

**COLCHESTER PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 6, 2013
TOWN HALL, 127 NORWICH AVENUE, COLCHESTER, CT
Room 2
7:00 P.M.**

MEMBERS PRESENT: Vice Chairman John Novak, Mark Noniewicz, John Rosenthal, Dave Gesiak, Stacey Brown and Christopher Bakaj; Alternate: Jason Tinelle; Stan Soby, Board of Selectman Liaison

MEMBERS ABSENT: Chairman Joseph Mathieu

STAFF PRESENT: Adam Turner, Town Planner, Craig Grimord, Assistant Planner/Zoning Enforcement Officer; Gail Therian, Clerk;

1. **CALL TO ORDER** – Vice Chairman Novak called the meeting to order at 7:00 p.m. J. Tinelle was seated as a voting member

2. **Roll Call**

Vice Chairman Novak asked the clerk to note those in attendance.

3. **Additions to Agenda** –

C. Grimord asked the Commission to amend the agenda to add under Item #7 “New Business”, “Item D”: and under Item #9 “Pending Applications” Item C” – “SE#13-020 Julie Romanowski applicant/owner, Special application for an Accessory Apartment per Section 11.15 at 334 Westchester Road, Assessor Map #4W-11, Lot #035-002 R 60 Zone (For Receipt Public Hearing tentatively scheduled for 12/4).”

So moved, by M. Noniewicz, seconded by S. Brown. **Motion carried unanimously.**

4. **Minutes of Previous Meetings** –

Minutes of Special Meeting Minutes – September 30, 2013

Motion by J. Rosenthal, seconded by S. Brown to approve the Minutes of the Special Meeting of September 30, 2013 as written. **Abstentions:** M. Noniewicz and C. Bakaj All others in favor. **Motion carried.**

Minutes of Regular Meeting Minutes – October 2, 2013

Motion by M. Noniewicz, seconded by J. Rosenthal to approve the Minutes of the Regular Meeting of October 2, 2013 as written. **Abstentions:** S. Brown All others in favor. **Motion carried.**

Minutes of Special Meeting Minutes – October 23, 2013

Motion by M. Noniewicz, seconded by J. Rosenthal to accept the Minutes of the Special Meeting of October 23, 2013 as written. **Abstentions:** S. Brown All others in favor. **Motion carried.**

5. **Public Hearings** – None

6. **Preliminary Reviews** – None

7. **New Business & Applications Received:**

- A. **RC#13-208-Town of Colchester Planning & Zoning Commission applicant**, Comprehensive re-write of the Zoning Regulations of the Town of Colchester. (Application submitted 10/23/13, received by the Commission on 11/6/13, and scheduled for Public Hearing on 12/4/13)
- B. **ZC#13-200- Town of Colchester Planning & Zoning Commission applicant**, Comprehensive re-zoning of the Town of Colchester. . (Application submitted 10/23/13, received by the Commission on 11/6/13, and scheduled for Public Hearing on 12/4/13).

C. Grimord said that RC#13-208 and ZC#13-200 were for receipt only and the Public Hearing is scheduled to open on December 4, 2013. He said the Public Hearing Notice will be published in the Rivereast on Friday, November 22nd and Friday, November 29, 2013.

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HANCY A. DRAY
TOWN CLERK
Stacey Brown

A. Turner told the Commission that copies of the proposed Zoning Regulations and proposed Zoning map have been sent to the Regional Planning Agencies and surrounding towns. The proposed Zoning Regulations and proposed Zoning map are available on the Town's website. Articles will be placed in the Norwich Bulletin and Rivereast to encourage the public's participation.

C. Review and act on the proposed meeting schedule for 2014.

Motion by J. Rosenthal, seconded by J. Tinelle to approve the 2014 Planning and Zoning Commission meeting schedule as presented. **Motion carried unanimously**

D. SE#13-020 Julie Romanowski applicant/owner, Special application for an Accessory Apartment per Section 11.15 at 334 Westchester Road, Assessor Map #4W-11, Lot #035-002 R 60 Zone (For Receipt Public Hearing tentatively scheduled for 12/4).

C. Grimord told the Commission that this application is for receipt only.

8. Five Minute Session for the Public -

C. Bourque, 391 Westchester Road, said that it was important to get the community involved in the updating of the Plan of Conservation and Development. He also said that he believed the new house being constructed at 436 Westchester Road did not fit the rural character of the area.

9. Pending Applications:-

A. SD#13-025-G. Eucalitto applicant, Bidwell Industries, Inc. owner: Proposed 9,100 Sq. Ft retail building and site development of a 1.6 acre parcel located at 225 Old Hartford Road, Assessors Map # 09-00, Lot# 008-017, General Commercial Zone. (Received by the Commission on 9/11/13)

Gary Eucalitto, applicant, stated that the Commission had reviewed this proposed retail site a few months ago on a preliminary basis. He has been working with the Staff to address outstanding issues. He explained the features/specifics of the proposed site and said that it would contain a 9,100 square foot retail building.

Al Carpenter, CPH Engineer, explained the location of the building and the access and egress into the parking lot. He said that two waivers are being requested one for the reduction in parking spaces and the sidewalk requirement on Upton Road. He said that the proposed signs will be externally lit to meet the Zoning regulations.

Dan Valentine, Tighe & Bond, reviewed the traffic study and site lines for both site access points. He also reviewed the traffic flow in and out of the site. He said that the Encroachment permit had been submitted to the State DOT for their review. Discussion followed regarding traffic flow.

David Eddy, Architect, presented the rendering of the building. One Commission member stated "that it was architecturally disappointing" and several other members concurred. Discussion followed.

A. Turner said that he will work with the applicant to obtain preliminary DOT approval for the access/egress drive on Old Hartford Road. He also said that the applicant and his team have worked with Staff to address all the outstanding issues.

Staff reported that the application could not be approved until DOT has indicated preliminary approval. C. Grimord told the applicant that a Grant of an Extension is needed to extend the time for the Commission to render a decision on this application. The applicant submitted a Grant of Extension for 30 days.

Motion by M. Noniewicz, seconded by J. Rosenthal to accept the applicant's 30-day extension letter for application SD#13-025-G. Eucalitto, applicant, Bidwell Industries, Inc. owner: Proposed 9,100 Sq. Ft retail building and **site development** of a 1.6 acre parcel located at 225 Old Hartford Road. **Motion carried unanimously.**

Motion by M. Noniewicz, seconded by J. Rosenthal to postpone action on SD#13-025 to the next regularly scheduled Planning and Zoning Commission meeting to wait for the State DOT's review. **Motion carried unanimously**

B. SD#13-026-Clifton O'Donal, Applicant/Owner: Proposed Site Plan modification to provide additional parking at 522 Norwich Ave and 400 Halls Hill Rd. Assessors Map# 4W-03 & 4W-01, Lots # 002 & 17A, General Commercial Zone. (Received by the Commission on 9/11/13)

Gordon Sime of McMinn Associates, representing the applicant, presented the proposed Site Plan modification to expand the parking facilities to bring the site into compliance with the regulatory requirements. He said that there are two businesses at the site, a Fuel Oil Delivery and an auto repair shop. This application will create additional parking for the employees, business

vehicles and customer parking. He said that drainage calculations for this work have been submitted and the Town Engineer has no concerns. Discussion followed.

S. Brown noted for the record that the Commission had reviewed the Staff Findings in the Staff Review of Application by C. Grimord, dated October 30, 2103 and were in agreement with these findings.

Motion by S. Brown, seconded by J. Rosenthal to approve Site Plan Modification application SDP#13-026, Clifton O'Donal applicant, for property at 522 Norwich Avenue, Assessors Maps #4W-01 & #4W-03, Lots #17A & 002, General Commercial Zone and plans revised to 9/20/13 with the following conditions and plan corrections:

1. Final plans for Commission endorsement are to show the \$-30/General Commercial zone line.
2. the parking compliance chart is to be corrected to indicate existing, required and proposed parking.

- C. **SE#13-020 Julie Romanowski applicant/owner**, Special application for an Accessory Apartment per Section 11.15 at 334 Westchester Road, Assessor Map #4W-11, Lot #035-002 R 60 Zone (For Receipt Public Hearing tentatively scheduled for 12/4).

This application was for receipt only.

10. Old Business - None

11. Planning Issues & Discussions -

A. POCD Update

A. Turner reviewed the process to date. He said that he is in the process of setting up interviews with twenty-five (25) individuals to meet with G. Chalder of Planimetrics regarding their input on the updating of the Plan of Conservation and Development. He would also like to meet with the Colchester Business Association members in the near future. He said that Staff is in the process of gathering social and economic data for G. Chalder. Discussion followed regarding how to encourage public participation in this process.

12. Zoning Enforcement Officer's Report – No report

13. Correspondence – None

14. Adjournment

Motion by J. Rosenthal, seconded by M. Noniewicz to adjourn at 8:23 p.m. **Motion carried unanimously.**

Gail N. Therian, Clerk