

PLANNING AND ZONING COMMISSION
January 12, 2015 Meeting Minutes

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

Commission Members Present: Alan Gannuscio, Jim Szepanski, Alexa Brengi, and Mike Forschino (Alternate)

Commission Members Absent: Vincent Zimnoch, Curtis Ruckey, and Pat Sayers (Alternate)

Town Staff Present: Dana Steele (Town Engineer), *arrived at 7:07 pm*

Town Staff Absent: Jennifer Rodriguez (Town Planner)

I. Call to Order

Vice 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 December 8, 2014 Regular Meeting

Approval of minutes was postponed until next month's meeting.

Vice Chairman Gannuscio noted that Jim Grande passed away last week. He was a dedicated member of the Planning and Zoning Commission for a number of years.

IV. Public Hearings (none)

V. Reviews (none)

VI. Action on Closed Public Hearing Items (none)

VII. Old Business

A. Discussion with Commission and Staff

i. Zoning regulations

a. Section 1102 (Distribution of Materials), and Section 1201 (Fee Schedule)

Commission members discussed ordering the signs on Wednesday. Mr. Szepanski commented that there would be plenty of time to order the signs if a public hearing isn't until March. Mr. Gannuscio added that to get started, if necessary, Chairman Zimnoch could approve a \$100 expenditure without having to have a vote. Mr. Szepanski remarked that maybe returning the signs for reimbursement is too much of a hassle for staff.

Mr. Szepanski pointed out that there is some interest in a property located at 177 Old County Road, a 16.9 acre parcel of land. He believes F&L Construction is interested in developing this land.

ii. Subdivision regulations (none)

B. Action Items (none)

VIII. New Business

A. Public Input (none)

B. Receive New Applications (none)

C. Informal Discussions (none)

D. Action Items

i. Election of Officers

Election of Officers was postponed until next month's meeting.

ii. Bond Reduction Request, Daleo Subdivision (Center Street)

Mr. Steele addressed the commission. He has reviewed the request for bond reduction for the Daleo Subdivision. The cul-de-sac has been constructed, and drainage and sewer is in. There are no sidewalks yet, no top course of pavement, no curbing, and no street lights, but they are not looking for any C.O.'s yet. Regulation Section 12.2 permits two reductions of bond. The applicant has already retained one reduction, and this is the second reduction. The maximum reduction the regulation allows is a two-thirds reduction, leaving one-third of the original bond amount. Since there is a \$6,000 cash E&S bond that the town is holding, and although those E&S measures have been installed, they are recommending for maintenance purposes that it remain in place. That leaves \$70,500, which more than covers the amount remaining to be done, so the recommended reduction down to that minimum amount, \$76,500, \$6,000 of which is the E&S bond, and the remaining is a letter of credit from a bank that the developer has given to the town. The driveways for the two houses on either side of the street have been eliminated so they are now exiting out onto the new subdivision street. They haven't been paved yet. Mr. Steele stated that there are still some issues with the driveway on the right hand side, but at this time, since they are not looking for any C.O. or any final approval, he is not concerned about this as it relates to this bond reduction request.

Mr. Forschino was seated for Mr. Ruckey by Vice Chairman Gannuscio.

It was **MOVED** (Szepanski) and **SECONDED** (Gannuscio) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission reduce the performance bond for Daleo Drive to \$70,500 while maintaining the \$6,000 E&S bond at the recommendation of Dana Steele's letter of 1/9/15, substantiations outlined in the Town of Windsor Locks Bond Calculation Form dated 8/14/14, as revised 1/9/15.

OTHER

Mr. Steele reminded the commission that the discussion about modifying the sidewalk regulations needs to be revisited. What he proposed needs re-tweaking, and he will re-send what he originally sent out to the commission.

Mr. Gannuscio asked commission members if anyone has seen anything about the budget or when budget requests are due.

Mr. Forschino said he saw that Chase sold to another developer and asked about the approval process. Mr. Steele replied that the approval is not tied to a particular developer. If they came in and wanted to start building something that dramatically deviated from what was submitted at the time of approval, then the building department could withhold building permits.

IX. Communications and Bills (none)

X. Adjournment

It was **MOVED** (Gannuscio) and **SECONDED** (Brenge) and **PASSED** (Unanimous, 4-0) that the Planning and Zoning Commission adjourn the January 12, 2015 meeting at 7:26 pm.

Respectfully submitted,

Debbie Seymour
Recording Secretary