

## Subject to Approval

### MADISON PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES July 15, 2021

The Planning Meeting of the Madison Planning and Zoning Commission was conducted Thursday, July 15, 2021, at 7 p.m., remotely, using Zoom Videoconferencing. The public was invited to participate remotely by joining the meeting through a Zoom webinar link password, telephone call-in number, and a webinar identification number. Log-in and call-in details were posted to the Town of Madison website (<https://www.madisonct.org/>), prior to the meeting.

#### **MEMBERS PRESENT**

Chairman Ronald Clark, Vice Chairman James Matteson, Secretary Elliott Hitchcock, Joseph Bunovsky, Jr. and John Mathers

#### **MEMBER ABSENT**

Seonaid Hay, Giselle Mcdowall, Thomas Burland, and Joel S. Miller

#### **ALTERNATES PRESENT**

Peter Roos, Ron Bodinson and Carol Snow.

#### **OTHERS PRESENT**

Interim Director of Planning and Economic Development John Guskowski and Maria Pettola. The meeting was recorded via Zoom Videoconferencing software for You Tube viewing.

---

The Regular Meeting of the Madison Planning and Zoning Commission was called to order at 7:00 p.m. by Chairman Ronald Clark, who welcomed everyone. Chairman Clark mentioned there are two applications for hearing. Chairman Clark introduced John Guskowski who will be advising and consulting with the Commission and performing the functions similar to that of Dave Anderson. Chairman Clark mentioned that John has an extensive background in land use and town planning; he will be working on an interim board. A further discussion will be held at the end of the regular meeting.

#### **REGULAR MEETING**

**21-12CSP 61 Soundview Avenue.** Map 7 Lot 3 R-4 District. Owner: Amy & Robert Stefanowski; Applicant: Amy & Robert Stefanowski. Coastal Site Plan Review for resetting existing patios and stairs, raising planter wall adjacent and south of the porch 1'-10", a new patio area will be installed to the west of the existing home and north of the existing sea wall, stairs leading up to this area will be reset. An increase of impervious area of 602 sq. ft. is proposed, project to commence upon approval and be completed within 4 weeks.

Chairman Clark asked who is here to represent the Stefanowski's application - Chuck Mandel responded that he is the agent representing the Stefanowski's. Mr. Mandel states that the applicants received a letter from DEEP on July 15<sup>th</sup> about 2 or 3pm and that there was a back and forth discrepancy about pervious or impervious with John DeLaura regarding the project earlier on.

The applicants are putting in pavers imbedded in sand, applicants felt they were pervious, John DeLaura felt they were impervious and that is where the discrepancy occurred with DEEP comments. (The plan was shared on screen) In the plan, - on the west side, the dark shaded area is the proposed 602 square foot of additional pavers. The lighter gray area is the existing- no change will be made to the square footage, applicant will reset the blocks for easier walking because it is uneven.

Mr. Mandel had an exhibit with Tom Stevens, they reviewed the impervious area – 602 square feet- and will account for that area with a stone trench about 22 feet long on the north side of the impervious area. The applicants will capture the first inch of rainfall to account for the 602 square feet. The exhibit will be a part of the application and applicants will be installing based on DEEP comments.

Chairman Clark mentioned that the Commission may be at a disadvantage as they have not seen the content of the letter from DEEP and asked to have the letter read.

The letter was shared on the screen –written by the Land and Water Resources Division, titled Coastal Site plan Review Comments Checklist – page 3 recommendation reads as follows:

Based on the application material and plan sheet provided, the proposed appears to be consistent with all applicable policies and standards of Connecticut Coastal Management Act. Although, the subject dwelling exists in a coastal hazard area (FEMA VE EL 13 and AE EL 13) the proposed is for installation of a new patio area, resetting the existing patios and planters and raising an existing planter wall (a height of 1”-10”). The proposed work does not appear to alter the location or the structure of the residential dwelling. It appears that there is a discrepancy in the application materials regarding the apparent minor impervious increase. The application materials note that both an increase in impervious coverage is proposed and that the impervious coverage will not be increased. (Mr. Mandel stated, that is where the discrepancy with John DeLaura occurred).

The recommendation continued:

Because this property is located in a coastal hazard area and in a high velocity flood zone, we recommend that the Planning and Zoning Commission confirm FEMA compliance and that the installation and maintenance of adequate sedimentation and erosion controls for the completion of the work be made conditions of coastal site plan approval. Finally, we recommend that the Commission assure that the apparent minor increase in impervious cover will not result in a cumulative adverse impact from stormwater.

The applicants assure that they will address the last comment made by the DEEP.

Chairman Clark asked John Guskowski if he had seen the letter and what were his thoughts and comments about the application. John responded yes. He was glad to see that the impervious / pervious discrepancies were resolved. However, Mr. Guskowski did have questions about the installation of the crushed stone trench to the north of new patio area to capture the rain. Mr. Guskowski questioned the slope as it is upslope and wondered if they are going to pitch the patio. Mr. Mandel stated that it is relatively flat in that area and they can elevate it as it would not be noticeable to anyone walking.

Mr. Guskowski further stated that his only recommendation is to make the rain capture well functional. Mr. Mandel said that will be a part of it.

Chairman Clark asked any if there are any questions from the Commission.

Commissioner Snow asked if the slope will be to the north? Because to the south is the sound and to the east is a small association beach.

Mr. Mandel stated that they are on the west side of the property so it will not reach the east side. The area is flat and they are able to create a percentage of slope to carry the rain water to the stone trench to the North.

Chairman Clark asked if there are any other questions?

Commissioner Matteson asked about the statement regarding the FEMA compliance.

Mr. Mandel reread the following statement:

Because this property is located in a coastal hazard area and in a high velocity flood zone, we recommend that the Planning and Zoning Commission confirm FEMA compliance and that the installation and maintenance of adequate sedimentation and erosion controls.

Mr. Mandel stated that the concerns were about the S& E controls. He assured that there will be silt fence and orange construction fence up until the project is completed.

Commissioner Matteson asked if that is a condition of approval?

Mr. Mandel responded yes.

Mr. Guskowski recommended that the condition of approval should include the property owner or contractor to confirm with ZEO wetlands officer, John DeLauro, about the installation of erosion of sedimentation prior to starting a construction.

Chairman Clark asked if there are any other questions or any questions from the applicant.

Chairman Bodinson asked how does the Planning Commission confirm FEMA compliance?

Mr. Guskowski stated that this is a standard term used in all of DEEP reviews and that the applicant has surveyed the property with elevation markers. So as long as the survey is stamped and sealed we can trust that the elevations are correct.

Chairman Clark asked if anyone would enter a motion.

**Commissioner Matteson made a motion to approve the application with the condition of requiring that the zoning and enforcement officers survey the work site for erosion control prior to commencing.**

**Mr. Guskowski also recommended that the proposed patio addition be pitched half a degree to the north to ensure that the rain ends up in the storm water control device – this was also added to the motion.**

**Seconded by Commissioner Bunovsky.**

**All Commission members voted to approve**

**None opposed**

**21-14CSP 51 Hotchkiss Avenue.** Map18 Lot 40 R-4 District Owner: Peter and Joan Hoffman; Applicant: Peter and Joan Hoffman. Coastal Site Plan Review for proposed construction of a one-bedroom guest/pool house, existing driveway are to be reconfigured and structure will have its own septic and utilities. All disturbed areas will be restored to their original condition as soon as practical. Proposed project will utilize the following erosion and control measures: silt fencing, staked hay bales, construction entrance, etc.

Presenter Michael Harkin, Professional Engineer and principal of Harkin Engineering located at 78 Wolf Holl Lane in Killingworth, CT represented Peter and Joan Hoffman. Michael reiterated that the Project located in R-4 zone, comprised of 1.08 acres and does have frontage on Hotchkiss

and Webster point road. On site there is an existing 5-bedroom house and a detached garage with an existing in-ground swimming pool. The clients are proposing to put a pool house in the rear of the property off of Webster point road. Mr. Harkin stated that the structure is basically a one bed room but the clients do have a sitting area to make it two bedrooms. The Health Department has deemed it a two-bedroom structure. The applicants are proposing to reconfigure the existing driveway and garage area- the structure will also have its own separate septic system which is already approved by the Heath department. On the plans submitted, there are soil erosion control measures, utilities and grading associated with the proposed construction activities. The project is in an area that is already disturbed, and the closest wetland area is located on the opposite side of Webster point road. The Clients, received DEEP favorable letter around 3pm on 7.15.21. The letter stated that the project should be FEMA compliant and has erosion controls.

The applicant ensured that the project will be FEMA compliant before a permit is received and that all erosion controls are listed on the plan. Mr. Harkin will also hold a construction meeting with the contractor and Town before project is started.

Mr. Harkin asked if there are any questions from the Commission.

Chairman Clark then asked if everyone had digested the information and if Mr. Harkin had anything else to add?

Mr. Harkin further stated that there are no real disturbances in the areas that have not already been disturbed.

Chairman Clark asked if the Commission had any questions for Mr. Harkin.

Commissioner Snow mentioned that since there is already an existing garage, what is the function of the detached garage, and if it's intended to serve the guest house?

Mr. Harkin answered No, and that the existing garage has 3 bays and has been there since inception of house construction, and it is currently empty.

The detached garage does not have a driveway, it is a grassy area with a driveway in the back from Webster Point Road and comes up the area of the swimming pool where the guest house will be by guest house. the detached could be used for existing storage

Commissioner Bodinson asked if there are any setback issues building this close to Webster? Mr. Harkin responded no, and stated that it meets all the planning and zoning requirements.

Chairman Clark asked if there are any other questions from the Commission.

**Commissioner Bunovsky motioned, seconded by Commissioner Hitchcock to approve the application based on abiding by the recommendations for the erosion control and filtering. Motion was approved.**

#### **APPROVAL OF MINUTES:**

Regular Meeting: June 17, 2021.

Motion to approve by Commissioner Bunovsky, Seconded by Commissioner Roos.

Approved unanimously.

Planning Meeting: July 1, 2021.

Motion to approve by Commissioner Mathers, Seconded by Commissioner Matteson.

Approved unanimously.

4. Madison Planning and Zoning Commission, Regular Meeting, July 15, 2021

**REMARKS:**

Chairman Clark stated that the Town has begun the interview process for the candidates that applied for the Town Planner's position. He expects that the recommendation would be made by the committee and passed to the Board of Selectmen for filling the vacancy. Chairman Clark expects that person to sign and provide a notice in the later part of August and to start around Labor Day.

Lastly, the next meeting, which is a planning meeting will be in person or Hybrid. Maria Pettola mentioned that she would get more clarification by the next meeting.

Commissioner Bodinson asked what does that mean? Ms. Pettola clarified by stating that any individual can attend the meeting in person or via zoom links, she was unsure if committee members had to be in person or had the option of using zoom.

John Guskowski added that the state law effective now and next April, 2022 allows the commission to choose hybrid, in person or virtual.

To close, Chairman Clark welcomed John Guskowski to the Commission and asked for any comments. Mr. Guskowski stated that he has been a planner in Connecticut for about 20 years, his specialty is in staff support for small Towns and has served as a consultant town planner. Mr. Guskowski will be present at Town campus at regular hours, half a day a week to bridge the gap for the vacant Planning and Economic Development position.

**ADJOURNMENT:**

Commissioner Bunovsky made the motion to adjourn at 7:45p.m.; it was seconded by Commissioner Mathers and unanimously approved.

Respectfully submitted,  
Racquel A. Stubbs