

Planning and Zoning Commission
July 6, 2021
Meeting Minutes
Please Note: This meeting was held online.

Members Present:

Walter Parsell

Laurie Semprebon (seated for A. Marco)

Doug Roberts

Bob Shabot

John Tehan

Other Members Present:

Michael D'Amato- Zoning Agent

Ashley Stephens- Assistant Zoning Agent

W. Parsell called the meeting to order at 7:30 pm.

Appointment of Clerk of the Works: 3 Polster Road, Loves Travel Stop.

M. D'Amato said that the State of Connecticut approvals, wetland approval and planning and zoning approvals require that Loves Travel Stop pay for the town to have a clerk of the works on the projects. We went out to bid for those services in April, and we provided the RFQ to 10 State of CT firms. We had a group of staff members and Joe Dillion from Jacobson & Associates review the submissions. CHA met our qualifications and cost. They have certifications others did not have with storm water and septic that was important to have. The Board of Selectmen delegated the selection to the PZC.

P. Parent is here on behalf of CHA for any questions. CHA is out of East Hartford & Storrs, CT.

B. Shabot asked when they are planning to be on site.

M. D'Amato stated we will have a pre-construction meeting with everyone. We will go through construction sequencing, and figure out how often they need to be there. They may need to be there every day some weeks, and other weeks very little. The agreement between the town and

the firm will be that the firm can act on the town's behalf and shut down the process if need be, especially on a day when the town hall is not open.

D. Roberts asked when the kick off meeting will be.

M. D'Amato stated there are a lot of people involved and hope to start the kick off this week. We need to get bonds in place first.

W. Parsell made a motion to engage the service of CHA Consulting, Inc. for the purposes of acting as the Town's designated Clerk of the Works to provide Engineering and Construction Oversight services as outlined in the Town's RFQ 21-1 and as required by PZ-19-12 for work associated with the construction of a Loves Travel Stop & Country Store at 3 Polster Rd, Willington, CT, subject to contract execution and insurance verification by Town Staff.

J. Tehan seconded the motion. All in favor.

Discussion: Future Meetings: Format and Requirements

M. D'Amato stated that the legislative session is now over and there have been many changes that will impact PZC. One of the things is related to meetings, and the law that was passed allows for in person meetings, hybrid meetings, and virtual meetings. You can have any one of those three. You can change between the different meeting types, but as the Commission, you have to decide how to proceed forward for the time being. If we have virtual meetings, we continue as we are, but if someone from the public requests not less than 24 hours before the meeting to be able to attend the meeting in person to watch, speak and hear, we have to meet that request. If it's not more than 24 hours in advance, then we do not have to meet the request. We still have to deal with legal notices so it may be a little tricky if we have to swap formats.

The commission discussed their ideas of the different meeting types. The commission agreed to have hybrid meetings to allow those who want to be in person can, and others can continue to stay virtual.

B. Shabot made a motion to approve the minutes from May 18, 2021. L. Semprebon seconded it. All in favor.

R. Tulis stated he has concerned about the property at 331 River Road. He thought they were just cleaning out the lower level, but that does not seem to be the case. Then there was law enforcement there and he wanted to bring it up to address it.

M. D'Amato stated we have received several complaints and that he has sent a letter of notice of violation on June 22, 2021 to CSB Properties in Stafford, but have not received the certified mail back yet. There is a pending enforcement action against the property. We are not aware of the law enforcement details. They have 30 days from date of receipt to let us know how they will comply or appeal the notice.

Legislative changes

M. D'Amato stated the biggest change was the virtual meetings but here are a few other things that came out of it. Accessory dwelling units/ in-law apartments, towns now have to allow them as of right, so we cannot have a public hearing for them. We could opt out of that, but we would need the board of selectmen to opt out too.

Commissions can no longer deny an application citing it's a disruption to a town's 'character' because character is an intangible thing that no one can explain.

There are limitations for parking spaces for a single family home/ apartment accessory building, which we don't really have an issue with here.

You now need to be certified by CAZEO to do zoning enforcement in CT with continuing education required.

Mobile homes cannot be treated substantially different than a single family home, you can't prohibit them in certain zones.

There are land use extensions for certain permits like subdivisions, which would allow the total time frame to go up by 19 years.

There is language that says wetlands permit will now track with a planning and zoning approval, so it will say both approvals track with the same expiration date.

Commissioner training will now be required to attend 4 hours every other year.

Summer Meetings

M. D'Amato stated it can be difficult to get a quorum together over the summer so we could think about meetings coming up. There was some discussion between the Commission Members about when they are taking time off.

W. Parsell adjourned the meeting at 8:13 pm.

Respectfully Submitted,

Ashley Stephens