



TOWN OF OLD SAYBROOK  
**Planning Commission**

*Thomas R. Cox, Chairman  
Paula S. Kay, Vice Chairman  
Robert D. Missel, Secretary  
Kathleen A. Sugland  
Mark M. Patterson*

302 Main Street  
Old Saybrook, Connecticut 06475

**oldsaybrookct.gov**

*Douglas S. McCracken, Alternate*

REGULAR MEETING MINUTES  
**Wednesday, December 2, 2020 at 7:00 P.M.**  
via teleconference

I. **CALL TO ORDER**

The Chairman called the teleconference to order at 7:02 p.m.

II. **ROLL CALL**

Present: T. Cox, P. Kay, D. McCracken, K. Sugland, M. Patterson. R. Missel

Members Absent: None

Staff Present: C. Costa, Zoning Enforcement Officer, C. Fortuna, First Selectman, C. Gilman, Recording Clerk

III. **REGULAR BUSINESS**

A. **Minutes**

**MOTION to approve the meeting minutes** of the 11/18/20 meeting as amended; MADE by B. Missel; SECONDED by M. Patterson: VOTING IN FAVOR: Cox, Sugland, Patterson, Kay, McCracken, Missel; OPPOSED: None; ABSTAINING: None; **APPROVED** 6-0-0.

B. **Correspondence**

The only correspondence received was related to the agenda items.

C. **Committee, Representative & Staff Reports**

P. Kay reported that the Inland Wetlands Commission had no new reports.

The Chairman sent everyone a copy of an email he had received that indicated the Regional Planning Agency was planning to have workshops through the month of December on various topics in regards to drafting a Regional Plan of Conservation and Development. The meetings are via zoom.

The Zoning Enforcement Officer had no new staff reports.

IV. **NEW BUSINESS**

**A. “Classic Carriage Car Wash” Application for Special Exception Use**

Proposed 2,464 s.f. convenience store, 2,500 s.f. canopy, electric charging stations, reconfiguration of gas pumps/7 nozzles.

351 Boston Post Road, Assessor’s Map 42/Lot 10-1, Business B-4 District

Property Owner: Injun, LLC      Agent/Owner: John Pytlik

Justin Pytlik, the owner of Classic Carriage Car Wash, was present and provided the Commission with a summary of the project.

The project includes building a new 2,464 square foot convenience store, a 2,500 square foot canopy, an electric charging station, and reconfiguration of the gas pumps. He will be removing the small kiosk currently on the property. He further explained that he will be updating the landscaping to include removing some dead white pines and replacing them with new trees. He will also improve the paving and drainage for the property. The street sign will be updated to LED lights. The convenience store proposed will have cedar siding and a stone veneer on the front.

R. Missel asked if there are any plans to update the car wash building. J. Pytlik stated there are plans to update the building in the back by adding a new roof and doors to the bays. The Chairman inquired what are in the barrels being stored in the bays in the back building. J. Pytlik explained those barrels are what the biodegradable car wash chemicals come in and that they are currently empty. He is in the process of removing the barrels. There are no toxic chemicals in them.

**MOTION to recommend the Zoning Commission grant Special Exception Use to “Classic Carriage Car Wash”** to build a proposed 2,464 s.f. convenience store, 2,500 s.f. canopy, electric charging stations, reconfiguration of gas pumps/7 nozzles as it is consistent with the Plan of Conservation and Development as it increases employment opportunities, increases tax base, offers a variety of good and services, helps the building structures to be more coherent in regards to town wide design standards and in keeping with the standards of Mariner’s Way. 351 Boston Post Road, Assessor’s Map 42/Lot 10-1, Business B-4 District, Property Owner: Injun, LLC      Agent/Owner: John Pytlik      MADE by K. Sugland, SECONDED by P. Kay, VOTING IN FAVOR: Cox, Patterson, Sugland, Kay, McCracken, Missel; OPPOSED: None; **APPROVED** 6-0-0.

**B: “Affordable Housing Plan & Plan of Conservation & Development Updates”**

Presentation by John Guskowski, AICP, LEED AP, ENV-SP & Michael D’Amato, AICP, CZEO of CHA Consulting, Inc.

*ACTION: Consider approval of engagement of CHA Consulting, LLC to perform the subject work*

J. Guskowski and M. D’Amato, certified planners from Clough, Harbour & Associates (CHA) gave a presentation on the proposed preparation of an Affordable Housing Plan for the Town, update to the Residential Development Section of the Plan of Conservation & Development (POCD), and to consolidate the POCD from two documents into one document.

In 2017 CT passed the 8-30j mandate that requires each municipality in the state to prepare a plan for affordable housing every five years. The town of Old Saybrook received a grant from the Department of Housing for \$15,000. The goal of the plan would be to have a series of action items that would allow the town to move forward and expand the number of opportunities for a variety of housing, including affordable housing.

J. Guskowski and M. D'Amato have worked with other small towns in CT with their Affordable Housing Plans, including Essex and Deep River. CHA has a tailored approach to each town they work with. For the Affordable Housing Plan for the Town of Old Saybrook CHA would review the current town plans and regulations, while understanding the demographic of the town; taking into consideration the types of housing needed. CHA would identify areas where growth is possible given that there is no sewer system. Once a draft plan is in place CHA will engage the public for feedback. Lastly, they would finalize the plan at a public hearing. The goal is to have the Affordable Housing Plan completed by the end of the fiscal year, due to the grant expiring at that time.

The next service that CHA would provide is an update to the housing chapter of the POCD. They would work with the Planning Commission to investigate what the housing goals are in Old Saybrook. Once those goals are established CHA would conduct public outreach sessions and draft a new chapter text with implementation goals on how Old Saybrook would move forward over the next 10 years in regards to housing. There would be a new template layout for this chapter that would be a model for the rest of the POCD so that the entire plan could have a new, uniform look. This would take place over the first three quarters of 2021.

The Chairman expressed concerns regarding CHA communicating with the Planning Commission throughout the process of developing the Affordable Housing Plan. J. Guskowski assured the commission that they would be in communication with the Planning Commission throughout the entire process.

C. Costa was asked, by the Chairman, how CHA was selected as the proposed vendor. Both C. Costa and First Selectman Fortuna spoke with CHA and decided to discuss with the Planning Commission to see if there would be interest in hiring a Planning consultant to complete this project. First Selectman Fortuna further explained that there is no need for an RFP for certain professional services.

P. Kay asked for clarification on when the Affordable Housing Plan needed to be completed. C. Costa explained that the plan needs to be completed by the end of the fiscal year, which is June 2021 to meet the requirements of the grant received. T. Cox further explained that it is the Affordable Housing Plan that needs to be completed by the end of the fiscal year and then CHA would help the Planning Commission to update the residential plan of the POCD. P. Kay also asked if there have been extensions in regards to the time frame. J. Guskowski's explained that it is his understanding that this needs to be completed on time and there has been no talk of extensions. He also expressed that CHA can have the plan completed on time.

R. Missel asked if CHA is confident that they will stay within their budget and timeline. J. Guskowski stated yes.

**MOTION to hire CHA as consultants on the Technical Services Grant that was received from the State of Connecticut and to develop an Affordable Housing Plan and to further review the town's Residential Plan of Conservation and Development.** MADE by R. Missel; SECONDED by T. Cox. VOTING IN FAVOR: Cox, Patterson, Sugland, Kay, McCracken, Missel; OPPOSED: None; **APPROVED** 6-0-0.

V. **ADJOURNMENT**

**MOTION to adjourn** the Planning Commission public meeting of December 2, 2020 at 8:05 p.m. to the next regular meeting on Wednesday, December 16th, 2020 at 7:00 P.M. via Zoom Meeting: Public Zoom Link: <https://zoom.us/j/95698333313?pwd=NndIRm1lenJPS0JBeDVyaHhtMERDQT09> teleconference Dial: 929 436 2866 US, Meeting ID: 956 9833 3313; or One tap mobile: +19294362866,,96382281249#

Respectfully submitted,

Christeen Gilman