

**MINUTES
TOWN PLANNING AND ZONING COMMISSION
NOVEMBER 12, 2019
7:00 P.M. COUNCIL CHAMBERS, TOWN HALL
275 BROAD STREET, WINDSOR, CT**

Present: Commissioners Mips, Correia, Levine, Profe, and Smith. Alternate Commissioner Jaggon was present but not seated. Alternate Commissioner Harvey was absent.

Also Present: Town Planner Barz, Assistant Town Planner Sealy and Recording Secretary Lisa Ozaki.

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 – None**
- D. CGS § 8-24 Referral Requests – None**
- E. Pre-Application Scrutiny - None**
- F. Re-Approvals/Revisions/Extensions – None**
- G. Site Plans**
 - 1. Site Plan - 4 Batchelder Road, Batchelder & Howe Hall Addition and Renovation, NZ Zone, Loomis**

Brian Kaye, Landscape Architect from Milone & MacBroom and Lance Hall, Director of Physical Plant from Loomis Chaffee School were present and addressed the Commission. Mr. Kaye stated that the project would take place in the center of the Loomis Chaffee School main quad. There will be a 1,500 sq. ft. addition each to Batchelder Hall and Howe Hall. Mr. Kaye stated that the renovations will be making the interior more ADA accessible. The storm drain systems will be tied into the existing storm drain system. Mr. Kaye stated that the project is not in the floodplain and meets all zoning requirements.

Commissioner Mips asked if there were any staff concerns. Assistant Town Planner Sealy stated that staff met with the applicant and all concerns have been addressed. Town Planner Barz noted that this application would have been handled as a 3.9 staff review but because it would have had to be constructed in accordance with the AA residential standards unless modified by the Commission, which the applicant is here for. Commissioner Mips stated that she is glad to see they are keeping with the traditions of the buildings that are still there.

Commissioner Levine asked Mr. Kaye why, as the landscape architect, he was designing a building. Mr. Kaye stated that Milone & MacBroom is working with an architect consultant.

**Motion: Commissioner Levine moved to approve the Site Plan – 4 Batchelder Road, Batchelder & Howe Hall Addition and Renovation, NZ Zone, Loomis.
Commissioner Profe seconded the motion and it passed unanimously, 5-0-0.**

H. Minutes

1. October 8, 2019

**Motion: Commissioner Levine moved to approve the minutes as amended.
Commissioner Profe seconded the motion and it passed unanimously, 5-0-0.**

II. MISCELLANEOUS

1. FYI: 3.9 Site Plan Revision – 1045 Kennedy Road, ADA upgrades and drive up ATM, Bank of America
2. Zoning Practice – October 2019
3. Connecticut Federation of Planning & Zoning Agencies – Fall 2019

Assistant Town Planner Sealy reviewed the above site plan revision application approved by staff pursuant to Zoning Regulations Section 3.9.

Commissioner Mips asked if this was at the shopping center and are they adding a singular ATM. Town Planner Barz stated that they have multiple drive up lanes and one will be turned into a drive-up ATM lane.

III. PLANNER'S REPORT

1. Update on recent development.

Town Planner Barz stated that there is a lot of interest in Windsor right now, but he has nothing new to report

Commissioner Mips asked if the planning staff had heard if the Plaza building is changing its use. Town Planner Barz stated that he heard nothing and as far as he knows it was still a restaurant with a theater in the back.

Commissioner Levine noted that Great Pond has put up some nice looking street lights in the last week and that the sidewalks have been paved.

Town Planner discussed with the Commission moving the time of the Public Hearings from 7:30pm to 7:00pm in the future to avoid long waits when there is little new business to conduct. The Commission agreed with the Town Planner and asked the staff to review the by-laws.

IV. PUBLIC HEARINGS – None

1. Special Use – 903 / 777 Day Hill Rd., Section 8.6P, Extended Stay Hotel, I Zone, Alford Associates

Commissioner Mips read the letter into the record from Alford Associates dated November 11, 2019, requesting that the hearing be opened and recessed.

Motion: Commissioner Levine moved to continue to December 10, 2019 – 903 / 777 Day Hill Rd., Section 8.6P, Extended Stay Hotel, I Zone, Alford Associates
Commissioner Correia seconded the motion and it passed unanimously, 5-0-0.

2. Special Use Re-Approval – 40 Stevens Mill Road, Section 15.1.9, Cat Adoption Facility, I Zone, Spinnato

Christopher Spinnato and Marianne Viewig, the owners of the Connecticut Cat Connection were present and addressed the Commission. Mr. Spinnato stated that he would like a ten year extension or longer for the special use permit.

Commissioner Mips asked if staff reviewed this application. Assistant Town Planner Sealy stated that there were no comments. Town Planner Barz stated that no issues have been reported to staff.

No Public Comment.

Town Planner Barz stated that they have proven to be good neighbors and that the Commission can grant the approval with a ten year extension or no time limit, since there are zoning enforcement procedures in place to take care of any issues that may arise.

Commissioner Levine stated that we should waive the length of time and Commissioner Profe agreed.

Motion: Commissioner Levine moved to approve the Special Use Re-Approval – 40 Stevens Mill Road, Section 15.1.9, Cat Adoption Facility, I Zone, Spinnato for an indefinite period of time.

Commissioner Profe seconded the motion and it passed unanimously, 5-0-0.

V. BUSINESS MEETING

A. Continuation of New Business – None

B. Application Acceptance

1. **Special Use Re-approval – 90 Meadow Road**, Section 9.6.1 & 8.6B, Outdoor Storage, W Zone, 90 Meadow Road, LLC
2. **Special Use – 144B Broad Street**, Section 5.2.6D2, Live Music, B2 Zone, Tirado
3. **Text Amendment to the Great Pond Form-Based Code**, Section 1.2, 3.1, 3.4.2, 5.4, 5.4.4, 5.4.7, 5.10, 5.8.4, 9.1, and 10.2, I Zone, Winstanley
4. **Text Amendment – Section 8.6X**, Special Uses, SPA Properties , LLC

The Commission directed that the above four public hearing items be scheduled for public hearing at the next regular Town Planning and Zoning Commission meeting on December 10, 2019.

C. Old Business – None

D. Public Communications and Petitions – None

VI. ADJOURNMENT

Motion: Commissioner Levine moved to adjourn the meeting at 7:35 p.m. Commissioner Correia seconded the motion and it passed unanimously, 5-0-0.

Respectfully submitted, *Lisa Ozaki*, Lisa Ozaki, Recording Secretary

I certify these minutes were adopted on November 12, 2019

Jill Levine
Jill Levine, Secretary