

**Meeting Minutes Regular Meeting No. 12153  
Killingworth Planning & Zoning Commission  
Tuesday, September 16, 2025 at 7:00 PM  
Killingworth Town Office Building  
323 Route 81, Killingworth/Remote Access**

**Commission Members in Attendance:** Paul McGuinness (Chair), Thomas Hogarty, Geoffrey Cook, Mike Drew (Via Remote), Alec Martin (Alternate/Via Remote), Lisa D’Angelo, Julie Phelps (Alternate) and Stephnie Warren (Alternate/Seated for Brice McLaughlin)

**Commission Members Not in Attendance:** None.

**Staff in Attendance:** Linda Kieft-Robitaille (ZEO) and Jamie Sciascia (Via Remote)

**Visitors:** Richard Pleines

**Call to Order:** The meeting was called to order at 7:00 PM. by Paul McGuinness, Chair.

Chair McGuinness introduced the new commission member, Lisa D’Angelo, and asked her to provide a brief introduction.

Ms. D’Angelo stated that she has lived in town for 17 years and works at Yale in Administration, focusing on strategic planning that supports research, including facilities planning and new building projects. She expressed enthusiasm for learning more about town planning and highlighted her interest in preserving the town’s rural characteristics.

**Visitors – Brief Public Comments:** None.

**Approval of Minutes:**

Geoffrey Cook *Moved* and Stephanie Warren *Seconded* a motion to approve the Minutes from the August 19, 2025 Special Meeting of the Planning and Zoning Commission Meeting as presented.

Motion passed [5-0-1].

*Lisa D’Angelo was not present at the meeting and, as a result, abstained from voting.*

Geoffrey Cook *Moved* and Thomas Hogarty *Seconded* a motion to approve the Minutes from the August 19, 2025 Regular Meeting of the Planning and Zoning Commission Meeting as presented.

Motion passed [4-0-2].

*Lisa D’Angelo and Stephanie Warren were not present at the meeting and, as a result, abstained from voting.*

Chairman McGuinness noted that the relocation of handicap parking was included in the submitted plans also noting that the mylars were signed off.

**Communications and Bills:**

**a. Halloran Sage P&Z Invoices**

Chair McGuinness reported that several invoices were received from Halloran & Sage, LLP which were mostly due to limited activity over the summer. No other communications or bills were reported.

**b. Clerk's Invoice**

Chair McGuinness acknowledged receipt of Clerk Sciascia's invoice, which was signed and submitted to Director of Finance Regolo.

**A. Regulations:**

**a. Commercial District**

Ms. Kieft-Robitaille reported about Regulation changes made after discussion with Attorney Branse noting the following:

- New definitions added for: Multi Family Dwelling, Cottage Cluster Dwelling, Three Family dwelling, Microbrewery/Micro-Winery, Religious Facilities;
- Existing definitions moved to the "definitions section" for clarity;
- Definition for "floor area" already exists in the Accessory Apartment section;
- Regarding Zoning Permit Thresholds; Staff can handle applications below a general square footage threshold (example discussed: 500 square feet.);
- Ms. Kieft-Robitaille can refer any application to the Commission even if it's under the threshold;
- Commission can also choose to review any item initially handled administratively;
- Threshold numbers left blank by Attorney Branse for the Commission to determine; other towns use varying thresholds;
- Same square footage threshold applies to Section A2: Principal Uses Requiring Site Plan Approval for consistency;
- Site Plan Approval Criteria on Regulations include criteria for special exceptions but not yet for site plan approval;
- Attorney Branse suggested developing specific criteria for site plan approval similar to special exceptions;
- Discussion of requiring a percentage of units in Middle Housing or Multi-Family Developments to be affordable (10–20%);
- Decision on affordability is a policy choice for the Commission;
- Clear definition of "Middle Housing" necessary before attaching affordability requirements;
- Middle Housing and Religious Facilities moved from Administrative Permit eligibility to full Commission site plan review;
- Minimum Dwelling Size and Health Considerations were noted for Bedrooms: minimum 70 square feet of livable space;
- Kitchens must be designated; bathrooms must be separate and enclosed, Maximum number of residential units determined by Public Health Code, including septic and water capacity and Tiny houses addressed in a separate section of the code;
- Processing of trees, logs, and similar materials included; Sections amended to clarify but not alter substance, particularly regarding ongoing matters like the Running Brook Farm. Outdoor wood-burning furnaces and other sensitive items clarified but not deleted until location issues are resolved;
- Drive-through lanes (Dunkin Donuts) clarified to ensure safe pedestrian access. Building height and lot setbacks clarified and kept consistent;
- Cottage/Cluster Housing planned around common open areas; size determined by setbacks, lot coverage, and other standards;
- Town of Guilford cited as an example: 7 houses on 7 acres, 30 feet apart;
- Design flexibility for small one-bedroom homes with shared septic or community systems; feasibility dependent on soils, topography, and infrastructure;

- Previous minimum lot requirements were confusing (allowing 4 houses or 4 buildings per acre). Proposed changes clarify requirements:
  - 30-foot setbacks for lots adjacent to residential areas;
  - Smaller setbacks for lots adjacent to other businesses;
  - Front areas reserved for parking/roadways, not buildings directly above.
- 20-foot setback considered more practical than 60 feet based on review of 10–12 other towns;
- Existing driveways should be used where feasible; additional curb cuts require preliminary approval from Public Works. Multiple new road cuts are discouraged, especially on State roads;
- Alec Martin brought forth feedback for the Commission’s consideration regarding:
  - Parcels must be large enough for practical development;
  - Soils, topography, and septic feasibility must be considered;
  - Parcels with known issues should be avoided;
  - Cluster developments must be realistic in layout, density, and provide adequate open space and infrastructure;
  - State approval required for shared or separate septic systems;
  - He expressed how he is not opposed to housing in general;
  - He suggested section titles be consistent, with “by Commission” included where appropriate for clarity.

Ms. Kieft-Robitaille encouraged the Commission to review all revisions carefully and submit suggestions to her prior to the next meeting.

**a. Accessory Apartments**

The Commission discussed Accessory Apartments specifically the following:

- Middle Housing & Religious Facilities now require Commission Site Plan review instead of administrative permits; definitions and thresholds clarified;
- The Commission discussed Caretaker Apartments noting that the minimum lot requirement of 20 acres; Discussion of whether this could be reduced took place;
- The Commission discussed Septic System Requirements specifically regarding:
  - Detached or shared units require State Department of Health approval;
  - Separate tanks may be required even if connecting to an existing system;
  - “50% rule” allows up to 50% more bedrooms without altering the existing system; fractional bedrooms are not allowed.
- Cottage Clusters centered around a common open area; size determined by setbacks, lot coverage, and existing regulations.
- The Commission discussed Driveways/Curb Cuts specifically regarding:
  - Existing driveways to be used where feasible;
  - Additional curb cuts require preliminary Public Works approval; multiple cuts discouraged for safety and traffic flow;
- First Selectman Couture is proactive with Active Adult Regulations. A Preliminary review identified 30 parcels potentially suitable for AUD or cluster housing:
  - Most under 1 acre; several 5–10 acres; half a dozen over 10 acres;
  - Larger parcels (20 acres) exist, some already developed or owned by state/utilities;
  - Municipal lots could potentially be subdivided for housing.

**Zoning Enforcement Officer’s Report:** Ms. Kieft-Robitaille reported under the Housing/Adult Regulations above.

**New Business:**

**A. 8-24 Referral: Fire House Storage Building – Original Application was App #396**

The Commission reviewed Application #396, an 8-24 referral, for the construction of a storage building to be used by the Fire Department. The proposed building is a single-story structure measuring approximately 30 by 40 feet, with roughly one-and-a-half garage bays, intended for storage of equipment, including smaller utility vehicles such as Gators. The building is planned to be located behind the Fire Department, near the Public Works garage, ensuring it will not be visible from the main road and will preserve the rural character of the area. Commissioners discussed potential exterior colors, though no final color was formally decided.

Commission member Mike Drew inquired about how many other similar buildings currently exist in town and it was noted that Mr. Lally's, Mr. Harkin's, ACE Hardware/True Value, and Interstate Battery buildings are comparable in purpose and design. Drew emphasized the importance of ensuring the new building aligns with the town's rural aesthetic.

Thomas Hogarty *Moved* and Geoffrey Cook *Seconded* a motion to approve Application #396 for a Storage Building (30×40) to be located behind the Fire Department; classified as an 8-24 Referral.

Motion unanimously passed [6-0-0].

**Report of Officers and Subcommittees:** No Report.

*Alec Martin noted that they haven't met in the past two or three sessions. Stephanie Warren confirmed that the pause in meetings was due to a summer hiatus with many members on vacation. Meetings are expected to resume on Monday, September 22nd.*

**Adjournment:**

Chairman McGuinness adjourned the meeting at approximately 8:21 p.m.

Respectfully Submitted,

Jamie Sciascia  
Clerk