

PLANNING AND ZONING COMMISSION
September 11, 2017 Meeting Minutes

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

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

Commission Members Absent: Alexa Brengi, Luis Valdez, and Kayleigh Royston (Alternate)

Town Staff Present: Jennifer Rodriguez (Town Planner)

I. Call to Order

Chairman Gannuscio called the meeting to order at 7:07 pm.

II. Roll Call

Commission roll call was taken. Chairman Gannuscio seated Cindy Cooper for Alexa Brengi.

III. Approval of Minutes from the July 10, 2017 Regular Meeting and August 21, 2017 Special Meeting

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission approves the minutes of the July 10, 2017 regular meeting as published.

Approval of the minutes of the August 21, 2017 special meeting will be postponed until the next meeting of the Planning and Zoning Commission.

IV. Executive Session

Discussion of pending litigation related to the approval of the Zoning Board of Appeals application FY17-18-03 Use Variance in order to locate the RISE Transition Program at 2 Industrial Road where educational uses are not permitted in Industrial Zones

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission enters into Executive Session with Jennifer Rodriguez (Town Planner), and Carl Landolina (Town Attorney), to discuss pending litigation related to the approval of the Zoning Board of Appeals application FY17-18-03 Use Variance in order to locate the RISE Transition Program at 2 Industrial Road where educational uses are not permitted in Industrial Zones.

At 7:54 pm commission members, Attorney Landolina, and Ms. Rodriguez came out of Executive Session and the meeting was resumed. Chairman Gannuscio commented that no votes or action was taken on the agenda item that was discussed while in Executive Session.

V. **Public Hearings** (none)

VI. **Reviews**

i. **Site Plan Review for 2 Industrial Road, RISE Academy, Windsor Locks Public Schools**

Chairman Gannuscio confirmed with Ms. Rodriguez that she had received an email from the applicant asking that this item be tabled tonight. He then stated that this will not be discussed this evening because the applicant asked that it be tabled and that this will be scheduled for a review at the regular meeting of October 10, 2017.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission adds Item VI(i), Site Plan Review for 2 Industrial Road, RISE Academy, Windsor Locks Public Schools, to the agenda for the October 10, 2017 meeting.

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

VIII. **Old Business**

A. **Discussion with Commission and Staff**

Ms. Rodriguez stated that she received sets of plans for 6 Choice Road for some changes to a previous approval and asked whether the commission is willing to add that to the end of the agenda for an informal discussion.

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission adds 6 Choice Road to the agenda under Section IX C, Informal Discussions.

B. **Action Items** (none)

IX. **New Business**

A. **Public Input** (none)

B. **Receive New Applications**

i. **Special Use Permit with Site Plan Review for 255 Main Street, Unit 7, for Kingdom Harvest Fellowship to Conduct Worship Services**

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission adds the Special Use Permit with Site Plan Review for 255 Main Street, Unit 7, for Kingdom Harvest Fellowship to Conduct Worship Services for a public hearing at the October 10, 2017 meeting.

C. Informal Discussions

* 6 Choice Road

Joe Calsetta, 121 Orchard Hill Drive, spoke on behalf of John Barberino. He explained that Mr. Barberino previously asked permission to install four pre-fabricated buildings on Choice Road. An opportunity has arisen for him to purchase two larger buildings, with the same footprint. This opportunity is very time sensitive, and they would like to have the commission's approval to have staff do the review and approval. These buildings will be used for accessory uses for the Carite business such as dent removal, and replacing bumpers and glasswork. There will be no bodywork and no repairs.

Chairman Gannuscio summarized that this is a use that has already been discussed and approved, and Mr. Barberino is just looking to modify the buildings. Mr. Zimnoch asked if the two buildings will have the same square footage as the four small buildings. Mr. Calsetta replied that he believed so. He then read the engineer's letter to the commission, which confirmed that the aggregate total square foot will be less than the original proposal. Chairman Gannuscio commented that this appears to be something that staff could review.

It was **MOVED** (Gannuscio) and **SECONDED** (Cooper) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission refers to Town Staff for further review and approval the plans for modification of 6 Choice Road, including the potential for the six buildings.

i. Adaptive Reuse Regulation

Chairman Gannuscio stated there is a potential for a change in the wording of the Adaptive Reuse Regulations when it comes to underutilized and vacant buildings in Industrial 1, 2, and 3 zones. We have a number of large buildings that became unusable with just one use or the traditional use of the building, and this would change the regulations for this specific type of underutilized building. Ms. Rodriguez has drafted proposed changes to Section 408 of our regulations.

Ms. Rodriguez commented that recently they have been getting requests in the office for uses that are office related or trade related, training, or higher education, and in the field of planning we are hearing a lot of other communities talking about widening the amount of uses that are available for industrial property owners and for potential tenants. The amount of space that's needed for production sometimes is also shrinking so you end up with these properties that may be vacant for longer periods of time than the community and property owners would like. When you think about things like data centers or precision manufacturing, engineering firms that need tools that are very small in size are seemingly good industrial uses, but there's this push and pull between wanting to make sure those spaces are available for manufacturing and making sure

manufacturing jobs are available to people in your community, and then the pull in the other direction for flexibility for these types of properties as technology changes and the demands of your region change and the skill of the workforce also changes. This is something the commission can consider when you limit it to properties of 150,000 square feet, and obviously you'll get three or four buildings in the community. When you remove that language you've probably got a few dozen which will be able to utilize this regulation. You still have criteria 1 and 2 that would require that the property be vacant, deteriorated, or underutilized. Criteria 2 speaks to the duration, frequency, and percentage of vacancy. Criteria 3 is substantial benefits to the town, Criteria 4 is compatibility with the surrounding area, and Criteria 5 is substantial inability to utilize the property under the provisions of the industrial zoned districts.

Section B talks about the types of uses that would be permitted there. Having a discussion tonight would be good about the sorts of things that are permitted by special use permit with this adaptive reuse regulation and whether or not with opening that up to potentially dozens of properties versus just the three or four properties you want to allow all of these uses such as philanthropic and educational facilities, retailing, restaurants, theaters, new and used automobile sales and service, indoor valet parking, and indoor sports facilities. Ms. Rodriguez encouraged the commission to look at the language for philanthropic and educational facilities and how it's written and decide if it should include trade, higher education, worship services, and retail. She asked for some guidance on what type of language to include.

Chairman Gannuscio pointed out the March 1996 modification date. He commented that the sooner this is put on the agenda for a public hearing the better, and suggested October 10 to at least start the discussion on this amendment to Section 408. Ms. Rodriguez asked if she has direction to send draft language to CRCOG. Chairman Gannuscio responded affirmatively.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission schedules a public hearing on the amendment to Section 408, Adaptive Reuse Regulation—Industrial.

D. Action Items

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission schedules a special meeting for Tuesday, September 26, 2017 at 7:00 pm for further discussion of Item IV, which was the item taken up in Executive Session this evening, with Executive Session again being part of this special meeting.

X. Communications and Bills

Ms. Rodriguez commented that she received an FYI/No Action Required correspondence from the Siting Council. One of the proposed cell locations was for a new cabinet on an existing utility pole where there wasn't any equipment for it, right on Main Street very close to where a plaza or entryway to the newly relocated train station would be, so staff objected to this and asked for a special review. They should be hearing very soon on what the process will be.

XI. Adjournment

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission adjourns the September 11, 2017 meeting at 8:20 pm.

Respectfully submitted,

*Debbie Seymour
Recording Secretary*