



TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
Building Department (203) 484-6008 Engineering Department (203) 484-6009
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MINUTES REGULAR MEETING NORTH BRANFORD PLANNING & ZONING COMMISSION

Thursday, June 15, 2023 – 6:30 pm
Town Hall, 909 Foxon Road, North Branford

- 1. CALL TO ORDER:** Chairman Nowak called the meeting to order at 6:40 p.m.

ROLL CALL

Robert Nowak, Chair
William Galdenzi, Vice Chair, absent
Tricia Mase, Member
Ron Siena, Member
Charles Rubano, Member, absent
Scott Lanza, Alternate Member, absent
Barry Ponder, Alternate Member

David Perkins, Town Planner

- 2. PLEDGE OF ALLEGIANCE**

- 3. APPROVAL OF MINUTES**

- October 6, 2022 - continued
- April 20, 2023 - continued
- May 4, 2023 - continued
- May 18, 2023 – Member Mase made a motion to approve the meeting minutes of May 18, 2023, seconded by Member Siena and passed 3 -1 Abstained

- 4. PUBLIC HEARING AND POSSIBLE ACTION - none**

- 5. OLD BUSINESS - none**

- 6. NEW BUSINESS**

Member Mase made a motion to amend the agenda to move Item B, 26 Mansfield Drive to Item A, and Item A 67 Totoket Road, to Item B, seconded by Member Siena and passed.

A. Appl. #2023-5 – 26 Mansfield Drive

Site Plan Modification to approved site plan # 2021-3 to erect a smaller building and remove a driveway. *Owner: Totoket Woods LLC/Applicant James Pretti Criscuolo Engineering, LLC*

Attorney Len Fasano, manager, stated there is a 3-acre piece to remove the garbage bins to another location. A building was proposed in 2020 to erect an 80' x 60' building. The application is for a smaller building, 48' pad, currently and possibly build a second building in a few years. Everything remains the same. The project is just downsized. Utilities are no longer in the public right of way but will go through the property. There are no wetlands involved. This building will house the equipment needed for the property.

Member Mase moved, seconded by Member Siena, to approve Planning and Zoning Application #2023-5, Site Plan Modification request under Section 23, Schedule A, Line C-2 office and accessory uses, for construction of a new building for property maintenance business and associated storage, associated site work, parking, stormwater infrastructure, landscaping, and lighting at **26 Mansfield Drive** Assessor Map 62B Lot 29C Zone B-3 *Owner: Totoket Woods Development LLC Applicant: James Pretti Criscuolo Engineering, LLC* as contained in submitted application documents and shown on plans entitled “Property Located at #26 Mansfield Drive North Branford, Connecticut” prepared by Criscuolo Engineering, LLC containing the following sheets:

- Sheet 1 of 3 “Existing Conditions Plan” Dated December 10, 2020
- Sheet 2 of 2 “Proposed Site Plan” Dated May 21, 2020, Revised May 31, 2023
- Sheet 3 of 3 “Erosion and Sediment Control Notes and Details” Dated December 10, 2020 “Maintenance Bldg. 26 Mansfield Drive North Branford, Conn” prepared by Robert Mangino, Architect containing the following sheets:
 - Sheet A1 “Maintenance Building” Dated May 7, 2023
 - Sheet A2 “Elevation” Dated November 22, 2020, Revised May 7, 2023

with the following standard conditions: 1c, 2, 4, 7, 8, 9, 17 (see below):

Standard Conditions

- 1.c That a financial guarantee for erosion and sediment controls for site improvements shall be submitted in an amount to be determined by the Town Engineer with form and surety acceptable by the Town Attorney and the Commission prior to the commencement of any site improvements.
2. That this site plan approval shall be null and void if construction /site improvements are not completed within five (5) years of this approval date/effective date unless time is extended by Commission approval as allowed by the Connecticut General Statutes.
4. That the Town Planner and/or Town Engineer shall be notified at least forty-eight (48) hours prior to the start of any construction.

7. That no Certificate of Occupancy based on a Site Plan development shall be issued until such time as the approved site improvements are completed to the reasonable satisfaction of the Town Engineer (State statute says “Commission or its agent”) or a financial guarantee is posted for the remaining site improvement work in an amount approved by the Town Engineer and having form and surety acceptable by the Town Attorney and the Commission.
8. That all sedimentation and erosion controls shall be in place prior to the start of construction. A certificate of soil erosion and sediment control compliance shall be considered issued when the application is approved since a determination that the soil erosion and sediment control comply with the North Branford Subdivision Regulations/Zoning Regulations was made. Failure to comply with the approved soil erosion and sediment control plan may result in the revocation of the erosion and sediment control certification and other sanctions provided by law.
9. That erosion and sedimentation control measures **shall** be installed as per the approved control plan utilizing the Connecticut Guideline for Erosion and Sedimentation Control Handbook by the CT Council on Soil and Water Conservation, May 2002.
17. Adherence to the requirements of the Regional Water Authority in their (his) memorandum dated February 2, 2021 (see attachment).

Motion carried 4 – 0.

B. Appl. #2023-4 - 67 Totoket Road

Site Plan for use of existing warehouse space as a temporary student physical fitness center for the North Branford Schools during the high school construction project.
Owner: Total Comfort Control/Applicant: Scott Schoonmaker, Superintendent NB Schools

John Florio, NB Schools, stated during the construction project there is no room for athletes to work out. There is a building that became available and it has been inspected by the Building Inspector and Fire Marshal. There is plenty of parking, well lit, on the bus route and is in town. It will be temporary until September 2024.

Member Mase moved, seconded by Member Siena, to approve Planning and Zoning Application #2023-4, Site Plan request under Section 23, Schedule A, Line B-1, Buildings, Uses and Facilities of the Town of North Branford, for the temporary use (2 years) of the building as a student physical fitness center at **67 Totoket Road**, Assessor’s Map 7, Lot 18, *Zone R-40* *Owner: Total Comfort Control/Applicant: Scott Schoonmaker, Superintendent North Branford Schools* as contained in submitted application documents, with the following standard conditions: 2 (see below) and special conditions:

Standard Conditions

2. That this site plan approval shall be null and void if construction /site improvements are not completed within five (5) years of this approval date/effective date unless time is extended by Commission approval as allowed by the Connecticut General Statutes.

Special Conditions:

21. This use is approved only for the Town of North Branford public schools.
22. That this use is permitted only during daylight hours.
23. Adult supervision is required during operating hours.
24. The site shall meet the current lighting regulations for “B1 Town Use” and be presented to the Commission for approval through the Town Planner no later than at the 8/23/23 meeting.

Discussion: Members discussed the lack of outside lighting during the winter hours for student safety. Chairman Nowak would like to see the lighting plan for this property. Students will use this facility for the summer and work out until closing, 4 p.m.

Motion carried 4 - 0.

7. OTHER BUSINESS

- Chairman Nowak stated an email was received from the Town Council creating a blueprint committee and asking for a representative from the P & Z. Chairman Nowak read into the record a memo from the town council regarding this new committee. Member Mase made a motion to appoint Chairman Nowak to the town’s blueprint committee, seconded by Member Siena and passed.
- Zoning Regulations updates – a packet was distributed for the member’s review and provide feedback to Town Planner Perkins for future revisions. There are 5 components consisting of Signs, Route 22 study, 50 Clintonville Rd, changes to the zoning standards and zoning regulations to be changed due to state statutes.
- Signage – discussion consisted of allowing design approved sandwich boards during business hours, monument signs close to the street as opposed to flags/banners (to be allowed for a limited time period for grand openings), awnings, projection signs.
- Route 22 study - A road Safety audit will take place on June 21st and the town has been awarded a \$50,000 Unified Planning Work Program grant to study the Northford area for community connectivity, such as connecting community center to the library in the Northford center.
- 50 Clintonville Road – a property owner reached out to get feedback on developing his property for 124 units, 20 units per acre. Current regulations do not allow for this. Members discussed what changes should be made, height, number of units, minimum acreage, etc. Members will look at Exit 55 in Branford to get an idea of a 20 units per acre parcel.
- Zoning regulation changes –bulk use and size of units to be eliminated due to state statute.

8. TOWN PLANNER’S REPORT

- Application Receipt & Scheduling: Regular meeting July 13, 2023 – Town Attorney present bylaws. Member needs to be appointed to SCROG.

9. ADJOURNMENT: 8:53 p.m.

Member Siena made a motion to adjourn, seconded by Member Mase and passed.

Respectfully submitted,

Janet Crean
Recording Secretary

Robert Nowak
Chairman