

PLANNING AND ZONING COMMISSION
June 12, 2017 Meeting Minutes

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

Commission Members Present: Alan Gannuscio, Vincent Zimnoch, Jim Szepanski, Alexa Brengi, Luis Valdez, and Cindy Cooper (Alternate)

Commission Members Absent: Kayleigh Royston (Alternate)

Town Staff Present: Jennifer Rodriguez (Town Planner)

I. Call to Order

Chairman Gannuscio called the meeting to order at 7:03 pm.

II. Roll Call

Commission roll call was taken.

III. Approval of Minutes from the March 13, 2017, April 10, 2017, and May 8, 2017 Regular Meetings

Chairman Gannuscio suggested waiting a few minutes for Vice Chairman Zimnoch to arrive before voting on the minutes.

IV. Public Hearings (none)

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 request from B-1 to MFSD, 177 Old County Road

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission schedules a public hearing for a zone change request for 177 Old County Road for July 10, 2017.

C. Informal Discussions

i. John Barberino—Carwash at Carite

Joe Calsetta addressed the commission. He introduced Lorraine Barberino, who was also present. Mr. Calsetta explained that Mr. Barberino owns the Carite facility on the corner of North Street and Route 75.

(Vice Chairman Zimnoch arrived at this point.)

Mr. Barberino would like to install a car wash in his facility, located in one of his buildings. He also wishes to erect another metal building, 20 x 42, exactly like the ones that are there, and a pre-fabricated wooden structure, 14 x 42. The car wash will be in one of the existing buildings and will be only for Carite use. He anticipates it will be about 200 washes per month, equating to about 4,000 gallons of water. Carite is hooked up to the sewers that go through the Connecticut Airport Authority (CAA) property and are processed by the Metropolitan District Commission (MDC). It is Mr. Calsetta's understanding that the Town and the CAA are in the process of creating a Memorandum of Understanding to deal with the payment of the processing of this. Mr. Barberino will probably be using the CAA/MDC sewers rather than the Windsor Locks sewer system because of the location of the sewers. Mr. Calsetta would like to know what they need to provide to the commission in order to get this done right the first time.

Chairman Gannuscio noted that the building is already in existence, and that is the sole focus, not the two proposed buildings. Mr. Calsetta pointed out the building that is the most logical place for the car wash to be. He said Mr. Barberino has not decided yet if he wants to recycle the water from the car wash. He also commented that he was not sure if the car wash would be a drive-through or a roll over. Chairman Gannuscio remarked that they have a pretty comprehensive set of plans right now, so updating the sheet with what is proposed could be sufficient. He asked Ms. Rodriguez her opinion. Ms. Rodriguez replied that she agreed. Another question is if there was another new small building and it came to staff for review, if there is a new use for that, the commission should know. Ms. Rodriguez noted that the applicant also needs to know if they need to make a formal application. Mr. Calsetta commented that these are truly accessory uses and will be used only for the car sales business for preparing cars. Chairman Gannuscio stated the most important thing is engineering, and the buildings have already been in existence, so this is something for Ms. Rodriguez and Mr. Steele to look at. Chairman Gannuscio said this was initially approved and is making use of what's already there. Commission members agreed. Mr. Calsetta clarified that they would work with Ms. Rodriguez, Mr. Steele, Bob Bruno, and Gary Hespeth (Civil Engineer) and go forward without submitting a formal application for this.

(VII. Old Business)

A. Discussion with Commission and Staff

- * Ms. Rodriguez stated that she wanted to bring an application to the commission's attention and get the commission's thoughts on it. An application came into her office on Friday, with the intention of being received and scheduled at tonight's meeting. She rarely says to an applicant that their application is incomplete, but this application did not have multiple copies, the fee, or floor plans. It did have a cover sheet, a copy of a site plan, and a narrative. It is for 255 Main Street, Unit 7, and the applicant is Kingdom Harvest Fellowship, or Windsor Lock Commons. Commission members were in agreement with Ms. Rodriguez that a formal set of floor plans and the fee were necessary.
- * Ms. Rodriguez noted that a smoke shop may be coming to Waterside Village, and the tenants are objecting to it.
- * Ms. Rodriguez passed out and briefly discussed a zoning map of 177 Old County Road with anticipated uses which may be helpful when looking at the zone change for this property.

(III. Approval of Minutes from the March 13, 2017, April 10, 2017, and May 8, 2017 Regular Meetings)

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0: Gannuscio, Zimnoch, Szepanski, Brengi, Valdez) that the Planning and Zoning Commission approves the minutes of the March 13, 2017 regular meeting as published.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 3-0: Zimnoch, Szepanski, Cooper) that the Planning and Zoning Commission approves the minutes of the April 10, 2017 regular meeting as published.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0: Gannuscio, Szepanski, Valdez, Cooper) that the Planning and Zoning Commission approves the minutes of the May 8, 2017 regular meeting as published.

VIII. New Business

D. Action Items

Mr. Valdez asked Chairman Gannuscio to explain in more detail this resolution. Ms. Rodriguez added that this grant opportunity is to entice Transit Oriented Development (TOD) redevelopment.

- i. Acquisition of a one-half interest or up to 100% of property known as 39 Chestnut Street (as indicated in the 2016 TOD Smartgrowth Grant, pursuant to Section 8-24 of the C.G.S.)**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the acquisition of a one-half interest or up to 100% of property known as 39 Chestnut Street, as indicated in the 2016 TOD Smartgrowth Grant, pursuant to Section 8-24 of the Connecticut General Statutes.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding the acquisition of a one-half interest or up to 100% of property known as 39 Chestnut Street, as indicated in the 2016 TOD Smartgrowth Grant, pursuant to Section 8-24 of the Connecticut General Statutes.

- ii. To seek 2017 TOD Smartgrowth Grant funds to construct a retaining wall and further prepare parcels on Main Street and Chestnut Street for redevelopment**

Chairman Gannuscio introduced the following resolution:

RESOLVED, that the Planning and Zoning Commission of the Town of Windsor Locks approves the following action: to seek 2017 TOD Smartgrowth Grant funds to construct a retaining wall and further prepare parcels on Main Street and Chestnut Street for redevelopment, pursuant to Section 8-24 of the Connecticut General Statutes.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission approves this resolution regarding seeking 2017 TOD Smartgrowth Grant funds to construct a retaining wall and further prepare parcels on Main Street and Chestnut Street for redevelopment, pursuant to Section 8-24 of the Connecticut General Statutes.

OTHER

There was a brief discussion regarding the Plan of Conservation and Development (POCD). Ms. Rodriguez stated that she called the Office of Policy and Management (OPM) about a month ago to let them know our status and to make sure they were aware of the two changes that were made over the years, one of which was in September 2016 to add a section on agriculture and farming. July 1 is the date that makes it 10 years, and if the update to the POCD is not done in 10 years you can lose eligibility for funding. They have put it in writing that as far as they are concerned, based on our updates, our eligibility has been extended to 2027. They have a list of all towns with updated plans, and we are on it. She anticipates finishing the draft next week and will then submit it to the state.

There was a discussion regarding the sign at the Hungry Rhino and the need to fine tune our regulations for signs.

IX. Communications and Bills (none)

X. Adjournment

It was **MOVED** (Gannuscio) and **SECONDED** (Brenzi) and **PASSED** (Unanimous, 5-0) that the Planning and Zoning Commission adjourns the June 12, 2017 meeting at 8:02 pm.

Respectfully submitted,

Debbie Seymour
Recording Secretary