I. **Call to Order**

Chairman Gannuscio called the meeting to order at 7:12 pm.

II. **Roll Call**

Commission roll call was taken.

III. **Approval of Minutes from the January 13, 2020 Regular Meeting**

With Mr. Zimnoch being delayed, Chairman Gannuscio suggested moving the approval of the January 13, 2020 minutes to the end of the meeting.

It was MOVED (Gannuscio) and SECONDED (Cooper) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission moves the approval of the January 13, 2020 minutes to a later point in this evening’s meeting.

IV. **Public Hearings**

A. **CONTINUED FROM 12/9/19: Special Use Permit with Site Plan Review for 177 Old County Road for Condos in the MFSD (property owner F&L Construction Limited)**

Chairman Gannuscio asked Jennifer Rodriguez if the commission could extend this public hearing any further. She replied that she did the calculations, which are as follows: the commission has to open the hearing within 65 days of receipt, which it did. The commission must close the hearing within 35 days of opening it, so that the 35 days are permitted, and then another 65 by statute can be granted on top of that, so that means we are okay. The commission has a remainder of 37 extension days left because 65 days have been taken minus the 35 that are already permitted as part of the process. That leaves 28 days. If you subtract 65 days from an extension that’s permitted minus the 28 you get 37 days remaining. 37 days from today is March 18, so at the March 9 meeting if there wasn’t a close at that time it would have to be a special meeting the following week, and then it would need to be closed by then. Also, because this is an application that also went to the Wetlands Commission, even if at that time the public hearing is closed, no action can be taken until the Wetlands
Commission also takes action prior. At the March meeting you’ll have to consider whether the Wetlands Commission has acted. If they have not, no action can be taken. There was no presentation at the Wetland meeting this month because the applicant is still waiting on information and then they’ll revise the plans. So by statute the commission is okay to move it to the March meeting.

It was MOVED (Gannuscio) and SECONDED (Wilson) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission continues the public hearing for the special use permit and site plan review for 177 Old County Road for condos in the MFSD to the March 9, 2020 regular meeting.

V. Reviews (none)

VI. Action on Closed Public Hearing Items (none)

VII. Old Business

A. Discussion with Commission and Staff (none)

B. Action Items (none)

VIII. New Business

A. Public Input (none)

B. Receive New Applications

   i. Zone Change for 64 South Elm Street from Residential A and AA to MFSD Zone (property owner M&L Development Corporation)

   It was MOVED (Gannuscio) and SECONDED (Cooper) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission schedules a public hearing for the zone change for 64 South Elm Street from Residential A and AA to the MFSD zone (property owner M&L Development Corporation) for the March 9, 2020 regular meeting.

   ii. Special Use Permit with Site Plan Review for 64 South Elm Street for a 22-Unit Residential Development in a MFSD Zone (property owner M&L Development Corporation)

   Mr. Wilson stated that he has comments for this application and asked if there was a way to get the comments into circulation to the applicant without opening the public hearing. Chairman Gannuscio replied that that is problematic. Ms. Rodriguez told Mr. Wilson that he could talk to her and if they are appropriate for the report then they would go out as part of the report to everyone at the same time.
It was MOVED (Gannuscio) and SECONDED (Cooper) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission schedules a public hearing for a special use permit with site plan review for 64 South Elm Street for a 22-unit residential development in a MFSD zone (property owner M&L Development Corporation) for the March 9, 2020 regular meeting.

C. Informal Discussions

Mr. Wilson asked if there was any feedback from the Town Attorney regarding changing the bonding for private multi-family developments. Chairman Gannuscio replied that he did not think so. Mr. Wilson asked if Ms. Rodriguez could check on that.

D. Action Items (none)

IX. Communications and Bills

Chairman Gannuscio stated he received a letter from First Selectman Kervick informing him of the appointment of Tamie Quagliaroli as a full member of this commission, replacing Jim Szepanski. Chairman Gannuscio also received a note from Shirley Szepanski thanking him and commission members for their attendance at Jim’s wake and funeral and for the flowers.

Chairman Gannuscio received registration material from the Connecticut Federation of Planning and Zoning Agencies for their annual conference on March 26, 2020 at the Aqua Turf for $60 per person. Mr. Wilson and Ms. Cooper were interested.

UPDATES

Ms. Rodriguez mentioned that she had some updates for the commission.

The resolution was passed at the end of last year for Windsor Locks to become a sustainable CT community. They had their fifth meeting today and started uploading items towards actions, and the group is confident after meeting with the CT folks that we’ll have bond certification by August 2020. Once they upload some actions and they’re formalized she will send them along to commission members along with some actions and initiatives that will involve policy changes and regulation changes.

She was asked to submit more photos for the nomination for the Montgomery Mill for a Connecticut Main Street award. Hopefully they will hear something in a few weeks.

The Innovation Project/Action Plan: she met with Vic Puia, the Emergency Services Director, and they talked to the Sustainable CT folks. Right now when there’s a storm or some sort of natural hazard the Emergency Services Department talks to the senior center to find out if there are folks who can’t get out safely or who might need oxygen if the power is down. Under the Action Plan, Mr. Puia, Social Services, the Senior Center, and the Police Department will work
together to create a community outreach component to update that list annually. Nothing has been formalized yet. They did say that this would be eligible, but it’s something we should be doing anyway. They are meeting again on the 24th to see if this is something that we can move forward with.

There were considerations to do a built-in amphitheater between the Middle School and Town Hall at the bottom of the hill. They met with the schools and got feedback on how they would use it. They gathered the information and reached out to a crowd funding source called IOB (In Our Backyard), who partners with Sustainable CT to do a $25,000 match. They did ask if that project would be eligible, and they did approve it as an eligible item under Section 3.2, Supporting Arts and Culture.

On January 30 they had their Arts and Cultural workshop on creating an Arts Council, which was very successful. This was the third time the group met. Camp Simon hosted it and surprised them with a painting activity. Five of the local businesses participated. It was a good night with a lot of positive energy and good attendance.

Ms. Rodriguez got two emails back from UConn Clear/NEMO, the land use agency that does the land use law trainings and workshops on landscape changes. They offered to do two of those workshops which are being scheduled right now. She also got a call from the State of Connecticut Small Business Center who sent her two dates for workshops as well. They will have a lot of opportunities for community engagement for both residents and businesses. These meetings will be held here in Windsor Locks.

(III. Approval of Minutes from the January 13, 2020 Regular Meeting)

It was MOVED (Gannuscio) and SECONDED (Cooper) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission moves the approval of the January 13, 2020 minutes to the March 9, 2020 regular meeting.

X. Adjournment

It was MOVED (Gannuscio) and SECONDED (Cooper) and PASSED (Unanimous, 4-0) that the Planning and Zoning Commission adjourns the February 10, 2020 meeting at 7:35 pm.

Respectfully submitted,

Debbie Seymour
Recording Secretary