

**PLANNING AND ZONING COMMISSION**  
**May 13, 2019 Meeting Minutes**

*These minutes are not official until approved at a subsequent meeting.*

Commission Members Present: Alan Gannuscio, Vincent Zimnoch, Jim Szepanski, Alexa Brengi, Cindy Cooper, Doug Wilson (Alternate), and Peggy Sayers (Alternate)

Commission Members Absent: none

Town Staff Present: Jennifer Rodriguez, Town Planner

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**I. Call to Order**

Chairman Gannuscio called the meeting to order at 7:14 pm.

**II. Roll Call**

Commission roll call was taken.

**III. Approval of Minutes from the April 8, 2019 Regular Meeting**

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves the minutes of the April 8, 2019 regular meeting as published.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission moves Section VIII A through D to this point in the agenda.

**(VIII. New Business)**

**A. Public Input** (none)

**B. Receive New Applications**

**i. Amendment to Zoning Regulations for Multi-Family Special Development**

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission schedules a public hearing for an Amendment to Zoning Regulations for Multi-Family Special Development for June 10, 2019.

**ii. Special Use Permit with Site Plan Review for sale and/or rental of used motor vehicles at 321 Ella Grasso Turnpike (property owner Passport Acres, LLC, John Barberino MBR MGR)**

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission schedules a public hearing for a special use permit with site plan review for sale and/or rental of used motor vehicles at 321 Ella Grasso Turnpike for June 10, 2019.

**C. Informal Discussions**

**i. Chapman Chase Landscaping Plan**

Mark O'Neill, Hamlet Homes, addressed the commission. Phase Two of the Chapman Chase development is almost complete, and the original landscaping plan that was revised calls for very large shade trees to be planted in the front yard, but there is not enough room to put these there. He would like to follow the exact same plan for Phase One. Two tree species are no longer available, and they would like to stay with the pin oaks and the red maples and switch out the white pines due to the topography. The topography has very steep hills along the entire middle portion. They would like to plant Nashiki willows which will grow 15 to 18 feet high and 30 feet in width and will fill in the entire embankment to stop erosion and suck up the water. There has been a lot of erosion on that slope. Stacy Faulk from Northern Nurseries has recommended this planting schedule. The two main changes are they are eliminating one tree in the front yard of every lot and changing out white pines for the Nashiki willows. Mr. O'Neill commented that town staff wanted to stay with shade trees rather than ornamentals, so they stayed with the red maples and pin oaks. Mr. Szepanski asked why they eliminated one shade tree for each home. Mr. O'Neill replied that it won't fit. There is really about 20 feet of front yard frontage, with four utilities across on a 50 foot width with a driveway, so you really only have a 20 by 20 planting area in a lot of areas, and using a shade tree that has a 40 foot canopy, you can't really put two there. Also, no two front yards are the same with the utility structure and the setbacks.

Chairman Gannuscio commented that he sees this as a modification of the subdivision plan and he believes this is something that should be more than just staff review. He asked Ms. Rodriguez for her opinion. She responded that she would be happy to review it but she needs guidance tonight as to what kinds of changes she can review. In other words, if elimination of one canopy tree is okay, or if the swap out of one species is okay, but if it goes beyond that then she'll know it needs to be a formal application for modification. This is a development that is not just quickly going up. There is an association that has opinions and they have developers dealing with the realities of the site, so to avoid being in the middle, she would like some guidance from the commission as to what kinds of changes the commission considers minor and what kinds of changes should come

back with a site plan modification. Mr. Wilson clarified: “The modification that you want is to go from the plant schedule that is right here on the sheet to something that is sketched in/colored in. That was going to be 170, and you’re going down to 100.” Mr. O’Neill confirmed that. Chairman Gannuscio stated he would like to see a full plan. Looking at other subdivisions on North Street and the issues they have had over the years, he thinks there should be a hearing of the subdivision/site plan revision so homeowners can have a say and go on the record. Mr. Szepanski said he agreed. Mr. O’Neill pointed out that it’s a difficult site, and Stacy Falk from Northern Nurseries didn’t recommend the shade canopy trees there and wanted to go with a more ornamental tree to keep the canopy and root structures down, because the root structures are going to start to attack the sidewalks, driveways, and utilities. Chairman Gannuscio stated again that he thinks there should be a formal application so it’s all on record and noted what’s going to be done and whatever objections there may be.

Chairman Gannuscio made a motion to set a public hearing for a site plan review on the Chapman Chase Landscaping Plan for June 10, 2019. Mr. Szepanski pointed out that the commission will need an application for this first. Chairman Gannuscio then withdrew his motion. Ms. Sayers asked if there is a time for planting trees. Mr. O’Neill said there is and they would have to wait until the fall now to put the trees in. Ms. Rodriguez asked for more specifics about what the commission is requiring for a plan. Chairman Gannuscio replied that he would like to have a plan that shows location, what type of trees, and what is being replaced from the previously submitted plan. Ms. Rodriguez asked if what was submitted tonight enough detail. He replied that he would like more specific reference to the different items that are there in terms of what symbol represents what type of tree. Mr. O’Neill said this is notated on the bottom of the plan.

## ii. Distillery

Ms. Rodriguez said a gentleman had inquired about this kind of use, but she and he have been playing phone tag. She sent the commission some information on other towns that do have them but she doesn’t have anything new to add other than there still seems to be an interest in doing something like that or adding language related to distilleries or wineries.

## D. Action Items: Resolution for Approval (pursuant to Section 8-24 of the C.G.S.)

Chairman Gannuscio stated that one more item needs to be added to these resolutions.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission adds to Section VIII D a fourth item: (iv) FY 2020 acquisition by the Town of an approximately 4.01 acre parcel of land at 255 Main Street, and the sale of that parcel other than a strip along Main Street needed for the Complete Street project and a portion to be retained as green space.

Mr. Szepanski asked if a dollar amount was necessary to move this resolution forward. Ms. Rodriguez responded that the bond counsel did not recommend putting an amount.

**i. FY 2020 High School Roof Project: \$2,863,957**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the following project, pursuant to Section 8-24 of the Connecticut General Statutes:

Partial roof replacement at Windsor Locks High School.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding the FY 2020 High School Roof Project for \$2,863,957, pursuant to Section 8-24 of the Connecticut General Statutes.

**ii. FY 2020 South Street School Roof Project: \$1,200,000**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the following project, pursuant to Section 8-24 of the Connecticut General Statutes:

Partial roof replacement at South Street School.

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding the FY 2020 South Street School Roof Project for \$1,200,000, pursuant to Section 8-24 of the Connecticut General Statutes.

**iii. FY 2020 Roadway Infrastructure Project: \$2,072,452**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the following project, pursuant to Section 8-24 of the Connecticut General Statutes:

2020 roadway infrastructure improvements consisting of: (i) sanitary sewer installation/replacement with watertight PVC sewer lines in the vicinity of Spring Street, Old County, Druid, Cortland, Briarcliff, Sutton, Sherwin and the Town portion of Hamilton; (ii) repair/modification/replacement of drainage systems

and/or components, culverts, outfalls, improvements required by MS4 regulations and aspects of erosion control in the vicinity of Spring Street, Old County, Druid, Cortland, Briarcliff, Sutton, Sherwin and the Town portion of Hamilton; (iii) reclaiming, grading, resurfacing or milling and paving portions of: Spring Street, Old County, Druid, Cortland, Briarcliff, Sutton, Sherwin and the Town portion of Hamilton; and (iv) sidewalk installation and repair in these areas.

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding the FY 2020 Roadway Infrastructure Project for \$2,072,452, pursuant to Section 8-24 of the Connecticut General Statutes.

**iv. Acquisition and sale by the Town of an approximately 4.01 acre parcel of land at 255 Main Street**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the following project, pursuant to Section 8-24 of the Connecticut General Statutes:

Acquisition by the Town of an approximately 4.01 acre parcel of land at 255 Main Street, and the sale of that parcel other than a strip along Main Street needed for the Complete Street project and a portion to be retained as green space. A portion of the parcel will be conveyed to the Connecticut Department of Transportation for train station parking needs, and a portion of the parcel will be conveyed for private development.

It was **MOVED** (Gannuscio) and **SECONDED** (Brenge) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding the acquisition and sale by the Town of an approximately 4.01 acre parcel of land at 255 Main Street, pursuant to Section 8-24 of the Connecticut General Statutes.

**IX. Communications and Bills**

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves a payment of \$2,317.50 to Attorney David Sherwood for legal fees regarding Kulungian Enterprises.

**IV. Public Hearings (none)**

**V. Reviews (none)**

**VI. Action on Closed Public Hearing Items (none)**

## **VII. Old Business**

Ms. Rodriguez asked if the commission would move the Commission and Staff discussions ahead of the Executive Session.

### **B. Discussion with Commission and Staff**

#### **i. Zone Change Regulations to Section 1105.2**

Ms. Rodriguez explained that Mr. Steele could not be here tonight because of an injury. She commented that one of the things they have talked about when a zone change map has been submitted is requiring an A-2 survey after something has been approved since property lines change and shift due to acquisitions over the years. It's really about adding one line to this regulation to say that if an approval is granted that the zone change map include an A-2 survey once submitted. Chairman Gannuscio asked that Mr. Steele draft the change so it can be accepted at the June meeting and then scheduled for a public hearing in July.

#### **ii. Density in Main Street Overlay Zone**

Ms. Rodriguez commented that currently our regulations permit up to 5 stories in the MSOZ but only 15 units per acre, which is on the low side. She's been listening to developers over the years regarding Transit Oriented Development (TOD) in general and here in Windsor Locks, and the sweet number she keeps hearing is between 40 and 50 units per acre. She distributed to commission members a market study that was done as part of the Once and Future TOD Study for Windsor Locks, an excerpt from the study itself on market projections and recommendations, and a color rendering of the concept. Ms. Rodriguez stated that this is an important discussion to have in order to be better prepared to welcome an ideal redevelopment project for that property.

Arsalan Altaf, 16 Maple Avenue, addressed the commission. He is very interested in the development that's happening around the train station. He believes Ms. Rodriguez is correct—to be economically feasible and practical, you need more density. The regulations should match the need in terms of density for what you're envisioning, and this will help push that parcel's development.

Chairman Gannuscio commented that this parcel of land would be somewhat less than 4 acres. Ms. Rodriguez thought maybe it would be between 2 ½ and 3 acres. Chairman Gannuscio said he does not really want the wording to be “between 40 and 50 units per acre” because every set of plans that come in will push it to 50. There was a brief discussion regarding this. Ms. Rodriguez stated she could find more supporting data and try to get feedback from other developers. She pointed out that there are less than 25 properties in the MSOZ, with a number of them unlikely to change (such as the post office, Montgomery Mill, and the Congregational Church).

Chairman Gannuscio would like Items VII B (i) and (ii) to be carried forward to the next meeting on June 10, 2019. He also suggested getting from the Assessor's Office the number of units that are in the existing complexes.

**C. Action Items** (none)

**OTHER**

Ms. Brengi brought up the idea of the Planning and Zoning Commission having a twitter account to help keep the public better informed about cancelled meetings, withdrawn applications, etc. Ms. Rodriguez said she could find out what other towns are doing.

**(VII. Old Business)**

**A. Executive Session (Litigation, 75 Ella Grasso Turnpike)**

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission goes into Executive Session at 8:27 pm and includes Jennifer Rodriguez, Town Planner, and Debbie Seymour, Recording Secretary, in the Executive Session.

The Planning and Zoning Commission came back into Regular Session at 8:57 pm.

**X. Adjournment**

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission adjourns the May 13, 2019 meeting at 9:05 pm.

*Respectfully submitted,*

*Debbie Seymour  
Recording Secretary*