

COLCHESTER PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, February 21, 2018  
Town Hall, 127 NORWICH AVENUE, COLCHESTER, CT

RECEIVED  
COLCHESTER, CT  
2018 FEB 27 PM 2:40  
By: [Signature]  
[Signature]  
[Signature]

1. **CALL TO ORDER** Chairman Mathieu called this Regular Meeting to order at 7:04 p.m.

**MEMBERS PRESENT:** Chairman Joseph Mathieu, Vice Chairman John Novak, Jason Tinelle, Meaghan Kehoegreen, Secretary Mark Noniewicz, Karen Godbout, Beverly Seeley, Stan Soby, Board of Selectman Liaison

**STAFF PRESENT:** Randy Benson, Planning Director/Zoning Enforcement Officer; Kamey Cavanaugh, Clerk

**MEMBERS ABSENT** Daphne Schaub, Assistant Planner/Zoning Enforcement Officer

2. **ROLL CALL** Chairman Mathieu read roll call

3. **ADDITIONS TO AGENDA**

4. **MINUTES TO PREVIOUS MEETING**

February 7, 2018 – M Noniewicz moved, and J Novak second, to approve the minutes of February 7, 2018.

*The motion carried unanimously*

5. **PUBLIC HEARINGS**

6. **NEW BUSINESS & APPLICATIONS RECEIVED**

A. **SDM#2018-045 Freebird, LLC, Applicant & Owner;** 227 Upton Road for an addition to the existing parking lot (Map#09-00/Lot 008-008) Zoned AC (*modification of original applicant SD2001-262*)

7. **FIVE MINUTE SESSION FOR THE PUBLIC** None

8. **PENDING APPLICATIONS / PUBLIC HEARINGS**

A. **SP#2018-001 Colvest / Colchester LLC, Applicant & Owner;** 71-79 Linwood Avenue for Commercial/Office/Retail Development in the Historic Preservation Overlay Zone (Map# 11-00/Lot No. 021-00 & 022-000) Zoned TC (HPOZ)

Chairman Mathieu stated that since Karen Godbout and Beverly Seeley were not present at the Public Hearing and did not have an opportunity to listen to the tapes they would not be able to discuss or take part in the voting for this application.

R Benson reported to the commission that he spoke with the attorney and it was confirmed that if the commission approves the application of Colvest / Colchester LLC prior to the easement being in place there would be no liability to the town and it would be the responsibility of the applicant to obtain the easement. There was a discussion of the concerns on the ingress and egress of the proposed driveway on the site and the commission members concerns.

M Kehoegreen stated her concerns of the proposed building being located in the Historical Overlay Zone and the architectural features of the building. Ms. Kehoegreen presented other historical looking buildings and suggested additions to this building to make it look more of a historical nature.

J Tinelle stated the boundary of the Historical Overlay Zone is through the middle of this lot and the display of the immediate abutting properties.

M Noniewicz suggested changing the window panes / dividers to give the building a softer more historical look to it.

A board on board fence was discussed rather than the proposed chain link fence.

M Noniewicz read into the record Special Acceptance Criteria #2; "Proposed use shall not create or substantially aggravate vehicular and pedestrian traffic safety concerns." M. Noniewicz stated his concerns with the ingress and egress to Norwich Avenue. R Benson stated discussions with DOT have taken place and will be giving the proposal a final review and hold the applicant to the standards that are required by the State.

*J Novak moved and J Tinelle seconded,*

*Now therefore be it resolved the Town of Colchester Planning and Zoning Commission hereby approves Special Permit application **SP#2018-001, Colvest Colchester, LLC, Applicant/Owner:** Application to construct a 7424 square foot commercial building at 71-79 Linwood Avenue, Assessors Map # 11-00 Lot(s) # 021-000 and 022-000, HP02, Town Center District, as shown on plans titled Multi-Tenant Retail by JR Russo Engineers, Surveyor, last revised 2/1/2018 with the following conditions:*

- 1. The Special Permit Notice of Decision is to be filed in the Town's land records prior to issuance of any permits.*
- 2. The proposed landscape buffer shall be installed prior to the Certificate of Occupancy.*
- 3. A two year landscaping bond shall be established for any new landscaping planted as a result of the approval of the application.*
- 4. A sign permit will be required for the new business signs.*
- 5. The applicant will required a State of Connecticut OSTA approval prior to the issuance of any permits.*
- 6. The properties at 71 and 79 Linwood Avenue shall be merge and the deed recorded on the Land Records prior to the issuance of any permits.*
- 7. All necessary easements shall be reviewed by staff and then filed on the Land Records prior to the issuance of permits.*
- 8. An Erosion and Sedimentation Control Bond shall be reviewed and approved by the Town Engineer and the bond shall be posted prior to any site work.*
- 9. All water and sewer removal and connections shall be subject to the approval of the Public Works Director.*
- 10. The proposed trim on the approximately upper six feet of three sides of the building will be continued across the upper portion of the rear (east) elevation of the building.*
- 11. All items in the report from Sal Tassone, Town Engineer in his report dated February 7, 2018 shall be addressed and approved prior to the beginning of any site work. A raised island at the entrance and exit driveway will not be required but will be a painted island as shown on page 3 of 10 of the plans.*
- 12. A pre-construction meeting shall be held prior to the beginning of any site work.*
- 13. Installation of a 4' board on board wood fence or similar fencing and associated plantings shall be constructed along the rear (east) elevation*
- 14. The window treatments, awnings and other features shall be adjusted along the north and west elevations to display a more historic character.*

*The motion carried 4-1-0, Mark Noniewicz opposed  
The motion carried*

**9. PRELIMINARY REVIEWS NONE**

**10. OLD BUSINESS NONE**

**11. PLANNING ISSUES & DISCUSSIONS**

**A. Discuss sign at William J Johnson Middle School.**

R Benson advised the members of the commission of a request from the William J Johnson Building Committee to install an external lit message board sign at the entrance of the WJMS. It was a

unanimous decision that a message board sign falls under the same category as an internally lit sign and is not permitted in this zone.

**12. ZONING ENFORCEMENT OFFICERS REPORT** None

**13. CORRESPONDENCE** None

**14. ADJOURNMENT**

*M Noniewicz made a motion, and J Novak seconded to adjourn the February 21, 2018 Planning and Zoning meeting at 8:22 p.m.*

*The motion carried unanimously*

Respectfully Submitted,

A handwritten signature in black ink that reads "Kamey Cavanaugh". The signature is written in a cursive, flowing style.

Kamey Cavanaugh  
Recording Clerk