission according to the proposed end use.~~ **In a commercial or mixed-use subdivision, shared driveways shall conform to the standards described for minor commercial or major commercial driveways, as applicable, in the CTDOT Highway Design Manual Section 11.8**

Article IV, Section 2, P – Street Trees

- T. Penn-Gesek shares a new draft of this subsection that addresses various questions raised by the Wetlands Agent, J. Blanchette and J. Salce. The members agree that the new text is preferable. It will replace the existing subsection and also eliminate the need for the appendix on street trees.

Article IV, Sections 8 & 9 – Bonding for Improvements/Maintenance Bonding

- At the request of the Wetlands Agent, the members review this section. T. Penn-Gesek had also discussed the requirements for bonding with the Finance Office. It is agreed that the sections as written reflect the intent of the Commission.

Appendix A – Table of Fees

- It is agreed that all of the fees referenced which are not directly related to subdivisions will be deleted.

Appendix C – Road Design & Construction, Section 4 – No-Outlet Roads

- In response to a comment by the Wetlands Agent, it is agreed that language will be added to require space for snow storage. The language will be adapted from similar provisions described for shared driveways over 500 ft long.

Appendix E – Template: Declaration of Easement for Driveway and Utilities

- The Commission reviews the template which was provided by Town Counsel, which they had previously not had the opportunity to comment on. The members find the template acceptable, with a slight language edit suggested by R. Williams to articulate that the easement should allow for “vehicular, pedestrian **and other non-vehicular** traffic”

Appendix F – Guidelines for Street Trees

- This appendix is no longer needed, because of the changes to the subsection on Street Trees in Article IV.

Prior to adjournment, T. Penn-Gesek articulates the timeline for the rest of the project: she will make all the edits in the current working draft on Thursday 23 March, and then send it to Town Counsel for comment, calling his attention to certain areas highlighted in the draft. She will request that Counsel return his comments by Monday 27 March, ahead of the regular meeting. If any changes are made to the document based on his comments, then she will call those to the attention of the PZC prior to their vote to accept the application for public hearing at the April meeting. Following the meeting on Monday night, the draft will be “locked” from any further edits while it is open for public comment.

4. **Adjournment – 8:57 p.m.**

Respectfully Submitted,
Tyra Penn-Gesek, Director of Planning & Development