



PLANNING AND ZONING COMMISSION

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MINUTES
PLANNING & ZONING COMMISSION
THURSDAY JANUARY 16, 2025
REGULAR MEETING 7:00

This meeting was held remotely, solely via ZOOM.

Commissioners Present: J. Chadwick, M.Palluzzi, C. Andres, J. Vaiuso, S. Huttner

Commissioners Absent: F. Russo, M. Liguori

Staff Present: H. Smith, E. Breining(Interim Town Planner), M. Martin (Clerk)

The meeting started at 7:02 pm.

Chairperson Andres introduced the commissioners and staff.

E. Breining read the public hearing notice since Secretary F. Russo was absent.

Chairperson Andres reviewed the meeting procedures.

E. Breining reviewed how to participate in the public hearing.

PUBLIC HEARINGS:

1. M & V LLC-c/o Mark Andreucci- Applicant
Mary Keegan (Trustee)- Owner
72 Hilltop Drive & 43 Totoket Rd
3 Lot Subdivision
Application #24-11.3
A/R 11/21/24 & PH set for 2/6/25
2. Planning & Zoning Commission(C. Andres, Chair)-Applicant
Zoning Regulation Amendments
Application #24-12.1
A/R 12/19/24 & PH set for 1/16/25

H. Smith gave a brief history of these changes and noted that after his recent review of them he noticed a few items he wanted to modify. He suggested that the public hearing be opened and continue this until the February 6, 2025 meeting.

Chairperson Andres asked if any member of the public would like to comment on this item.
No one spoke.

H. Smith then left the meeting at 7:14 pm.

3. 5 Pin Oak Drive, LLC c/o David DeMaio-Applicant & Owner
5 Pin Oak Drive
Special Exception- Grading (Sec. 6.8)
Application #24-11.4
A/R 11/21/24 & PH set for 1/16/25
4. 5 Pin Oak Drive, LLC c/o David DeMaio-Applicant & Owner
5 Pin Oak Drive
Special Exception- General or Business Office
Application #24-12.3
A/R 1/2/25 & PH set for 1/16/25

These two items were discussed together. He reviewed the site plan, noting this is the former Woodwinds site.

E. Breining said the project consists of (4) units to be used for general or business office in a 20,000sq ft building with a 37 space parking lot. He then reviewed his staff report.

PUBLIC INPUT: No one spoke.

Chairperson Andres closed the public hearing.

5. 261 East Main, LLC, c/o Mark Jackson-Applicant & Owner
257 & 261 East Main Street
Special Exception-Grading (Sec. 6.8)
Application #24-11-5
A/R 11/21/24 & PH set for 1/16/25

6. 261 East Main, LLC, c/o Mark Jackson-Applicant & Owner
257 & 261 East Main Street
Special Exception Modification- General or Business Office
Application #24-12.4
A/R 1/2/25 & PH set for 1/16/24

This item was discussed with App#24-11.5. J. Pretti (Criscuolo Engineering) represented the Applicant and reviewed the site plan. He explained the project consisted of using the existing office space on 261 East Main Street and constructing a garage on 257 East Main Street.

E. Breining reviewed his staff report.

PUBLIC INPUT: No one spoke.

Chairperson Andres closed the public hearing

7. Steven Rosenthal & Mary McCormack-
Applicants & Owners
22 School Street
Special Exception-Grading (Sec. 6.8)
Application # 24-12.5
A/R 1/2/25 & PH set for 1/16/25

E. Breining noted this item is not ready to be hard tonight. He suggested opening the Public Hearing and continuing this item to the February 6, 2025 meeting.

RETURN TO TABLE :

8. 5 Pin Oak Drive, LLC c/o David DeMaio-Applicant & Owner
5 Pin Oak Drive
Special Exception- Grading (Sec. 6.8)
Application #24-11.4
A/R 11/21/24 & PH set for 1/16/25

9. 5 Pin Oak Drive, LLC c/o David DeMaio-Applicant & Owner
5 Pin Oak Drive
Special Exception- General or Business Office
Application #24-12.3
A/R 1/2/25 & PH set for 1/16/25

The commission discussed this at length and the consensus was they would waive the Requirement for a Landscape Architect.

M. Palluzzi made a motion to approve the applications with the conditions and Findings below:

FINDINGS:

1. Subject to compliance with the conditions listed below, the Commission finds, based on the testimony and application materials presented, that the proposed use of the property is consistent with the Special Exception Criteria per Section 9.8.F.
2. Subject to compliance with the conditions listed below, the Commission finds that the applicant has demonstrated excellence in landscaping design per section 6.3.L(2).

CONDITIONS:

1. This approval exclusively applies to “General of Business Office” use as reflected on Sheet A1 titled “*Proposed Floor Plan*” dated January 15, 2025. Any expansion of the 500 square foot “office area” shown on that plan in each unit shall require additional approvals from the Planning & Zoning Commission.
2. Prior to the start of construction, the following shall be completed to the satisfaction of the Zoning Enforcement Officer and maintained throughout the project:
 - a. Erosion control measures shall be installed and maintained throughout construction.
3. As may be directed by the Zoning Enforcement Officer, Town Planner or his designee, necessary measures to control any dust generated by fill brought into the site or movement of earth material on site shall be implemented and any additional measures to control soil and erosion determined to be necessary to address conditions during construction.
4. To reduce glare, all fixtures shall be demonstrated to meet the IES full-cutoff definition unless they are emergency lights or very low-level accent lights (less than 900 lumen output – less than an incandescent 100-watt bulb). Fixed, not adjustable, arm mounts shall be used for all fixtures. The correlated color temperature of the light source for all exterior fixtures, either building or pole mounted, shall be equal to or less than 3000 Kelvin (K). Information on all building mounted light fixtures shall be provided including cut sheets with all model choices indicated and an updated photometric plan (Sheet LP-1) including an updated schedule providing information on the different types of fixture (maker & model number, mounting height, lumens generated, etc.) and surface light level projections in foot-candles that are in compliance with the requirements of the Zoning Regulations.
5. Prior to the issuance of any Certificate of Zoning Compliance or the zoning authorization for the issuance of any Certificate of Occupancy the following shall be addressed to the satisfaction of the Town Planner or his designee:

- a. The applicant shall revise the landscaping plan to include winterberry shrubs around the proposed drainage basin, replace the proposed London plain trees adjacent to the parking lot with honey locusts & replace the ninebark adjacent to the street with clethra species shrubs.

J. Chadwick seconded the motion which passed unanimously.

1. 261 East Main, LLC, c/o Mark Jackson-Applicant & Owner
257 & 261 East Main Street
Special Exception-Grading (Sec. 6.8)
Application #24-11-5
A/R 11/21/24 & PH set for 1/16/25
2. 261 East Main, LLC, c/o Mark Jackson-Applicant & Owner
257 & 261 East Main Street
Special Exception Modification- General or Business Office
Application #24-12.4
A/R 1/2/25 & PH set for 1/16/24

M. Palluzzi made a motion to approve the applications with the Conditions And Findings below:

FINDINGS:

1. Subject to compliance with the conditions listed below, the Commission finds, based on the testimony and application materials presented, that the proposed use of the property is consistent with the Special Exception Criteria per Section 9.8.F.
2. The Coastal Site Plan is consistent with the goal and policies of the Coastal Area Management Act (CGS Section 22a-92) and incorporates conditions and modifications necessary to mitigate adverse impacts on coastal resources and any future water dependent activities.
3. Subject to compliance with the conditions listed below, the Commission finds that the applicant has demonstrated excellence in landscaping design per section 6.3.L(2).

CONDITIONS:

6. Prior to the start of construction, the following shall be completed to the satisfaction of the Zoning Enforcement Officer and maintained throughout the project:
 - a. Erosion control measures shall be installed and maintained throughout construction.
7. As may be directed by the Zoning Enforcement Officer, Town Planner or his designee, necessary measures to control any dust generated by fill brought into the site or movement of earth material on site shall be implemented and any additional

measures to control soil and erosion determined to be necessary to address conditions during construction.

8. To reduce glare, all fixtures shall be demonstrated to meet the IES full cutoff definition unless they are emergency lights or very low-level accent lights (less than 900 lumen output- less than an incandescent 100-watt bulb). Fixed, not adjustable, arm mounts shall be used for all fixtures. The correlated color temperature of the light source for all exterior fixtures, either building or pole mounted, shall be equal to or less than 3000 Kelvin (K). Information on all building mounted light fixtures shall to be provided including cut sheets with all model choices indicated and an updated photometric plan (Sheet LP-1) including an updated schedule providing information on the different types of fixture (maker & model number, mounting height, lumens generated, etc.) and surface light level projections in foot-candles that are in compliance with the requirements of the Zoning Regulations.
9. The Site plan may be modified as necessary to the satisfaction of the Town Planner to include EV charging stations and solar panels.
10. Prior to the issuance of any Certificate of Zoning Compliance or the zoning authorization for the issuance of any Certificate of Occupancy the following shall be addressed to the satisfaction of the Town Planner or his designee:
 - a. Evidence of the legal merger of the two properties subject to this application to the satisfaction of the Town Planner or his designee.
11. All conditions of the previous approvals shall remain in full force and effect as they may still apply.

J. Vaiuso seconded the motion which passed unanimously.

NEW BUSINESS:

1. M & V LLC-c/o Mark Andreucci- Applicant
Mary Keegan (Trustee)- Owner
72 Hilltop Drive & 43 Totoket Rd
Special Exception- Interior Lot (lot 1)
Application #25-1.1
To be A/R & PH to be set
2. M & V LLC-c/o Mark Andreucci- Applicant
Mary Keegan (Trustee)- Owner
72 Hilltop Drive & 43 Totoket Rd
Special Exception- Interior Lot (lot 2)
Application #25-1.2
To be A/R & PH to be set
3. M & V LLC-c/o Mark Andreucci- Applicant
Mary Keegan (Trustee)- Owner
72 Hilltop Drive & 43 Totoket Rd
Special Exception- Interior Lot (lot 3)
Application #25-1.3
To be A/R & PH to be set

MINUTES: 12/19/24 & 1/02/25

**J. Vaiuso made a motion to approve the December 19, 2024 minutes .
J. Chadwick seconded the motion which passed unanimously.**

**J. Chadwick made a motion to approve the January 2, 2025 minutes.
J. Vaiuso seconded the motion which passed unanimously.**

CORRESPONDENCE: None

OLD BUSINESS:

1. Vincent Federico-Applicant
Nancy Tomassini-Owner
15 Etzel Road
Special Exception- Grading (Sec. 6.8) within 100' of a coastal resource
Application # 24-12.2
To be A/R & PH to be set

2. Mark Shifman & Melinda Sanders-Applicants & Owners
45 Seaview Avenue
Coastal Site Plan-Single Family Residence
Application # 24-12.6
To be A/R

The applicants' architect (Vivian Ditisheim) was present and explained this project consists of raising a single-family home. They received the necessary variance for lot coverage and they have decided to change the house location so it's behind the UE zone. This will result in less stringent fema requirements.

The site plan and elevation plan were then reviewed,

E. Breining reviewed the staff report.

M. Palluzzi made a motion to approve the application with the Findings and conditions below:

FINDINGS:

1. The Coastal Site Plan is consistent with the goal and policies of the Coastal Area Management Act (CGS Section 22a-92) and incorporates conditions and modifications necessary to mitigate adverse impacts on coastal resources and any future water dependent activities.

CONDITIONS:

1. Prior to the issuance of a Zoning Permit or the authorization for the issuance of a Building Permit the following will be met to the satisfaction of the Zoning Enforcement Officer:
 - a. Erosion control measures shall be installed prior to the start of construction.

- b. As may be directed by the Zoning Enforcement Officer, necessary measures to control any dust generated by fill brought into the site or movement of earth material on site shall be implemented.
2. To reduce glare, all fixtures shall be demonstrated to meet the IES full cutoff definition unless they are emergency lights or very low-level accent lights (less than 900 lumen output- less than an incandescent 100-watt bulb). Fixed, not adjustable, arm mounts shall be used for all fixtures. The correlated color temperature of the light source for all exterior fixtures, either building or pole mounted, shall be equal to or less than 3000 Kelvin (K). Information on all building mounted and other site lighting shall be provided as necessary to demonstrate compliance with Section 6.7 and the Lighting Appendix referenced in this Section of the Zoning Regulations.

S. Huttner seconded the motion which passed unanimously.

3. Thomas Briggs -Applicant & Owner
67-1 North Branford Rd
Special Exemption-Personal Services (Personal Trainer)
Application 24-12.7
A/R 2/2/25 & PH to be set

Ph will be set

OTHER BUSINESS:

1. Planner's Report

E.Breining noted we received a minor site plan modification for lighting at the Branford Yacht Club. He reviewed it and thought it could be a staff approval but wanted to check with the commission. The commission agreed he could approve it.

The meeting adjourned at 8:20 pm.