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Planning and Zoning Commission

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Minutes

January 22, 2026

Call to Order: Planning and Zoning Commission Chairman George Castle called the January 22, 2026, Planning and Zoning Commission Regular meeting to order at 7:00 p.m., in the Assembly Room, Plymouth Town Hall.

Roll Call: Present were Planning and Zoning Commission Chairman George Castle, Planning and Zoning Commissioner Gary Gallagher, Planning and Zoning Commissioner Mike Gutowski, Planning and Zoning Alternate Member Connie Kapralos, Planning and Zoning Member Jim Kraneski and Planning and Zoning Commissioner Sue Murawski. Also in attendance were Director of Planning and Economic Development Margus Laan and Town Council Liaison Ron Tiscia.

Fire Exit Notification

George Castle noted the Fire Exits for the Planning and Zoning Commissioners and the Public Audience.

Pledge of Allegiance

George Castle led the Planning and Zoning Commissioners and the Public Audience in the Pledge of Allegiance.

Discussion item for update and Public input: Petition Number 1696 before Connecticut Siting Council on Application of Terryville Solar One, LLC d/b/a Verogy, for Large Scale Ground Mounted Solar Electric System at 270 Preston Road//Assessor Parcel Number 021-012-013E-1

Margus Laan stated he received notice from the Mayor that the Connecticut Siting Council has set March 31, 2026, as the date for the Public Hearing via a Zoom Meeting. He further stated details will follow as they become available.

Connie Kapralos stated the information for the Public Hearing should be on the Town Website.

Public Comment for Non-Agenda Topics: Requested time limit of no more than 3 minutes.
Note: Comments on those items listed on the Agenda need to be made during the period when item is discussed for record inclusion

No report.

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Review, deliberate and motion and vote to approve, to amend or to reject the minutes of Regular Meeting of January 8, 2026

Sue Murawski made a motion, seconded by Mike Gutowski, to approve the January 8, 2026, as presented. This motion was approved unanimously.

George Castle stated the January 10, 2026, Planning and Zoning Commission Site Walk minutes would be accepted at the next scheduled meeting of the Planning and Zoning Commission.

Discussion Item: New Sign Concept—“Patron Banners”; Proposal of Animal Resource Foundation (ARF), located at 366 Main Street/Assessor Parcel Number 039-044-027; Representatives Holly Goodwin, President, and Geri Beveridge, Director of Sponsorship and Community Outreach; reference to Section 7.F. Signs of the Zoning Regulations

Geri Beveridge, ARF Director of Sponsorship and Community Outreach, stated they were looking to put up three foot by six foot vinyl, professionally made banners that would attach to their outside chain-link fence that would represent annual sponsorship from local businesses and would have the sponsor name(s) on the banners. She further stated the banners would be approximately 300 to 400 feet from the main road, so they don't feel like it's advertising. Geri Beveridge stated someone would probably have to drive into the parking lot to see the banners, noting they probably couldn't be seen from the road. She further stated they would love to have 10 banners but are hopeful of getting one or two, noting they need the planning and Zoning Commission's approval.

Pictures were distributed displaying the fencing and distance from the road.

Jim Klaneski compared ARF's banner request to Terryville Little League's fence advertising, noting the Little League's advertising was more permanent.

When questioned by Sue Murawski, Geri Beveridge stated they would be keeping an eye on the banners to ensure they hold up.

When questioned by Gary Gallagher as to why ARF had to come before the Commission, Margus Laan stated because signage is regulated by the Planning and Zoning Commission. Margus Laan stated banners are considered to be signs, noting the Zoning Regulations do speak on temporary banners, but this isn't functioning like a regular sign. Margus Laan stated the type of banner they are doing does not fall under the understanding of what is a sign which normally identifies. Margus Laan stated normally a sign would indicate the following: this is the building, this is the service, this is where the office is located, this is what the place is, etc., noting the sign can be on the store/building frontage identifying it. Margus Laan stated this request is actually interior and the Commission can decide if what they are proposing doesn't fall under the sign regulations or they can say this is one of those signs that falls under Section 7 and may be considered on a case by case basis by the Commission.

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New Sign Concept, Patron Banners, ARF Proposal Cont'd.

Margus Laan stated that he would recommend ARF comes in for a permit stating that they would like to have these patron banners which will be located on the ARF fencing and the Commission grants them a onetime approval that allows them have banners attached to their fence for patron situations, noting it would be a blanket approval that may have variations at times. Margus Laan stated he wanted to recommend that the Commission say ARF will need a permit and will need to return with a formal application that will be put into the permit link system that describes what ARF wants to do and it will be on the next Planning and Zoning Commission's agenda for approval under Section 7.

Gary Gallagher stated ARF is a non-profit; a brief discussion followed.

Gary Gallagher made a motion, seconded by Jim Klaneski, that the Planning and Zoning Commission deems the banners to be a sign that needs an application under Section 7; that ARF completes and submits a sign application which the Commission will then act on in the near future at a Planning and Zoning Commission meeting. This motion was approved unanimously.

Margus Laan stated the procedure for ARF to follow would be to make an application on the online permitting systems for a sign permit, pay the fees and then he will process the application and bring it to the Planning and Zoning Commission for their approval.

Discussion Item: Creating the new Plan of Conservation and Development—Managing the Project

George Castle stated he had requested the Mayor set up a subcommittee for the Plan of Conservation and Development, noting members may include residents of the municipality, and representatives of local boards dealing with zoning, inland wetlands, conservation, recreation, education, public works, finance, redevelopment, general government and other municipal functions. He further stated in performing its duties under Section 8-23 of the CT General Statutes, the commission or any special committee may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan.

George Castle stated the Plan of Conservation and Development is State mandated and briefly reviewed the timeline as noted in Section 8-23, preparation, amendment or adoption of Plan of Conservation and Development, which was included in the Commissioner's packets and submitted by the Naugatuck Valley of Governments (NVCOG).

Reading from the packet, George Castle stated the total cost would be \$89,100.00 with Fiscal Year 2025/2026 costing \$26,205.88 (included in Capital Budget) and Fiscal Year 2026/2027 costing \$62,894.12. He further noted the start date would be February 1, 2026, with an ending date of June 30, 2027; 17 months total.

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Creating New Plan of Conservation and Development Cont'd.

George Castle stated the Mayor will send out a formal notification next month of all the people that will be involved.

Margus Laan stated that NVCOG Project Manager/Senior Community Planner Lana Harrison, will be invited to attend a Planning and Zoning Commission meeting to discuss and provide a detailed proposal for the Commission.

Margus Laan stated at that time the Planning and Zoning Commissioners can decide how often and what meetings they felt Lana Harrison should be attending, i.e., every month, every two months, etc.

Jim Klaneski stated the subcommittee may not meet on the same dates as the Planning and Zoning Commission dates.

Commission Discussion, Staff Discussion and Other Items before the Commission as may properly come before the Planning and Zoning Commission

Margus Laan stated he had distributed copies of the Planning and Zoning Commission's 2026-2027 Budget for review and discussion. Margus Laan stated that historically the Board of Finance has put in the numbers for his salary which are Union contractual. Margus Laan stated the Board of Finance put the Historic Property Commission into his department's budget although he has nothing to do with this Commission.

George Castle stated the Mayor has hired a Civil Engineer for the Public Works Department Director position; a brief discussion followed.

When questioned by Mike Gutowski, Margus Laan stated Office Supplies are through the Clerical Office, which is managed by Pam Pelletier.

Margus Laan stated there is no Zoning Enforcement Officer as yet, and his office is still utilizing the two interim people.

Gary Gallagher stated ARF had to come to Planning and Zoning for their signage, noting the liquor store is full of signs. Gary Gallagher stated the blight money received will pay for the Zoning Enforcement Officer position. He further stated he has a list to present to the Zoning Enforcement Officer that he has kept for years.

When questioned by Connie Kapralos, Margus Laan stated he is asking for a full time Zoning Enforcement Officer in the narrative portion of the Budget.

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Commission Discussion, Staff Discussion and Other Items Cont'd.

George Castle stated the Zoning Enforcement Officer position is a Union position, so it advertised internally first; a brief discussion followed.

When questioned by Mike Gutowski, Town Council Liaison Ron Tiscia stated the Town Council Members are Sue Boilard, Ray Engle, Joe Green, T.J. Zagurski, and himself.

When questioned by George Castle, Gary Gallagher stated that Town resident Melanie Church just told him a box manufacturer was moving into the former Walgreen Plaza building.

Margus Laan stated he did not know anything about a company moving into the plaza, noting a manufacturer would be a change of use which would not be allowed in the Village District at this location.

Connie Kapralos stated the Mayor was upset because the owner had abandoned the building and let it go into disrepair.

When questioned by Jim Klaneski, Margus Laan noted the new State legislation for Housing will be a part of the discussion for the Plan of Conservation and Development with the NVCOG and briefly elaborated.

Gary Gallagher stated the lot on Seymour Road by Route 6 is being cleared, noting it looks like they will be building a house on the property.

When questioned by Jim Klaneski if they should be coming in with their Site Plan, etc., before they clear the trees and brush, Margus Laan stated he will speak with the Interim Zoning Enforcement Staff regarding this question and issue.

George Castle stated construction for the 12 High Street apartments was coming right along, noting the first six went up very fast.

Margus Laan stated he is working on the proposed building behind the Richards Corporation office building, noting it needs Site Plan approval.

Adjournment

There being no further business of the Planning and Zoning Commission, Planning and Zoning Commissioner Jim Klaneski made a motion, seconded by Planning and Zoning Commissioner Sue Murawski, to adjourn at 7:40 p.m. This motion was approved unanimously.

Respectfully Submitted, Patricia A. Hale, Recording Secretary