

**PLANNING & ZONING COMMISSION**  
**August 12, 2013 Meeting Minutes**

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

Commission Members Present: Vincent Zimnoch, Alan Gannuscio, Jim Szepanski, Peter Juszczynski, and Alexa Brengi (arrived at 7:18 pm and was excused from meeting at 7:49 pm)

Commission Members Absent: Paul Harrington (Alternate)

Town Staff Present: Patrice Carson (Interim Town Planner), and Dana Steele (Town Engineer)

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**I. Call to Order**

Chairman Zimnoch called the meeting to order at 7:10 pm.

**II. Roll Call**

Commission roll call was taken.

**III. Approval of Minutes from the July 8, 2013 Regular Meeting and July 22, 2013 Special Meeting**

Approval of minutes was delayed until Ms. Brengi could be present.

**IV. Public Hearings (none)**

**V. Reviews**

**A. Site plan modification for repairers license upgraded to used car license on existing site for 61 South Main Street (Bobby G's)**

Bob Gegetskas, 559 Rainbow Road, Windsor, addressed the commission. He stated that he and his brother own Bobby G's Old Fashioned Service and are in the process of upgrading their repairer's license to a used car dealer license. They are currently in an I-2 zone and need to be in a B-1 zone to accommodate the town's regulations.

Ms. Carson added that the applicant was granted two variances on March 4, 2013. One was a use variance for the property to allow a motor vehicle dealer's license, and the second was for the motor vehicle dealer's license. A site plan has been presented. Mr. Gegetskas stated that the town wanted assigned parking spots for customer cars, employee cars, and cars for sale, which has been done with the new site plan. Mr. Steele pointed out to the commission that the applicant is proposing some display areas in the front of the property, and one of the spaces is over the property line into the right of way, and the others are on the corner of South Main Street and Webb Street. The applicant is not proposing any changes to pavement limits, but he is asking for a change of use to allow display of vehicles for sale. Chairman Zimnoch

asked if the line of sight will be blocked and Mr. Steele responded he did not think it would be. Parking was briefly discussed. Ms. Carson commented that the July 3, 2013 report from the Fire Marshall had no issues. Mr. Steele suggested one condition of approval that the plan be submitted with a signature block for the commission. There was a brief discussion regarding motorcycles and scooters being displayed on the island.

It was **MOVED** (Zimnoch) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission approve the site plan modification for repairers license upgraded to used car license on existing site for 61 South Main Street (Bobby G's) with two conditions that the plans show a title block signature by Planning & Zoning and the striping is removed from the parking lot that goes beyond the limit of the property into the right of way.

**B. Schedule public hearing to extend Section 1108, Sexually Oriented Businesses Moratorium**

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission schedule a public hearing for September 9, 2013 to extend the moratorium on sexually oriented businesses to December 31, 2013.

**III. Approval of Minutes from the July 8, 2013 Regular Meeting and July 22, 2013 Special Meeting**

Mr. Szepanski pointed out an error in the July 22, 2013 minutes. Under Section III, Approval of Minutes, both references to the *July 22, 2013* meeting should be changed to *July 8, 2013*.

It was **MOVED** (Zimnoch) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission approve the July 8, 2013 minutes.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission approve the July 22, 2013 minutes, as amended.

**VI. Action on Closed Public Hearing Items**

**A. Application of "Q"-Lungian Enterprises, d/b/a Pool Table Magic, for the property at 75 Ella Grasso Turnpike for the currently pending application for the change of use of the property as well as to alter the site plan of the building and to add the new use of live entertainment**

Chairman Zimnoch asked commission members for comments. Mr. Gannuscio stated the following:

“The call to order this evening states that this is a meeting of the Windsor Locks Planning and Zoning Commission. The applications before this board, when peeled back to their core, are zoning applications (or at least one of these applications) seeking to dedicate the use of 75 Ella Grasso Turnpike as an amusement enterprise. My review and decision of the applications is a review and decision of three zoning applications, exclusive of any side issues or secondary factors that have come up during the course of this series of applications. They are focused solely on the proposed use and not the content of the proposed use.

During the course of the public hearing, we heard from the applicant, town residents, and residents of adjoining towns. An integral part of the zoning decision process is the requirement, on the part of the applicant, to show what it is proposing to do, and that that is a permitted use in the zone in which the property is located. The presentation made before this board on the 8<sup>th</sup> of July was completely devoid of any mention, let alone evidence or analysis, that what has been proposed for 75 Ella Grasso Turnpike could be considered a permitted use as an entertainment enterprise as described in this town’s permitted use table.

In rejecting without deciding an earlier decision submitted by this applicant, it was suggested that the proposed use might be permitted as an amusement enterprise as set forth in our table of permitted uses. That was a suggestion, and it was not a binding legal conclusion. It offered a pathway, not an obstacle for this applicant. There was no evidence presented to show that the proposed accessory use is permitted under the amusement enterprise use. A simple review of our decisions in the past few years shows that this provision in our use table is an inclusive, not an exclusive use. Activities as varied as indoor golf in a shopping center storefront, paintball combat in a trucking warehouse, and go cart racing as a sport and a social activity, have been permitted. I’ve got to say that in my 18 years on this board, I cannot recall any denials of applications brought under this section of the use table. Again, I want to emphasize that the section mentioned in our consideration of this application is one of inclusion, and not exclusion.

The applications before this board cannot be approved without a showing that convinces this board that what is proposed is a permitted use. It appears to have been a clear choice of the applicant not to make an offer of proof or some sort of analysis that this proposal could be viewed as a permitted use. It was a voluntary choice. No action of this board prohibited or excluded any such testimony.

A recurring theme of the four-plus hours of presentation on July 8 was a continued mentioning of a review by a higher forum of our decision. The most recent Appellate Court decision in a zoning appeal, which I stated at the outset, was what these applications are, states that a reviewing court's function is to determine on the basis of the record whether substantial evidence has been presented to the board to support the board's findings. Evidence is sufficient to sustain this agency's finding if it affords a substantial basis of fact from which the fact in issue can be reasonably inferred.

It was a failure to place on the record a substantial basis of fact to show that what was proposed as a use was permitted. There was a total lack of such showing. Where there is a total lack of evidence to support a finding, I certainly cannot make a finding that there has been a substantial showing of a permitted use. I want to state clearly and distinctly that we have not rejected this proposed use because it is not allowed or permitted. We are stating that, in the absence of any evidence or analysis on the part of the applicant, we cannot make a finding of a permitted use. The applicant must do so and, in my opinion, has failed to do that.”

Chairman Zimnoch commented that there seems to be a disconnect between the two applications. In one of them the applicant was applying as an entertainment enterprise, and with the liquor permit application, it seemed like the applicant was applying as a restaurant. The applicant did not make any attempt to show how this particular use fits within the entertainment enterprise use which is permitted in this particular zone.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission deny the special use permit for the secondary use of the live entertainment due to the failure of the applicant to offer any evidence showing the proposed use was permitted under the amusement enterprise provision.

There was some discussion regarding the liquor permit. Mr. Gannuscio stated that this is the third application the commission has had in three meetings for a restaurant application which is all that is permitted under the new regulations that were adopted earlier this year. The first application was Mike's Blue Collar Bar. The commission set the tone by looking at the overall plan, the size of the kitchen, and the size of the facility, and decided that this was a club, not a restaurant. That special liquor permit was denied. At the special meeting on July 22 the commission looked at the Sportech facility (“Winners”) on Schoephoester Road which had a state of the art, large kitchen, which shows a legitimate restaurant use. With this application for 75 Ella Grasso Turnpike, the kitchen space of only 250 or so square feet could not support the claim of this facility being a restaurant. Chairman Zimnoch added that with the lack of a full-course menu, this is really a bar. Also, a number of seats surrounding the stage are included in the calculations as the restaurant seating, but they are really bar

seating, and when you consider them as bar seats, this exceeds the commission's 20% requirement. Mr. Szepanski stated that he listened carefully to the four hours of testimony and concluded that this facility is a bar, is live entertainment, and lastly, is a restaurant. An expanded menu does not make it a restaurant. He said, "I don't think your business will draw patrons for the food because it's not a restaurant. Your kitchen is 10 by 20 square feet without any equipment in it. That type of kitchen is not going to support a restaurant. If you look at the seating in the restaurant, or the bar, I see single stools, I see groups of two tables, and I see only two tables w four. That is not a restaurant." Chairman Zimnoch added that the reasonable observer rule that has been used by the Supreme Court would find that this application does not present a restaurant, and the commission's regulations do not allow for a liquor permit to be issued for something other than a restaurant.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission deny the special use liquor permit for 75 Ella Grasso Turnpike for Pool Table Magic, "Q"-lungian Enterprises, for the reasons that have been stated, that this is not the way the commission has interpreted its new rules and regulations. This restaurant is in fact a club or bar in the guise of a restaurant and therefore does not conform to those regulations, and we should deny this liquor permit.

Mr. Gannuscio stated that a large amount of time on the part of commission staff was spent evaluating the site plan for this application, and given the two previous motions and the commission's comments, he believes anything that states that the proposed number of parking spaces are going to be sufficient is not the case. Furthermore, he believes that the food and the pool use would have become secondary uses and would not fit within what the commission has set up for the parameters of parking. Chairman Zimnoch added that he has a concern with parking because there are 64 parking spaces, and the occupancy of the building is 234, and with this type of use, this occupancy would be reachable.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 5-0) that the Planning & Zoning Commission deny the site plan modification for 75 Ella Grasso Turnpike for Pool Table Magic, "Q"-lungian Enterprises.

Chairman Zimnoch called a ten minute break at 7:49 pm.

#### **TEN MINUTE BREAK**

Chairman Zimnoch called the meeting back to order at 7:58 pm.

## VII. Old Business

### A. Discussion with Commission and Staff regarding:

#### i. T&M and North Group, LLC request for acceptance of roads

Mr. Steele stated that staff met with the Town Attorney to discuss what needs to be done. The problem is that the developer's attorney has not been very responsive. The Town Attorney was able to contact him, and some deeds were sent over to the town, but they appear to be deficient. Staff feels at this point that the town needs to make the necessary changes to the document, even though that is typically the applicant's responsibility, and then send the deeds back to their attorney. This has been a legal issue, and the town has not been able to get the proper documents to actually file these rights of way so the town can officially take over these roads. Mr. Steele said there was a discussion about the open space as well, and while the Parks & Rec Department and Public Works are still collaborating on what is going to become of that open space, at this point the intent is to leave it as it is, a field, not a ball field. One of the items that came up in the staff discussion, because this process has taken a long time, was that the detention basin at the fork of Szepanski Road and Acorn Drive, has become overgrown. It wasn't being mowed or maintained. Mr. Steele contacted the developer and told him this needed to be addressed. It has been mowed and the trees have been removed, so the basin is in proper condition now for acceptance. At this point, the Town Attorney is going to make some proposed changes to the deeds, then send them to Mr. Steele's office, where they will both give them a final review, and then they will be sent off to the developer for execution. Mr. Szepanski asked who is going to pay for the Town Engineer and Town Attorney's efforts in doing this. Mr. Steele replied he did not know. Mr. Szepanski felt this should be the developer's responsibility. Mr. Gannuscio remarked that the bond has already been reduced. Mr. Steele stated that the bond has already been reduced to the minimum that is permitted by regulations. There is still a substantial bond, one-third of the total amount, which was well over a million dollars, so there is still a substantial amount of money that's being held in a bond. Mr. Szepanski asked if the town can bill for services rendered. Mr. Steele said he would mention this to the Town Attorney. Mr. Szepanski asked if anyone ever monitored the water levels in the catch basin. He is concerned that the basin is not fenced in and could be a danger to children and asked if fencing was ever considered or proposed. Mr. Steele said he did not remember the process but thought there was some discussion about it at one time. Ultimately the commission made those decisions as far as what was going to be required around those basins. Timber guiderails and arborvitae screening were put in around the basin. Mr. Gannuscio remarked that it was more an aesthetics question. Mr. Steele said it is not a basin with a permanent pool, not a pond that's continually filled with water.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission carry forward to next month's agenda Item VII A (i), T&M and North Group, LLC request for acceptance of roads.

It was **MOVED** (Gannuscio) and **SECONDED** (Szepanski) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission take up Items VIII B (i) and (ii) as the next agenda items.

## **VIII. New Business**

### **B. Receive New Applications**

#### **i. Special use permit application for motor vehicle service station dispensing lubricants and minor service for the property located at 448 Spring Street**

Michael Zuraw addressed the commission. He is proposing using the building at 448 Spring Street in the rear primarily as a fleet maintenance facility dispensing motor vehicle oil and other lubricants. They are currently out of Enfield working in a similar capacity. They do not offer much walk-in traffic. They specialize in fleets, they go to the customer's place of business, pick up a vehicle, bring it to the facility, do the maintenance, and bring another vehicle back. The customer base has expanded in the Windsor Locks area, so they are looking to capitalize on that. Ms. Carson stated this application seems to fall under a special use permit in the Business-1 zone and would require a public hearing. Mr. Steele said there is no area map to show surrounding and residential uses, which is something the commission may want to see. There is also no site plan submitted. There is a copy of a plan that shows the boundary of the site and a proposed building as well as a 30x30 two-bay garage in the rear. There is also a gravel area. Mr. Steele commented that the commission may want to require a site plan depicting where all the parking will be. Mr. Zuraw remarked that the gravel area is double the size of the building, and there wouldn't necessarily be vehicles parked there for any period of time because it will be an in-and-out service. He added that there is one employee at that location. Mr. Steele remarked that he thinks it is a good idea to have a site plan that defines where things are, but if the commission wants to waive that requirement it can do so, although issues like screening and abutting property owners can come up. Ms. Carson suggested that the commission tell Mr. Zuraw how far he needs to go to satisfy their requirements. A site plan done by a land surveyor which lists abutting neighbors should be sufficient, and Chairman Zimnoch suggested that Mr. Zuraw work with Mr. Steele.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission schedule a public hearing on the special use permit application for a motor vehicle service station dispensing lubricants and minor service for the property located at 448 Spring Street for the September 9, 2013 meeting.

**ii. Special use permit application for tire sales and service along with oil changes and minor repairs for the property located at 590 Spring Street**

Frank Grillo, 152 Turkey Hills Road, East Granby, addressed the commission. He is looking to open a tire lube center/minor service. He has a few locations already and has been licensed in Connecticut for over 30 years. He will use the side garage, not the one in the back. Mr. Steele said this application has a site plan with all the information on it but pointed out that the issue with this site in the past has been that the site improvements were not completed. The top course of pavement still needed to be installed. Mr. Grillo stated that the owner did tell him he would do that in the next 30 days (before the next public hearing). Mr. Steele said there were several other items that still needed to be done and recommended that this work be included as conditions with any approval. Mr. Steele said he will go out to the site before the next meeting and give the commission an update in memo form. Mr. Steele said there needs to be a parking analysis to show there is enough parking for all uses. Chairman Zimnoch suggested the applicant make a list of deficiencies and have the owner correct them.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission schedule a public hearing on the special use permit application for tire sales and service along with oil changes and minor repairs for the property located at 590 Spring Street for the September 9, 2013 meeting.

**C. Informal Discussions**

**i. Signs in MSOZ**

Ms. Carson explained to the commission that there was a change to the name on a sign at 250 Main Street which is in the new MSOZ. This is simply a name change, and she asked Mr. Barile to come tonight to talk to the commission, as this would be the first sign under the zoning change. Mr. Barile said T&S Sports retired and sold his business, and the new owner would like to call it CJ's Custom Apparel. There are three signs that are about three inches tall and five feet long, and one rectangular sign. He went on to describe where they are located on the building. There was some discussion about whether existing signs can be re-faced. Mr. Gannuscio commented, "This is an existing building, and the signs are what work for this individual site. I think to go back and undo the signage at this point is probably a disadvantage for the building in terms of visibility. I would say go ahead and re-face the existing signs with no increase in square footage of what's currently there. Say he's grandfathered and let him change the sign." All were in agreement.

Joe Calsetta addressed the commission. He apologized for not having a proposal to give to the commission. He had printer problems. Basically what he is asking the commission to consider would be to allow companies in the Main Street area

that have registered corporate trademarks to put them on their facilities as an architectural amenity rather than being part of the sign calculations. He asked how the commission came up with the one square foot for every front foot. Mr. Steele replied that it's typical to make signage a function of the frontage of the building, so the bigger the building, the bigger the sign, and the smaller the building, the smaller the sign. Mr. Calsetta said that did not make sense because if you need a sign that's large enough for someone to see it at 35 mph, and you've only got a 25-foot frontage on a smaller unit, and Main Street gets redone and there are a bunch of 25 or 30-foot store fronts, your sign won't be big enough for anyone to see it. He would like the commission to consider having all signage in the Main Street zone be part of a special use permit so the commission can decide what it looks like. Mr. Calsetta said he would drop something off for staff to review so maybe a public hearing could then be held.

**ii. 584 North Street (Passport Café)**

The applicant's attorney, Tom Fahey, and John Barberino, 584 North Street, addressed the commission. Commission members received copies of an overlay of what the applicant hopes to file as an application for a special permit. Approval was given by the commission in June for office and car storage at 584 North Street. Since this approval there has been movement on the part of Enterprise regarding leasing the land and building. The old Passport building has been gutted and re-done, and it will be divided into two separate offices, one for Enterprise and one for Carite of CT, another of Mr. Barberino's ventures. Carite is a new concept and is internet-based, price-driven used car sales of 2010, 2011, and 2012 Hondas and Toyotas. There are no sales people. The site plan that was approved in June will work for Carite, but not for Enterprise, so they would like to expand the parking lot and reconfigure it so the section behind the fence in 355 and 345 EGT will all become part of 584 North Street. In summary, they are proposing a lot line reconfiguration and a proposed vehicle shop. They are not looking for any variances or waivers. Mr. Steele questioned whether a gravel parking lot would be permitted or if it would have to be paved since the regulations allow gravel for certain situations. The amount of pervious area was briefly discussed. Also discussed was the earliest possible date that this could be scheduled for a public hearing.

**VIII. New Business**

**A. Public Input**

Melissa and Mark Janick of 14 Cody Way addressed the commission. They came to talk about Cody Way Park. They have been battling with T&M for the past seven years about this. They were told last year by Dave Wrabel that in last year's budget there was a slide purchased for that park and they would like to know where the slide is. Everyone in this development area was told by the town and the builders that there would be a park there. Now it is a dumping ground and it has become so overgrown you cannot see the fire hydrants. There is also an electrical wire sticking

out of the ground. Mr. Steele said that Public Works mowed the strip along the curb line so now the hydrants are visible, and the developer has cut the field. He spoke with the developer about the wire, who said the wire is not live but it would be taken care of. Mr. Steele suggested they talk to Park and Rec. The Janicks said they were told by Park and Rec that they needed to talk to Planning and Zoning because it's still T&M's. Mr. Steele replied that it has been approved by this commission as open space, so it can be a park, but what the town does with it is up to other departments. At one point there was talk about it being a soccer field. The open space is much bigger than that field--the wooded area to the north is also part of the open space. It was cleared with the intent of it being available and ready for Park and Rec. There is an area that's available for parking so when the time comes to make it a ball field there will be parking available. Mrs. Janick asked what the town is doing to get the land officially turned over to the town and why it is taking so long, because she keeps hearing "no news yet." Mr. Steele replied that in order for land to be transferred, there needs to be a deed, and the holdup is that the builder's lawyer is not giving them the proper documents. Ms. Carson added that there is not much the town can do. The documents have come in, they're lacking at best, and now the town has decided to edit the documents. Mr. Janick asked who owns the three basins. Ms. Carson replied that everything still belongs to the developer. Mr. Janick commented that all the trees are dead, and the water in the basin after it rains is four feet high and is floating with garbage. Mr. Steele replied that the town told the developer to remove the trees and mow it because the town is not going to accept it until the land is in good condition. They did respond and mowed it. Once it gets turned over, it will be the town's responsibility to keep it mowed. Mr. Janick asked when that was going to happen. Mr. Steele replied that the town attorney is in the process of drafting the revised documents. They will then be sent to him, he will review them, he and the Town Attorney will agree on what they should say, they will be sent back to the developer, who will sign them and execute them, and then they will be returned to the town. When Mr. Steele has the documents in hand he will make a recommendation to the Planning and Zoning Commission to accept the road, and their recommendation will be sent to the Board of Selectmen. The Board of Selectmen will have a meeting where they will recommend acceptance of the roadway, and then a town meeting will have to be scheduled. Mrs. Janick asked if that would take about a year. Mr. Steele replied he did not think it would be that long. Mr. Janick asked, "Where do we go from here?" Mr. Steele replied that it is really in the hands of the Park and Rec. Mr. Janick responded that the First Selectman said it was Planning and Zoning. Ms. Carson reiterated that nothing can be done until the town takes over the property, and if they do take it on as a park, it's an expense, so money has to be put aside to keep it up. Mr. Juszczynski said that this is something that would have to be added to someone's budget for next year, so when the town starts discussing the budget in February, they should attend the budget meetings. A suggestion was made for the Janicks to start a petition, send copies to Park and Rec, the Board of Finance, and the First Selectman, and then meet with the First Selectman. Mr. Steele suggested they state in the petition that the Planning and Zoning Commission has no problem with a ball field. For the minutes, the Planning and Zoning Commission clarified that there was supposed to be a park planted and seeded. Mr. Steele stated that the town mowed by the sidewalks to keep the hydrants visible because T&M wasn't doing it, but he

believes it's their intent to let the rest of the field grow naturally until a plan is put into place. He said hopefully there will be a resolution to this before the next growing season.

**D. Resolutions for Approval (pursuant to Section 8-24 of the C.G.S.)**

**i. School projects consisting of ADA required code improvements to bathroom and locker room facilities, stairwells, band room, and lecture rooms at Windsor Locks High School.**

Mr. Gannuscio commented that improvements in the school projects are required to bring the building into ADA code requirement; therefore, a favorable recommendation should be made by this commission.

Chairman Zimnoch 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 General Statutes of Connecticut:

School projects consisting of ADA required code improvements to bathroom and locker room facilities, stairwells, band room, and lecture rooms at Windsor Locks High School.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission approve this resolution regarding ADA required code improvements at Windsor Locks High School.

**ii. Roadway infrastructure projects consisting of: (1) reclaiming, grading, and resurfacing following sanitary sewer and drainage improvements on Fernwood Drive and Northwood Drive; and (2) reclaiming, grading, and resurfacing following sanitary sewer and drainage improvements on Poplar Street and Mabel Street.**

Mr. Gannuscio commented that the second item submitted for approval consists of roadway infrastructure projects, and Scott Lappen has followed a pretty aggressive course of regrading and improving the drainage and sewer lines on streets within town. This commission should approve the funding for these projects as part of this continuing quest throughout town that we've been following for the last ten years or so.

Mr. 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 General Statutes of Connecticut:

Roadway infrastructure projects consisting of: (1) reclaiming, grading, and resurfacing following sanitary sewer and drainage improvements on Fernwood Drive and Northwood Drive; and (2) reclaiming, grading, and resurfacing following sanitary sewer and drainage improvements on Poplar Street and Mabel Street.

It was **MOVED** (Gannuscio) and **SECONDED** (Zimnoch) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission approve this resolution regarding roadway infrastructure projects on Fernwood Drive and Northwood Drive and Poplar Street and Mabel Street.

## **VII. Old Business**

### **A. Discussion with Commission and Staff regarding:**

#### **ii. Zoning regulations--Temporary Off-Premises Signs for Temporary Events in an Industrial Zone**

Ms. Carson stated there were two issues—one is for signs for the advertisement of industrial property, and the other is for signs that would advertise an event for profit that may happen quarterly. She referred to the examples of sign regulations from other towns which were provided to the commission. There was a discussion regarding how big the signs should be, how many signs should be permitted, and how often should they be allowed. Ms. Carson asked if a permit should be required each time. The commission said yes. There was some discussion regarding the distance of the sign from the base location of the event. Ms. Carson summarized what the commission would like: two times a year; two weeks prior, removed within three business days after the event; up to a 4x8 two-sided sign; only in the industrial zone; one off-site sign with consent of the property owner and none on the premises; within 1,500 feet from the property line, as measured by the town's GIS system. Ms. Carson said she would try to have a draft for the sign regulations for commission members before the next meeting.

#### **iii. Subdivision regulations (none)**

## **IX. Communications and Bills (none)**

## **X. Adjournment**

It was **MOVED** (Zimnoch) and **SECONDED** (Gannuscio) and **PASSED** (Unanimous, 4-0) that the Planning & Zoning Commission adjourn the August 12, 2013 meeting at 10:05 pm.

*Respectfully submitted,*

*Debbie Seymour  
Recording Secretary*