

**MINUTES  
TOWN PLANNING AND ZONING COMMISSION  
JANUARY 10, 2017 7:00 PM  
COUNCIL CHAMBERS, TOWN HALL  
275 BROAD STREET, WINDSOR, CT**

**PRESENT: Commissioners Mips, Profe, Smith, Levine and Scharoff  
Alternate Commissioners Jaggon and Correia were present, but not seated**

**ALSO PRESENT: Town Planner Barz, Assistant Town Planner Kenyon, Planning Secretary  
Madison**

**I. NEW BUSINESS**

Commissioner Mips opened the meeting at 7:00 p.m.

- A. Public Communications and Petitions (five-minute time limit per person) - None**
- B. Communications and Petitions from the Town Planning and Zoning Commission - None**
- C. Zoning Enforcement Officer's Report – January 2017**
- D. CGS § 8-24 Referral Requests - None**
- E. Pre-Application Scrutiny**

- 1. Revise Brew Pub Regulations – Based on Updated State Definitions, James Wright/Luppoletto Brewing Co.**

James Wright, 3 Moorlands, said that in 2012 the state's definition of brew pub was broadened to allow customers to buy pints for consumption on premises with or without food. The town's current regulations stipulate brew pubs must operate as a traditional full-service restaurant with table service.

Mr. Wright said that his business would combine house-brewed beer, fresh from the tanks, with a unique food service model. The communal beer hall will feature a rotating collection of artisan food vendors sprinkled throughout. He stated that it would not be a sports bar, there will be no TV's, and would not be open late, probably no later than 8:00 p.m. He said that his business aims to serve as a much-needed community hub for folks to connect offline.

He gave examples of other such brew pubs in Connecticut including Firefly Hollow in Bristol and Stoney Creek in Branford that the Commissioners might want to visit. He noted that

food trucks were also common for supplying food, while some have caterers in house. Mr. Wright said he had no plans to process food on the premises.

Commissioner Scharoff asked how the brew pub would benefit the Town of Windsor. Mr. Wright responded that it will attract a younger demographic to downtown Windsor. Commissioner Smith said that he was familiar with brew pubs in Granby and Southwick and they are located in industrial areas, not in downtown. Mr. Wright responded that they are not usually located downtown because they require a large space at a reasonable cost. He said that he has located a building in Windsor Center that he could move into at a workable cost.

Town Planner Barz noted that a brew pub in Enfield is now catering food in rather than having food trucks.

Commissioner Mips said that it seemed to fit in considering what we are trying to do in downtown Windsor. Commissioner Levine agreed.

Town Planner Barz said that he would work with Mr. Wright to develop a regulation.

**F. Re-Approvals/Revisions/Extensions - None**

**G. Site Plans**

- 1. Site Plan – 25 International Drive, Outdoor Storage, Mock-up Display, I Zone, Tradeport Development I, LLC/Griffin Industrial Realty, Inc. (See Special Use Sec. IV Item 2)**

The Commission directed that the above site plan application would be heard with the related public hearing item and voted on separately.

**H. Minutes**

- 1. December 13, 2016**

**Motion: Commissioner Profe moved to approve the minutes of December 13, 2016 as presented. Commissioner Levine seconded the motion and it passed unanimously, 5-0-0.**

**II. MICSCCELLANEOUS**

- 1. Annual Election of Officers**

**Motion: Commissioner Profe moved that Anita Mips be made Chairperson. Commissioner Smith seconded the motion and it passed unanimously, 5-0-0.**

**Motion: Commissioner Mips moved that Karl Profe be made secretary. Commissioner Levine seconded the motion and it passed unanimously, 5-0-0.**

**2. Annual Appointment of Capitol Region Council of Governments (CRCOG) Representatives**

**Motion: Commissioner Mips moved to re-appoint Karl Profe to the Capitol Region Council of Governments. Commissioner Levine seconded the motion and it passed unanimously, 5-0-0.**

Commissioner Mips asked the members to consider volunteering to be the alternate representative.

**3. Annual Re-affirmation of Town Code of Ethics**

**4. Zoning Practice — December 2016**

**5. Adoption of Updated Zoning Map**

Assistant Town Planner Kenyon said that the only change to the map was the zone change on Kennedy Road that was approved last month.

**Motion: Commissioner Profe moved to approve the updated Zoning Map that we received tonight. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**6. Endorsement to Acquire Open Space – 147 Pigeon Hill Road (F/K/A Traditions Golf Course) & 75 Mack Street**

Town Planner Barz said that the Trust for Public Land is representing the town for the acquisition. He said that it would provide public access from the center rather than just the Pigeon Hill Road access. He noted that it will be a major addition to the Mill Brook open space greenway corridor.

He said that Town Council is looking for an endorsement and then they will be requesting a CGS 8-24 recommendation. He noted that endorsement is also being requested from the Conservation Commission and the Inland Wetlands Commission.

**Motion: Commissioner Profe moved to endorse the Town acquisition of the properties known as 147 Pigeon Hill Road and 72 Mack Street as part of the Mill Brook open space greenway corridor, as it will advance numerous open space and other strategies found in the 2014 Plan of Conservation and Development. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**III. PLANNER'S REPORT**

TP&ZC

January 10, 2017

Page 3 of 8

### 1. Update on recent development

Keney Park Golf Course Clubhouse—renovations coming to an end. Trying to find restaurateur so no kitchen equipment is installed yet.

LP Wilson—Shower and Bathrooms have their C/O. Now they are working on re-doing bathrooms in the front of the building.

Aero Gear—Has a foundation permit for their proposed building addition.

Plaza Building—Opening up walls to connect lobby to corner retail space and restaurant. Will also be opening up walls in the basement so it will be one large open space.

1530 Palisado Avenue—there have been no inspections on renovations.

Marriott—Renovations almost completed.

Amazon—Will be moving racks and installing staircases.

75 International Drive – New tenant moving in who cuts carpet and distributes to Home Depot.

The meeting was recessed at 7:22 p.m. until the public hearings were opened.

## IV. PUBLIC HEARINGS

Commissioner Mips opened the public hearings at 7:30 p.m. and Commissioner Profe read the legal notice into the record.

### 1. Special Use – 18 Box Turtle Lane, In-law apartment, Zoning Regulations Section 4.5.10, AA Zone, Kirkwood

Dawn Kirkwood, 18 Box Turtle Lane, said that she was before the ZBA in May when it was discovered that the existing in-law apartment did not have special use approval and that it was larger than the regulation allows. The ZBA granted the variance for extra floor area and she would like to return the space to being an in-law apartment.

Assistant Town Planner Kenyon noted that the previous owners did get building permits for the addition, but never got a special use permit from this Commission.

Commissioner Mips requested public comment. No one from the public came forward to speak regarding the application.

Assistant Town Planner Kenyon said that the applicant got a variance for the 792 square-foot floor area.. She noted that under the Zoning Regulations a bond for removal of the kitchen will be required as well as submission of an affidavit every two years until the eligible member is no longer occupying the apartment.

Commissioner Mips closed the public hearing for this item.

**Motion: Commissioner Profe moved to approve the Special Use for 18 Box Turtle Lane. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0**

**2. Special Use – 25 International Drive, Limited Outdoor Storage, Mock-up Display, Zoning Regulations Section 8.6.B, I Zone, Tradeport Development I, LLC/Griffin Industrial Realty, Inc. (See Site Plan Sec. I, Item G.1)**

**Site Plan – 25 International Drive, Outdoor Storage, Mock-up Display, I Zone, Tradeport Development I, LLC/Griffin Industrial Realty, Inc.**

The Commission directed that the above two applications would be heard together and voted on separately.

Herb May, civil engineer with Macchi Engineering, presented the applications. He said that his client would like to use the existing building for their business of producing cladding for buildings. He said that his client was seeking a special use for limited outdoor storage for a mock-up display for their product, similar to Permasteelisa on Day Hill Road.

Mr. May presented a site plan and reviewed parking, emergency access and the request to construct an eight-foot chain link fence with privacy slats around the storage area.

Commissioner Mips requested public comment. No one from the public came forward to speak regarding the application.

Assistant Town Planner Kenyon said that staff met with the applicant and all comments have been addressed on the site plan. She suggested an initial one-year time limit for the special use.

Commissioner Mips closed the public hearing for this item.

**Motion: Commissioner Profe moved to approve the Special Use for 25 International Drive with a one-year time limit. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**Motion: Commissioner Profe moved to approve the Site Plan for 25 International Drive. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

3. **Text Amendments to Great Pond Form-Based Code – Sections 3.1; 3.2.2; 1.2; 6.2; 6.8; 8.2; 8.3; and 5.4**, TNDD Zone, Great Pond Village, LLC/Great Pond Improvement District
  - **CRCOG Referral Letter**
  - **Revised Pages 6-3, 6-9 and 6-10**
4. **Traditional Neighborhood Design Development – 100 Arlington Road; 111 Newport Road; 200 Newport Road; 100 Lexington Road; 333 Arlington Road; and 2300 Day Hill Road**, Concept Plan Change, TNDD Zone, Great Pond Village, LLC/Great Pond Improvement District
5. **Re-Subdivision - 100 & 333 Arlington Road; 111 & 200 Newport Road; 200 Windham Road; 100 Lexington Road; 2300 Day Hill Road; and 1 Salisbury Street**, 10 Lots to 9 Lots, TNDD Zone, Great Pond Village, LLC/Great Pond Improvement District

The Commission directed that the above three applications would be heard together and voted on separately.

Diane Whitney, attorney with Robinson and Cole, summarized the project that was approved approximately seven years ago. She said that the property has been entirely remediated to residential standards and there are no buildings on the property. She said that an agreement with MDC for water and sewer has been reached and the property owners have been marketing to vertical developers. She said the master developer, David Winstanley and ABB, have recently found a vertical developer and they are now trying to accommodate the needs of the developer while also retaining the overall vision for the village. Ms. Whitney went on to explain that most interested developers would like to build around the pond, but it would not be practical with phasing for the infrastructure. This has resulted in a need to change the concept and regulating plan and make changes to the form-based code.

Rob Robinson, architect with Urban Design Development out of Pittsburgh, made a PowerPoint presentation. He said that the proposed changes to the concept plan are in keeping with the core message that the village is pedestrian and bike friendly and people can walk to any neighborhood and any of the great parks.

Mr. Robinson reviewed the changes to the Concept Plan and Regulating Plan, including replacement of Salisbury Street with two court areas to accommodate extra parking that will serve both the residents and the public and also allow pedestrian access to recreational areas; change of Arlington Road to a bike and pedestrian pathway; and update of figures to reflect those changes.

Mr. Robinson reviewed changes to the form-based code including modification of the medium urban buildings and the large urban buildings to reduce the depth requirements; reduction in the height for ground floor residential units; and change in landscaping

requirements for community streets to allow a 5 foot sidewalk and 5 foot planting strip in residential areas.

Jim Petropulos, civil engineer, with Haynor Swanson, presented the re-subdivision plan. He reviewed the changes to the plan including the removal of one lot; reconfiguration of roads; emergency access, and amended utility infrastructure reflecting MDC changes.

Town Planner Barz said that there were extensive meetings with the applicants and staff. He said that many of the previous comments were eliminated as they were addressed. He said that there are some minor outstanding issues from Engineering including notes and easements.

Town Planner Barz recommended approval of the Text Amendment and Concept Plan Changes. He recommended approval of the Re-subdivision conditioned on addressing outstanding staff comments.

Commissioner Profe read the CRCOG referral letter into the record.

Commissioner Mips requested public comment. No one from the public came forward to speak regarding the application.

Commissioner Mips closed the public hearing for this item.

**Motion: Commissioner Profe moved to approve the Text Amendment to the Great Pond Form-Based Code Sections 3.1; 3.2.2; 1.2; 6.2; 6.8; 8.2; 8.3; and 5.4. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**Motion: Commissioner Profe moved to approve the Traditional Neighborhood Design Development for 100 Arlington Road; 111 Newport Road; 200 Newport Road; 100 Lexington Road; 333 Arlington Road; and 2300 Day Hill Road. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**Motion: Commissioner Profe moved to approve the Re-subdivision for 100 & 333 Arlington Road; 111 & 200 Newport Road; 200 Windham Road; 100 Lexington Road; 2300 Day Hill Road; and 1 Salisbury Street, subject to the outstanding staff memo from Assistant Town Planner Kenyon in the memo dated January 5, 2017. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

## V. BUSINESS MEETING

A. Continuation of New Business - None

B. Application Acceptance - None

**C. Old Business - None**

**D. Public Communications and Petitions (if not completed)**

Because there are no public hearings on next month's agenda, the Commission agreed to cancel the regular meeting on February 14<sup>th</sup> and hold a special meeting at noon on February 14<sup>th</sup>, which will give the Commission the opportunity to accept any public hearing applications that come in and schedule them for public hearing at the March 14<sup>th</sup> meeting.

**Motion: Commissioner Levine moved to cancel the regular scheduled meeting in February which is February 14th and in its place hold a special meeting at 12 noon. Commissioner Scharoff seconded the motion and it passed unanimously, 5-0-0.**

**VI. ADJOURNMENT**

**Commissioner Scharoff moved to adjourn the meeting at 8:22 p.m. Commissioner Levine seconded the motion and it passed unanimously, 5-0-0.**