A regular meeting of the Woodbridge Town Plan and Zoning Commission was held on January 2, 2024, in the Central Meeting Room Town Hall, 11 Meetinghouse Lane, Woodbridge, Connecticut, attended by:

Members: Robert Klee – Chairman, Yonatan Zamir, Jeff Kennedy, Benjamin Cherry, and Andrew Skolnick.
Alternates: Aaron Hoffman, and Kathy Hunter
Excused: Paul Schatz

Zoning Enforcement Officer Kristine Sullivan was also in attendance. The Chairman called the meeting to order at 6:35 pm. Commissioner Skolnick arrived at 6:46 pm. Hunter was seated in place of Skolnick until his arrival*. Aaron Hoffman was seated for Paul Schatz.

**NEW BUSINESS**

Marie Henry: 220 Amity Road
Application for site plan approval for expansion of existing building to accommodate convenience store for a new gas station and the location of a gas station on the site

The application submitted by Marie Henry regarding 220 Amity Road and the expansion of the existing building to accommodate a convenience store for a new gas station and the attendant approval of the location of a gas station on the subject property were formally received by the Commission. In addition to the letter of application and checks for the application fees, the application was accompanied by a proposed site plan and separate detail sheet for the gas pumps and canopy.

Because action on the location of the gas station is subject to a public hearing, the Commission members acted as follows to schedule a public hearing on the application:

*** Zamir moved to schedule a public hearing on the application submitted by Marie Henry regarding site plan approval for expansion of the existing building on the site to accommodate a convenience store for a new gas station, the attendant approval of the location of the gas station on the subject property. The public hearing will be held at the Commission’s regular meeting on Monday February 5, 2024.

*** Hoffmann seconded

*** In Favor: Klee, Zamir, Kennedy, Cherry, Hunter*, and Hoffmann

*** Opposed: No One

*** Recused: No One

*** Abstained: No One

Unanimous vote of approval.

CGS 8-24 Referral: 41 Ford Road
Placement of shipping containers for use with Massaro Community Farm “Growing Culinary Mushrooms for CT. Schools” project.

Draft Minutes of the Woodbridge Town Plan and Zoning Commission
Regular Meeting – January 2, 2024
The Commission formally received a Connecticut General Statute Section 8-24 referral from the Board of Selectmen dated December 15, 2023, for placement of shipping containers on the Massaro Farm related to the “Growing Culinary Mushrooms for CT. Schools” project.

Bob Tucker, a member of the Board of Directors for the Massaro Community Farm was present to discuss the referral. He distributed an aerial photograph of the property with the proposed location of the storage containers identified in yellow on the photograph.

In his presentation and response to questions from Commission members he commented:

- The farm is going for a grant to start a mushroom growing program on the farm.
- Mushrooms would be grown in two 40’ storage containers with an additional 20’ x 12’ cooler used for storage.
- Growing the mushrooms would tie in with local schools with culinary programs
- The containers would be located where there are presenting temporary hoop structures ~ behind a permanent greenhouse so the containers would not be readily visible.
- Installation of underground electricity for the trailers is being requested as part of the grant proposal.
- No special licenses are needed from the state to grow the mushrooms.

At the conclusion of discussion, the Commission members acted as follows on the referral:

*** Kennedy moved to find that the CGS 8-24 Referral for placement of shipping containers for use with Massaro Community Farm “Growing Culinary Mushrooms for CT. Schools” project was in conformance with the Town Plan of Conservation and Development.

*** Hoffmann seconded

*** In Favor: Klee, Zamir, Kennedy, Cherry, Hunter*, and Hoffmann

*** Opposed: No One

*** Recused: No One

*** Abstained: No One

Unanimous vote of approval.

CGS 8-24 Referral: 85 Acorn Hill Road Extension
Installation by the Beth-Wood Baseball League of a permanent sign at the Acorn Hill Road

The Commission formally received a Connecticut General Statute Section 8-24 referral from the Board of Selectmen dated December 18, 2023, for installation by the Beth-Wood Baseball League of a permanent sign for the entrance to the Acorn Hill ball fields on the town owned property at 85 Acorn Hill Road Extension.

While no one was present to discuss the referral, ZEO Sullivan noted that the referral is related to a separate agenda item which is an application for a special exception free standing sign at the entrance to the league ball fields from Acorn Hill Road Extension.
Commissioner Hunter questioned if the sign required an 8-24 referral. ZEO Sullivan noted that CGS 8-24 referrals are made by the Board of Selectmen who are advised by Town Counsel. Sullivan noted that the two CGS 8-24 referrals regarding improvements at Beecher Road School where made at the request of Bond Counsel.

*** Zamir moved to find that the CGS 8-24 Referral for
The installation by the Beth-Wood Baseball League of a permanent
sign at the Acorn Hill Road Extension entrance to the league ballfields
was in conformance with the Town Plan of Conservation and
Development.

*** Cherry seconded
*** In Favor: Klee, Zamir, Kennedy, Cherry, Skolnick, and Hoffmann
*** Opposed: No One
*** Recused: No One
*** Abstained: No One

Unanimous vote of approval.

Beth-Wood Baseball League: 85 Acorn Hill Road Extension
Application for special exception permit for free standing sign for baseball fields.

The application submitted by the Beth-Wood Baseball League for a special exception permit for a free standing sign for the league ballfields at 85 Acorn Hill Road Extension was formally received by the Commission. Commission Hunter noted that while referenced in the letter of application, no Schedule B ~ a letter of permission from the owners of the property (i.e., the Town), and waiver from the Board of Selectmen of the application fee had been provided with the application. ZEO Sullivan noted that she was provided the list of abutting property owners, In addition to the letter of application and checks for the application fees, the application was accompanied by a proposed site plan and separate detail sheet for the gas pumps and canopy.

Because action on the location of the gas station is subject to a public hearing, the Commission members acted as follows to schedule a public hearing on the application:

*** Kennedy moved to schedule a public hearing on the application submitted by the Beth-Wood Baseball League regarding the installation of a permanent free standing sign at the entrance to the league ball fields, at 85 Acorn Hill Road Extension, owned by the Town of Woodbridge. The public hearing will be held at the Commission’s regular meeting on Monday February 5, 2024.

*** Skolnick seconded
*** In Favor: Klee, Zamir, Kennedy, Cherry, Skolnick, and Hoffmann
*** Opposed: No One
*** Recused: No One
*** Abstained: No One

Unanimous vote of approval.

CGS 8-24 Review: 40 Beecher Road
Proposed replacement of roof for Beecher Road School.

The Commission formally received a Connecticut General Statute Section 8-24 referral from the Board of Selectmen dated December 22, 2023, replacement of the roof for Beecher Road School located at 40 Beecher Road.
ZEO Sullivan noted that the 8-24 referral had been required by Bond Counsel. Utilizing the motion format provided by Bond Counsel, the Commission acted as follows on the referral:

Commissioner Andrew Skolnick introduced the following resolution, which was seconded by Commissioner Jeff Kennedy:
RESOLVED, that the Town Plan and Zoning Commission of the Town of Woodbridge approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut:
Replacement of roofs at Beecher Road School.
The resolution was approved by 6 votes in favor and no votes opposed.

CGS 8-24: 40 Beecher Road
Proposed site improvements at Beecher Road School.
The Commission formally received a Connecticut General Statute Section 8-24 referral from the Board of Selectmen dated December 22, 2023 for various site improvements at Beecher Road School, located at 40 Beecher Road, consisting of regrading, repaving and installing additional drains in the north parking lot, regrading, rerouting and repaving exterior sidewalks, accessibility improvements, drainage improvements in courtyards between various wings of the building, and installation of erosion protection measures.
ZEO Sullivan noted that the 8-24 referral had been required by Bond Counsel. Utilizing the motion format provided by Bond Counsel, the Commission acted as follows on the referral:
Commissioner Hoffman introduced the following resolution, which was seconded by Commissioner Klee:
RESOLVED, that the Town Plan and Zoning Commission of the Town of Woodbridge approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut:
Various site improvements at Beecher Road School, consisting of regrading, repaving, and installing additional drains in the north parking lot, regrading, rerouting, and repaving exterior sidewalks, accessibility improvements, drainage improvements in courtyards between various wings of the building, and installation of erosion protection measures.
The resolution was approved by 6 votes in favor and no votes opposed.

WORK SESSION
Discussion and appropriate action regarding work on the update of the Town Plan of Conservation and Development
As requested at the December 4, 2023, meeting of the Commission, Commission members had been distributed copies of the Request for Proposal (RFP) sent out for the 2005 Town Plan of Conservation and Development (the 2015 RFP was not available). In addition, RFP’s from the town of Kent and city of Milford had also been distributed by Commissioner Hunter.
After discussion, it was the consensus of the Commission members to utilize the Kent RFP as a model, with the addition of an open paragraph similar to that in the Milford RFP. To get the RFP out in as timely as fashion as possible, staff will make the
necessary changes to the Kent RFP to reference to Woodbridge, and Commissioner Hunter will draft an opening paragraph. Both will be sent to the Commission members to review and comment on before a final draft is forwarded to the First Selectmen.

**Report regarding actions of the Regional Planning Commission (RPC) of SCRCOG**
Commissioner Skolnick reported, that while he had not personally attended the RPC meeting on December 7, 2023, that the following items had come before the RPC for action.
- Town of North Branford: Text Amendment to Section 39 Multifamily Housing District.
- City of New Haven: Zoning Ordinance Map Amendment, 48 Grant Street, IL to RM2, Map 273, Block 0019, Lot 01001

**Report of the Housing Committee**
Commissioner Hunter reported:
- The Committee will be meeting tomorrow.
- The Committee is trying to get planning funds from the SCRCOG.
- Asked if a link could be added to the Commission page of the Town Website regarding the Opportunity Housing Regulations in the Zoning Regulations.
  Note: Staff will have a pdf of the Opportunity Housing Regulations posted on the Commission webpage.

**Zoning Enforcement Report**
ZEO Sullivan reported that as directed at the Commission’s regular meeting on December 4, 2023, Kriz Farm Ice Cream had been contacted and respectfully requested to remove the additional signage at Seymour Road, Acorn Hill Road and Bear Hill Road that had been erected regarding hayrides and the sale of Christmas trees and that that request had been complied with.

**Discussion and appropriate action regarding cleanup of the Zoning Regulations**
The Commission members continued their review of the draft revisions to Zoning Regulations which had been prepared by consultant Glenn Chalder starting at Section 4.1 and concluding their review at Section 4.3. Further discussion of this item will be continued at the Commission’s regular meeting on February 5, 2024.

**APPROVAL OF MINUTES**

*** Klee moved to approve the minutes of the special joint meeting of the Commission with the Zoning Board of Appeals held on October 30, 2024, as submitted.
*** Zamir seconded
*** In Favor: Klee, Zamir, Kennedy, Cherry, and Skolnick
Draft Minutes of the Woodbridge Town Plan and Zoning Commission Regular Meeting – January 2, 2024
Opposed: No One  
Recused: No One  
Abstained: Hoffman  

Unanimous vote of approval.

Klee moved to approve the minutes of the regular meeting of the Commission on November 6, 2023, as submitted.  
Zamir seconded  
In Favor: Klee, Zamir, Kennedy, Cherry, and Skolnick  
Opposed: No One  
Recused: No One  
Abstained: Hoffman  

Unanimous vote of approval.

Klee moved to approve the minutes of the regular meeting of the Commission on December 4, 2023, as submitted.  
Zamir seconded  
In Favor: Klee, Zamir, Kennedy, Cherry, and Hoffman  
Opposed: No One  
Recused: No One  
Abstained: Skolnick  

Unanimous vote of approval.

MEETING ADJOURNMENT

Kennedy moved to adjourn the meeting at 8:13 pm  
Skolnick seconded  
In Favor: Klee, Zamir, Kennedy, Cherry, Skolnick, and Hoffman  
Opposed: No One  
Recused: No One  
Abstained: No One  

Unanimous vote of approval.

Accordingly, the meeting was adjourned at 8:03 pm.

Respectfully submitted,

Kristine Sullivan,