BOZRAH PLANNING & ZONING COMMISSION

AGENDA
Thursday, September 10, 2020
Zoom meeting, 7:00 p.m.

See bottom of agenda for participation instructions

The Bozrah Planning & Zoning Commission will hold its regular meeting on Thursday, September 10, 2020 via Zoom teleconference/videoconference, at 7:00 p.m.

1. Review and approve the minutes of the August 13, 2020 regular meeting.

2. Review correspondence pertaining to agenda items.

3. Hear the report of the Zoning Enforcement Officer.

4. Old Business:
   b. Affordable Housing Plan.

5. New Business:
   a. IWCC Open Space Plan. Survey: http://tiny.cc/BozrahOSPlan

6. Public comment period.

7. Review general correspondence.

8. Such other business as the commission may vote to hear.

Stephen Seder, Chairman
Planning & Zoning Commission

Join Zoom Meeting
Web: https://us02web.zoom.us/j/84782634689
Call-in: +1 (929) 205-6099
Meeting ID: 847 8263 4689
I would like to start by thanking everyone for their input! Talks with the Tom and Tom have left me with some solid improvements to my shop that shouldn’t run me any more money than I was planning on and make it even safer! I appreciate everyone’s experience in these matters. I’m humble enough to admit that my plans had a good chunk of room for improvement as I see now. I do not believe that anything that has changed will result in my inability to meet their ideal situations and open. With these changes I honestly believe that me having this business, and having to do all these garage improvements, will decrease my impact on my neighbors. Not that I’ve ever had complaints or impacted them at all really, but my garage is louder and dustier now doing homeowner stuff in there than it will be once all these things are done and the business is running.

I have documents from different neighbors expressing the approvals and any other concerns they may have. They have been sent to Sam.

**What I will do to keep everyone happy and run the safest shop I can:**

- I will use a stone wool insulation for all the walls which is fire retardant and can withstand 2150F (using regular fiberglass for ceiling insulation)
- I will drywall all walls in the shop and ceiling with 5/8 fire barrier drywall
- I will get with Tom the building inspector and go over all permits needed for work
- I will have all electrical work inspected
- I will keep in touch with the building inspector on what I am doing so he can let me know if he wants to see anything else
- I will use 120v 20amp GFCI outlets for all outlets and will all be running off 12g wire
- I will follow all manufactures safety and installation instructions for all equipment
- Before operations kick off, I will have building inspector and fire Marshall do a walk through to get any last-minute tweaks they would like to see before I start production and to verify I have met everything asked for
- I will keep 3 10lb fire extinguishers with appropriate wall markings in the garage and will make sure they stay unobstructed for easy and fast access
- I will be adding a 36” door to allow an immediate exit opposite from the garage bay door with 1 of the fire extinguishers near by
Sam Alexander

Sam & Tom

I met with Michael Doughty on Tuesday 8/18/20 to discuss his proposed welding shop. He stated that Tom Weber is requiring fire code sheetrock on the wall which I agree with as well as the distance to combustible of his equipment. I told him to also sheetrock the ceiling due to the limited height to prevent errant sparks from ending up in the ceiling insulation. I also told him that he needs a direct exit to the exterior in the event of an emergency so not to traverse through two doors and the Motorcycle store room. He agreed and instead of installing a door on the interior wall into the storeroom he will be removing an exterior wall window and replacing it with the door which will also have one motion door hardware. His fire extinguisher plan of either 3-10lb or 2-20lb extinguishers is adequate.

Any other concerns let me know.

Tom Main

On 08/18/2020 10:08 AM Sam Alexander <salexander@seccog.org> wrote:

Thanks, Tom.

From: Tom Weber [mailto:tomw218@yahoo.com]
Sent: Tuesday, August 18, 2020 9:43 AM
To: Sam Alexander <salexander@seccog.org>
Cc: Tom Main Jr (temainjr@comcast.net) <temainjr@comcast.net>
Subject: Re: PZC 08-00-20 Michael Doughty

Good Morning Sam,

I went to Doughty’s house Friday the 14th. He has a two car garage that is separate from the house and was sectioned off to store his motorcycle. It’s typical wood framing. His proposed shop would be on one side and extend to an area behind the motorcycle area. He will have a filter system installed to control smoke and fumes. I told him I would need the specs on the heat producing equipment to check required distance to combustible construction and protection of same. (Fire code sheetrock) It’s well separated from the neighbor’s property. Any equipment or material delivery should not create a nuisance.

Also discussed electrical upgrades, he will be installing a 200 AMP service. We also discussed the Fire Marshal may have additional requirements.

Have a good day!
On Aug 14, 2020, at 8:17 AM, Sam Alexander <salexander@seccog.org> wrote:

Tom & Tom –

I’m following up on a message from last week.

The Planning & Zoning Commission had a meeting last night and deferred action on an application for Home Occupation.

Michael Doughty of 324 Fitchville Road is looking to do a small-scale welding business out of his garage. The Planning & Zoning Commission requested that you two take a look at his property beforehand so he has a more detailed idea of what would be required of him on the building/fire side of things. I believe the reasoning is that those codes may affect the physical nature of the business.

https://seconncog-my.sharepoint.com/:f:/g/personal/salexander_seccog_org/EiIMtZe4sNKgHg1C-MSmJkBHhMYDO-pqZfi0SVnV29aQQ?e=l3REu9

I hope this is ok. Attached at the link above is the application and supporting materials. Mr. Doughty can be contacted at (860) 574-4915 or crosscannonwelding@gmail.com. The next meeting of the PZC is 9/10.

Best,

Sam

Samuel Alexander, AICP
Planner III
Southeastern Connecticut Council of Governments

5 Connecticut Avenue, Norwich, CT 06360

p: 860.889.2324

e: salexander@seccog.org
Vice Chairman Scott Barber called the regular meeting of the Town of Bozrah Planning and Zoning Commission to order at 7:03 PM, on Thursday, August 13, 2020. The meeting was held via Zoom video/teleconference.

Members present: Stephen Seder (Chairman), Scott Barber (Vice Chairman), Nancy Taylor, Manny Misarski, Steve Coit (alt.).

Members absent: Steve Gural, Seymour Adelman (alt.), Frank Driscoll (alt.).

Others present: Sam Alexander (Town Planner/SCCOG), Michael Doughty (Applicant).

Chairman Steve Seder called the meeting to order at 7:03 PM.

1. Review and approve the minutes of the July 9, 2020 regular meeting.

   Nancy Taylor proposed a change to wording: change “prominently” to “appropriately” in the discussion regarding the Primitive Crow.

   Scott Barber made a motion to accept the July 9 minutes with the change proposed by Ms. Taylor. Ms. Taylor seconded the motion.
   
   **VOTE UNANIMOUS – MOTION APPROVED**

2. Review correspondence pertaining to agenda items.

   There was none.

   Mr. Barber made a motion to seat Steve Coit (alt.) to sit in place of Steve Gural. Ms. Taylor seconded the motion.

   **VOTE UNANIMOUS – MOTION APPROVED**

3. Hear the report of the Zoning Enforcement Officer.

   Members of the Commission discussed the Zoning Enforcement Officer (ZEO) report. Members of the Commission asked the Town Planner to make sure the ZEO keeps tabs on on-going issues and reports on those month-to-month. Mr. Barber asked Sam Alexander (Town Planner) to speak with the ZEO regarding a property on Bozrah Street at which there is a trailer, possibly being lived in.

   Mr. Alexander spoke about a potential enforcement action at 117 Lake Road, where a campground was operating illegally. Mr. Alexander stated that the campground is allowed in the RU-1 zone but the operator, using the site Hip Camp, did not seek a Special Permit. The Uncas Health District is also considering action but was waiting on
the Town to issue a Cease and Correct order. An informal notice of violation was sent by the ZEO.

The Commission asked Mr. Alexander to look into whether or not a therapeutic horse riding business was permitted or discussed at this site.

4. New Business:

   a. App. #08-00-20: Michael Doughty, 324 Fitchville Road, R-2 Zone. Home Occupation: Welding business in detached garage.

   Michael Doughty discussed his proposed home occupation and answered questions from the Commission. Mr. Doughty provided a detailed written narrative and a staff memo discussed the proposal in relation to the regulations for home occupations.

   Mr. Doughty plans to have a small-scale welding business inside of his garage. Mr. Doughty explained that he has plans for upgrading insulation to reduce any potential noise and installing air filtration to address any fumes. Mr. Doughty stated that he was willing to accept conditions such as not allowing drop-offs and not working on anything that was not able to fit inside the garage. Mr. Doughty explained that the noise expected would not be greater than a typical homeowner doing work in his/her garage.

   The Commission discussed the proposal and asked about the disposition of neighbors. Mr. Doughty explained that neighbors on either side were encouraging. The Commission asked Mr. Doughty to get written support from his neighbors. The Commission also discussed preliminary thoughts from the Building Official. It was noted that the building and fire codes could impact the physical layout of the proposal and need for upgrades. The Commission asked the Town Planner and Mr. Doughty to follow up with both the Fire Marshall and Building Official in that regard prior to the next meeting.

   Mr. Barber made a motion to table discussion until September 10. Ms. Taylor seconded the motion.

   **VOTE UNANIMOUS – MOTION APPROVED**

   b. Affordable Housing Plan Grant.

   Mr. Alexander explained that he was successful in securing $9,928 from the Connecticut Department of Housing for a planning grant to produce an Affordable Housing Plan. Mr. Alexander answered questions from the Commission:

   * A recent law requires all Connecticut municipalities to adopt an Affordable Housing Plan every five years.
   * The first plans are due in 2022.
   * The grant funding will be used toward staff time. Mr. Alexander will lead the process with the Commission. Other SCCOG staff will assist with data gathering.
• Mr. Alexander will plan to make available a public survey by September. He will share it beforehand with the Commission.
• Mr. Alexander will prepare a plan of work for discussion in September.

The Commission discussed affordable housing in general as well as Section 8-30g of the Connecticut General Statutes that allows for an appeal process of affordable housing proposals denied by zoning commissions. There is no real relationship between the affordable housing plan (CGS 8-30j) and CGS 8-30g.

5. Public comment period.

There was none.

6. Review general correspondence.

S. Seder mentioned that an application to add additional antenna equipment to an existing cellular tower was received. Commissioners asked questions. S. Alexander said that the tower is on Polly Lane. In the future S. Alexander will prepare a report, and include an agenda item, for any and all equipment modifications at cellular towers in town.

7. Such other business as the Commission may vote to hear.

The Commission asked Mr. Alexander to discuss with the Griswold Town Planner lessons learned from a recent 8-30g application in that town.

The Commission strongly expressed the need to have the ZEO present to be able to ask questions about enforcement actions. This may require a change to the contact with CHA.

Respectfully submitted,
Samuel Alexander (acting secretary)
Town Planner/SCCOG
Neighbor Approval of Cross Cannon Welding
324 Fitchville Road

[ ] I feel comfortable with a welding business being conducted by Michael Doughty in his garage. **I understand there is a small chance for an increase in dust, fumes, noises and odors coming from his garage.** He has told me how he is going to battle them, and I feel like I will be fine and undisturbed with this business. These are my concerns however:

[ ] NO CONCERNS

[ ] I am not worried about a possible project being in his driveway or some sort of “business creep” occurring as long as it stays on his property.

[ ] I am not worried about his customers coming and going from his property as long as they are respectful to this community.

[ ] I fully support this veteran opening up a welding business in his garage!

Resident/Owner signature: ___________________________ Date: 8/28/20

House # 322
Neighbor Approval of Cross Cannon Welding
324 Fitchville Road

I, Ronald Longin, feel comfortable with a welding business being conducted by Michael Doughty in his garage. I understand there is a small chance for an increase in dust, fumes, noises and odors coming from his garage. He has told me how he is going to battle them, and I feel like I will be fine and undisturbed with this business. These are my concerns however:

[X] NO CONCERNS

I am not worried about a possible project being in his driveway or some sort of "business creep" occurring as long as it stays on his property.

[X] I am not worried about his customers coming and going from his property as long as they are respectful to this community.

[X] I fully support this veteran opening up a welding business in his garage!

Resident/Owner signature: Ronald Longin  Date: 8/28/20
House # 326
Neighbor Approval of Cross Cannon Welding

324 Fitchville Road

I, Caleb Stone, feel comfortable with a welding business being conducted by Michael Doughty in his garage. I understand there is a small chance for an increase in dust, fumes, noises and odors coming from his garage. He has told me how he is going to battle them, and I feel like I will be fine and undisturbed with this business. These are my concerns however:

[ ] NO CONCERNS

I run a biz out of my address as well.

100% support local entrepreneurs

[ √ ] I am not worried about a possible project being in his driveway or some sort of “business creep” occurring as long as it stays on his property.

[ √ ] I am not worried about his customers coming and going from his property as long as they are respectful to this community.

[ √ ] I fully support this veteran opening up a welding business in his garage!

Resident/Owner signature: __________________________ Date: 27 Aug 20

House # 329 B
Grant funding and process to complete an affordable housing plan now required by CGS 8-30j

- Municipalities are now required to complete an “affordable housing plan” every five years. Towns’ first plans must be adopted by 2022.

- The plan must specify how the municipality “intends to increase the number of affordable housing developments in the municipality.”

- SCCOG successfully applied for grant funding from the Connecticut Department of Housing, on behalf of the Towns of Bozrah, Franklin, and Salem to complete plans by the end of FYE 2021.

- $9,928 is set aside for each of the three towns, which should cover all expenses related to plan preparation, public involvement, and drafting.

- I will lead this process in Bozrah but Carly Holzschuh and Justin LaFountain from SCCOG will also be involved.

- We will prepare a more detailed plan of work, but generally we would like to follow the below process:
  - Initial public outreach in the form of an open-ended, online survey to gauge residents’ housing needs in Bozrah. I would like to begin this soon.
  - Data gathering: Census and other available data; review with PZC.
  - Data analysis to spot future trends and demographic changes; review with PZC.
  - Public meetings to give input into the above.
  - Plan finalization; review with PZC.
  - Public hearing then adoption to follow.

ATTACHMENT: CGS 8-30j

Member Municipalities: Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham
Sec. 8-30j. Affordable housing plan. Hearing and adoption. Amendments. Filing requirement. (a) At least once every five years, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality.

(b) The municipality may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan. If the municipality holds a public hearing, at least thirty-five days prior to the public hearing on the adoption, the municipality shall file in the office of the town clerk of such municipality a copy of such draft plan or any amendments to the plan, and if applicable, post such draft plan on the Internet web site of the municipality. After adoption of the plan, the municipality shall file the final plan in the office of the town clerk of such municipality and, if applicable, post the plan on the Internet web site of the municipality.

(c) Following adoption, the municipality shall regularly review and maintain such plan. The municipality may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. If the municipality fails to amend such plan every five years, the chief elected official of the municipality shall submit a letter to the Commissioner of Housing that explains why such plan was not amended.

(P.A. 17-170, S. 2.)

TOWN OF BOZRAH AFFORDABLE HOUSING PLAN

Proposed Plan of Work
September 3, 2020

Task 1 - Community Engagement

Survey: In SEPTEMBER, the Commission should make available an open-ended, online community survey. The survey can stay open throughout the planning process.

Public Meeting: In or around JANUARY, the Commission should hold a meeting to collect public comments and present known data, to gauge the needs and desires for housing in Bozrah.

Other Outreach: In or around JANUARY and coincident with the public meeting(s), a press releases should go out to the Norwich Bulletin, speaking about the planning process and asking for feedback to be directed to the Town Planner.

Task 2 - Commission Engagement

PZC Involvement: The Affordable Housing Plan should be a reoccurring item on each agenda. The Commission will receive draft sections of the plan, data analysis, and results the survey each month, whether or not a meeting is held. The Town Planner will collect feedback, which will be incorporated into the draft plan.

Task 3 - Existing Conditions Data Analysis

Needs Projection: In SEPTEMBER, the Town Planner will begin using appropriate data to develop “housing needs projections” based on population increase and demographic characteristics of new population (age, etc.). Regional and municipal-level data will both be useful.

Demographic Multipliers: In SEPTEMBER, SCCOG planners will begin creating regional “demographic multipliers” (the number of people by age per housing unit type) for the region.

Background Reports: By JANUARY, the Town Planner will distribute reports summarizing relevant data analysis. The Commission should provide thoughts and begin discussing goals and strategies.

Task 4 - Production and Adoption of the Plan

Report Draft: In or around FEBRUARY, the Commission will receive a pre-hearing draft plan, including draft goals and strategies developed by the Commission. Commissioners will provide additional comments. In APRIL, the Commission should vote to bring the plan to a MAY public hearing.

Public Hearing and Plan Adoption: The plan should be subject to a MAY public hearing, properly advertised and held. Following the public hearing, the Commission may consider public input and vote to adopt, or adopt with changes, the plan in JUNE.

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### PROPOSED TIMELINE

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<td><strong>September 2020</strong></td>
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<td>- Discuss work plan with commission. Get feedback.</td>
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<td>- Send out survey to town website and TWIB.</td>
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<td>- Begin data collection.</td>
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<td>- Continue data collection and analysis for Needs Projection and Demographic Multipliers.</td>
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<td>- Progress reports to PZC.</td>
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<td><strong>November 2020</strong></td>
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<td>- Continue data collection and analysis for Needs Projection and Demographic Multipliers.</td>
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<td>- Begin compiling Background Report.</td>
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<td>- Progress reports to PZC.</td>
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<td><strong>January 2021</strong></td>
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<td>- Final Background Report to PZC.</td>
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<td>- Press release re: plan.</td>
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<td><strong>February 2021</strong></td>
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<td>- Draft to PZC.</td>
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<td>- Take action to adopt/adopt with changes/reject plan.</td>
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