

## Planning and Zoning Commission

January 4, 2022 – 7:30 PM

Minutes

Note: This meeting was held online.

### A. Call to Order

W. Parsell called the meeting to order at 7:31 pm.

### B. Roll Call/ Seating of Alternates

Members Present:

Doug Roberts

John Tehan

Rebecka Sinowsky

Bob Shabot

Laurie Semperbon seated for Joe Hall

Andy Marco

### C. Applications to be received

a. PZ-21-24 Special Permit for signage at Loves Travel Stop. 3 Polster Road  
Applicant: Betty Torstenson Owner: Love's Travel Stop & Country Stores Inc.

M. D'Amato explained that this is a special permit for the sign package for Love's Travel Stop and that a public hearing is required, and that land use staff was working with the applicant to complete the necessary requirements.

### D. Public Hearing

### E. New Business

a. Bond Release: 11 Saint Moritz Circle Extension

M. D'Amato explained to the Commission Members that this bond goes back a while and that this was for a re subdivision years ago and this bond has been sitting for years. He met with the owner and the engineer and had Joe Dillon go out and do an inspection. He said that this bond was ready to be released.

W. Parsell motioned to release the bond for 11 Saint Moritz Circle Extension,  
L. Semprebon seconded. **All in Favor. Motion Passed.**

b. Review of draft Special Development District Regulations

M. D'Amato explained to the Commission the background of these regulations and their purpose. He explained the way the process works, the length of the land use process, and design restraints in the current regulations can be restrictive to developers. These new regulations would provide flexibility to larger developers, while creating better design standards, and providing much discretion to the Commission throughout the approval process. He said that he has a ten page draft written up that he could go through and provide copies for the Commission Members.

B. Shabot asked if M. D'Amato could run through the regulations briefly and he would like a hard copy to read through.

M. D'Amato agreed and said he would be happy to get the commission hard copies. He explained that one of the main problems for larger developers is that they don't always know who their tenants will be and this makes it harder to complete site design as the process stands because as it is we require one hundred percent design plans up front. This new process would give more flexibility to developers. He said that the first step of this process would be a preliminary meeting with Land use staff (Zoning agent, Asst. Land Use agent, Building Official, etc.) in order to find out the goals and intent of the developer/project. The next step would be a zone change application submission along with a concept plan including 60-70% design, which must be approved by the PZC and has a public hearing. Once all of the details are set, the developer must come for a site plan review by the PZC but no public hearing. If there are major changes to the plan they go back to the beginning of the process. M. D'Amato explained that this provides speed to market for tenants, and developers can depend on the timeline. M. D'Amato explained that since this is not part of the traditional zoning map and is a zone change the Commission has complete discretion to deny an application for any reason. He explained that if they incorporate a lead building with green infrastructure they gain an extra 5% of coverage.

W. Parsell said that the Commission has to making sure proposed projects are in the spirit of the development district, and they must do their due diligence.

M. D'Amato agreed and explained that all of the oversight still exists and the Commission has full discretion.

B. Shabot asked if this process still gives the Commission the ability to suggest ideas that they would like to see similar to what they did with Dollar general.

M. D'Amato said yes and that it gives the Commission even more discretion over the project. He explained that he has added regulations encouraging good design. He also explained that this would be for larger developments.

B. Shabot asked at what point PZC and IWC interact with developers. M. D'Amato explained that when they submit the zone change and concept plan then they have to go in front of PZC and a public hearing, then before submitting the final design plan they go through IWC.

D. Roberts asked if there are tolerances defined on what's acceptable between the concept plan and final plan.

M. D'Amato said yes and explained specifics and regulations pertaining to said tolerances and said they can be modified to be more or less strict.

D. Roberts followed up and said that there should be high sensitivity regarding water.

M. D'Amato said that these regulations would encourage better storm water design than the current regulations.

R. Sinosky asked about requirements for water and fire suppression systems.

M. D'Amato said that again there is complete discretion on behalf of the Commission and opportunity to bring in the fire department during the hearing for their opinion.

R. Sinosky asked if there was specific regulation related to fire suppression.

M. D'Amato added a section about fire suppression and said it can be tweaked as they move through and work on these regulations.

M. D'Amato said once the Commission is ready he will send it to CRCOG for review.

W. Parsell said he would like to see a copy first, and the Commission agreed.

M. D'Amato said that the Regulation will be sent to CRCOG for review. B. Shabot said he would like to wait until the meeting on January 18th so that everyone has time to go over it. The Commission Members agreed.

c. Review of Draft Bond Policy

M. D'Amato explained that he and C. Roberts created a bond policy based on what the Commission discussed last meeting and offered to review it with the Commission.

M. D'Amato said that some key points were that there was a threshold set at 10,000 dollars, and anything over that a bond agreement would need to be signed. Types of bonds include cash, certified check, or letter of credit; any other type needs to be approved by the PZC and town staff.

M. D'Amato said that they could vote on it then he would send it to Halloran and Sage to review.

J. Tehan motioned to adopt the bond policy. A. Marco seconded. **All in Favor. Motion Passed.**

## **F. Unfinished Business**

### **G. Approval of Minutes**

a. December 7, 2021

J. Tehan motioned to approve the minutes. D. Roberts seconded. **L. Semprebon Abstained, Everyone else in Favor. Motion Passed.**

## **H. Correspondence**

a. Land Use Agencies Training Guidelines: OPM

W. Parsell asked if this was part of the new state law.

M. D'Amato explained that yes it's from the office of policy and management and is effective in 2023.

W. Parsell asked how many hours of training is required. B. Shabot said 4 hours, M. D'Amato agreed.

B. Shabot asked if there would be a schedule of trainings released. M. D'Amato said that CAZEO and other organizations will probably be developing some kind of program.

W. Parsell asked if there was a penalty for someone who doesn't complete training. M. D'Amato said he hasn't seen anything on that but it's possible it would disqualify someone for reelection but there isn't anything on paper yet.

W. Parsell asked that M. D'Amato keep the Commission informed about future scheduled training. M. D'Amato said he would.

B. Shabot asked who would keep track of who is trained and who is not. M. D'Amato said he believed it would be up to the town.

D. Roberts referred to a CT BAR training that he attended and asked M. D'Amato if that would apply. M. D'Amato said that it would, and he will notify the commission when the next training is scheduled.

#### **I. Public Comment:**

The Commission will hear brief comments at this time from anyone wishing to speak. No business can be conducted here nor can any comments be made about any items on the agenda

None.

#### **J. Staff Report/Discussion**

M. D'Amato updated the commission on 331 River road and the state of the enforcement action. He also mentioned next week the sand and gravel renewals would begin.

D. Roberts asked how the AHS Survey went. M. D'Amato said there were about 90 respondents.

#### **K. Adjournment**

W. Parsell adjourned the meeting at 8:17 pm.

