

**MINUTES  
TOWN PLANNING AND ZONING COMMISSION  
DECEMBER 14, 2021  
7:00 P.M. HYBRID MEETING  
275 BROAD STREET WINDSOR, CT**

**Present: Commissioners Mips, Levine, Harvey, Kuintzle, and Jaggon.  
Alternate Commissioner Harvey was present and seated for Commission Correia.  
Alternate Commissioner Hallowell was present, but not seated.**

**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 –**  
Commissioner Harvey stated that she attended the CRCOG Regional Planning meeting on November 18. Commissioner Harvey said that CRCOG’s Affordable Housing Report is final and available on their website. CRCOG is looking for topics for future 2022 meetings. The presentation from this meeting was on Cannabis Best Practices and presented case studies from two Massachusetts towns. Commissioner Harvey gave the Commission a brief overview of the case studies.

**C. Zoning Enforcement Officer’s Report – None**

**D. C.G.S. §8-24 Referral Requests – None**

**E. Pre-Application Scrutiny**

**1. 200 Bloomfield Ave. Discussion, I Zone, Laundromat, Sabovic**

Atty. John Webber, 126 Palisado Ave., spoke to the Commission in regards to their applicant. Atty. Webber stated that the applicant would like to have a laundry mat run out of 200 Bloomfield Avenue. Atty. Webber said that the area would be a nice fit for this.

Commission Mips stated that the building has been sitting there so long because of the nonconforming use in the area. Commissioner Mips said that the use would have to be lesser than what was there.

Town Planner Barz stated that it is in the industrial zone, but non-conforming as in the area, shape, and setbacks. Town Planner Barz said that to do a laundry mat, the zone would need to be changed to a B2 zone. Town Planner Barz stated that there is not a nonconforming use there, but the fact that there is nothing we can rezone it to that doesn't open up other issues.

Commission Mips said that she would not like to see this parcel in the B2 zone. It opens up too many uses that could go there. Commissioner Mips stated that she would like to see a special use made for the I zone.

Commissioner Levine said that she thought that building was used for interior design. Town Planner Barz stated that a realtor used it for storage for staging houses. Town Planner Barz said that the current use is warehousing use which is allowed in the I zone.

Commission Mips said that she would like to see it stay in the I zone. Town Planner Barz stated that he would review and come up with a text amendment that would work.

Commissioner Levine stated that truthfully any other use would be an improvement. That has always been an eyesore on that corner. Commissioner Levine said that the apartments would benefit from the laundry mat given the multiple apartments in that area.

Commission Harvey asked why keeping it industrial is preferable. Commissioner Harvey said that seems less compatible with the surrounding area. Town Planner Barz said that it would not be good for the heavy industrial zone, but low-key office use.

Commissioner Mips said that not to change the zone, but keep it industrial. Commissioner Mips asked Town Planner Barz to find something that would work there.

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

#### **G. Site Plans**

##### **1. Site Plan – 1010 Day Hill Road, Office & Manufacturing, Section 8.4 A & B, MBS Assoc. II, LLC**

- i. Waiver for dead-end parking - Section 3.3.3E. The commission may waive this requirement for non-retail/service uses if a turnaround area and adequate on-site circulation are provided.
- ii. Waiver for building façade material requirements – Section 8.2.3A&C The commission may waive this requirement for addition based on the existing building façade materials.

Alan Bongiovanni, Land Surveyor from MBS Associates II LLC, was present and addressed the Commission. Mr. Bongiovanni stated that on the existing facility they are proposing a 10,357 sq. ft. addition to the rear of the building. The proposed addition is for warehouse space and data mailing operations. The maximum building coverage would be expanded to 16.5% and the impervious cover would be increased to 49.8%. The parking required for this addition would be 132 spaces and there are 74 currently so they are proposing to add 89 spaces and leave 43 parking spaces for the future if that need ever arises. Mr. Bongiovanni stated that

the radius to the rear of the parking had been adjusted to accommodate emergency vehicles. Mr. Bongiovanni stated that they are requesting a waiver for dead-end parking. There is an established buffer around the building.

Sudhakar Nagardeolekar, Architect from NSN Architect, LLC was present and addressed the Commission. Mr. Nagardeolekar said that they are requesting a waiver for the building façade material. Mr. Nagardeolekar shared packets about the building materials with the Commission. Mr. Nagardeolekar stated that the materials are the same as the existing building.

Commission Mips asked if the staff comments have been addressed. Mr. Nagardeolekar said that all comments have been addressed to staff.

Asst. Town Planner Sealy stated that the application could be approved subject to staff review.

**Motion: Commissioner Levine moved to approve the Waiver for dead-end parking - Section 3.3.3E and Waiver for building façade material requirements – Section 8.2.3A&C. Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0.**

**Motion: Commissioner Levine moved to approve the Site Plan, 1010 Day Hill Road, Office & Manufacturing, Section 8.4 A & B MBS Assoc. II, LLC with the following conditions:**

**1. Final Staff Review.**

**Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0**

**A. Minutes**

**1. November 9, 2021**

**Motion: Commissioner Levine moved to approve the minutes of December 14, 2021, as presented.**

**Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0.**

**B. Adopt 2022 Meeting Schedule**

**Motion: Commissioner Levine moved to adopt the 2022 Meeting Schedule.**

**Commissioner Harvey seconded the motion and it passed unanimously 5-0-0.**

**II. MISCELLANEOUS – None**

**III. PLANNER’S REPORT**

**1. Update on recent development**

Town Planner Barz stated that the development pipeline is full and is about to be even fuller. Town Planner Barz said that he looks forward to bringing new applications to the Commission if there is success bringing new businesses into Windsor. Progress is continuing with previous developments. Town Planner Barz stated that there was a complaint from a neighbor in Strawberry Hills about glare from Amazon’s lighting fixtures. Town Planner Barz said that he met with the Amazon Site Supervisor and they will be investigating two different methods of shielding the glare from the LED lighting. Town Planner Barz stated that the policy for reapplying for a Commission has changed.

**IV. BUSINESS MEETING**

**A. Application Acceptance -None**

**B. Old Business – None**

**V. PUBLIC HEARINGS**

**1. Special Use – 107 Palisado Ave.,** Two Family, Section 11.4.1, NZ Zone, First Church of Windsor

Senior Minister Nichole Grant-Yonkman, from First Church of Windsor, was present and addressed the Commission. This property is in the NZ zone with a two-story home on it that the Church owns. The building was used for the housing of the Sexton of the Church on the second floor. Senior Minister Grant-Yonkman stated that four years ago, the Church started using the first floor as the Associate Pastor’s housing. As of now, the Associate Pastor has moved out and they are looking for another use for it. Senior Minister Grant-Yonkman stated that the plan is to use the first floor for residences for refugees that would be renting it. The Senior Minister has been advised by Planning and Building that this would now be a different use than Church use. Senior Minister Grant-Yonkman explained the church is requesting a two-family special use for two private renters in the building. Senior Minister Grant-Yonkman stated that the building inspector has inspected the property and everything is fine.

Public Comment:

Eric Weiner, 130 Palisado Ave. would love to support this special use.

Asst. Town Planner Sealy stated that this was a two-family and needed to be addressed with a special use for the land records. The building is set up as a two-family and some minor things need to be addressed for improvements.

Town Planner Barz stated that the property and parcel should remain as part of the church property.

**Motion: Commissioner Levine moved to approve the Special Use – 107 Palisado Ave. known as 115 Palisado, Two Family, Section 11.4.1, NZ Zone, First Church of Windsor with the following conditions:**

**1. That the property remains with the First Church of Windsor while it is a two-family dwelling.**

**Commissioner Harvey seconded the motion and it passed unanimously 5-0-0.**

**2. Special Use Re-Approval – 1916 Poquonock Ave.,** Gas Station/Convenience Store, Section 15.2.1, B2 Zone, Kahn/Safia 2 LLC

The applicant was not present.

**Motion: Commissioner Levine moved to continue the Special Use Re-Approval – 1916 Poquonock Ave., Gas Station/Convenience Store, Section 15.2.1, B2 Zone, Kahn/Safia 2 LLC to the January 11, 2022 meeting.**

**Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0.**

**3. Text Amendment – Zoning Regulation Sections: 2.2, 4.4.1A, 4.4.16A, 4.4.17, 4.5.10 & 4.5.16, Accessory Apartments, TOW**

Town Planner Barz stated that the State of Connecticut mandated that every town in Connecticut must allow any single-family property an accessory apartment unless the town opts out of it. The statute stated that it can be up to 1,000 sq. ft. or 30% of the net floor area of the principal dwelling, whichever is the least. Town Planner Barz gave the Commission a summary of what we currently allow. The state does not allow us to now make that distinction. Anyone would be allowed to live there and the town would require the owner to live on the premises. There would be no special use needed, but an affidavit would be required for the owner to fill out stating they live there.

Commissioner Levine asked when the affidavit would be renewed. Town Planner Barz said that would be every two years. Commissioner Levine asked what if the property is on septic. Town Planner Barz said that it would have to meet all the health codes.

Commissioner Kuintzle stated that he read the apartments could be built without a bathroom or a kitchen but would be shared with the single-family. Commissioner Kuintzle asked how many could be built on one property. Town Planner Barz said that is not an accessory apartment, but an addition to the house. It would have to be a fully functioning apartment. Town Planner Barz stated that it would be one per household.

**Public Comment:**

Eric Wiener, 130 Palisado Ave., greatly appreciates the intent that the state is trying to do on accessory structures, but he feels the text amendment as written may be too restrictive to meet the overall intent. The goal is to increase housing because we are dealing with an affordable housing crisis in the state and a lack of housing for people who want to move here. He doesn't see the need for the owner to occupy the main house.

Town Planner Barz said that you can build over a garage. Limited to the height of the single structure. Mr. Weiner said that the wording said it was limited to a one-story structure. Town Planner Barz said that it is limited to the height of the principal structure. Mr. Weiner said that there was a line that said the accessory structure was limited to fifteen feet. Town Planner Barz explained what the line was. Mr. Weiner said that he misunderstood the markup that was attached to the website that was referenced the fifteen feet.

Commissioner Mips read the line to the Commissioner. Town Planner Barz said that there was older language tacked on to this that shouldn't have been there.

Lisa Ozaki, Planning Secretary addressed the Commission and explained that more was attached than needed. Town Planner Barz said that the Commission does not have the correct copy.

**Motion: Commissioner Jaggon moved to recess the Text Amendment – Zoning Regulation Sections: 2.2, 4.4.1A, 4.4.16A, 4.4.17, 4.5.10 & 4.5.16, Accessory Apartments, TOW to the January 11, 2022 meeting.**

**Commissioner Levine seconded the motion and it passed unanimously 5-0-0.**

**4. Text Amendment – Zoning Regulation Sections: 1.1.3, 2.2, 5.2.6R, & 8.6U, Cannabis Moratorium, TOW**

Town Planner Barz stated that this is the exactly same text amendment to get a better forum.

Commissioner Levine read letters into the records from:

CRCOG letter dated December 8, 2021.

Michele Vannelli, 1152 Poquonock Ave., dated December 13, 2021

Bonnie Karkowski, 1852 Poquonock Ave., dated December 14, 2021

No Public Comment.

**Motion: Commissioner Levine moved to approve the Text Amendment – Zoning Regulation Sections: 1.1.3, 2.2, 5.2.6R, & 8.6U, Cannabis Moratorium, TOW.**

**Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0.**

**VI. Public Communications and Petitions – None**

**VII. Public Forum – Affordable Housing Workshop**

Town Planner Barz opened the public forum.

Town Planner Barz gave a brief presentation about affordable housing to the public.

Commissioner Jaggon said that his concern is not about the content, but why the turnout is so low. Town Planner Barz said that he honestly does not understand still it was advertised in the Windsor Journal and was on the Town Website. The same problem happened with the Cannabis forum. Commissioner Jaggon said that we must do better. Commissioner Jaggon asked if the town reached out to the people who live in apartments with mailing for participation. Town Planner Barz said that we do not have access to that information. Commissioner Jaggon stated that is what we need to do.

Commissioner Levine said that there is so little land in Windsor now to even put apartments on.

Commissioner Mips said that every time we have an apartment complex come to this Commission everyone comes out and speaks against it. Commissioner Mips asked how the price stays affordable.

Town Planner Barz stated that over the last fifteen years, the tendency is to relax the regulations. The affordable housing does not work unless the developer gets a bargain on the

land, participates in the clean-up on the brownfield, a tax abatement, and then charges \$2,100 a unit for a single-family apartment.

Commissioner Mips asked how the town ensures that the price stays affordable. Town Planner Barz said that these are things we have to concern when we write this. Town Planner Barz stated that there could be a housing trust where the dilapidated property is purchased and made affordable.

Commissioner Levine agreed with Commissioner Jaggon about reaching more people to get more input. Commissioner Levine stated that going to BOE meetings, churches, or having the Town Council speak about it.

Mr. Weiner said that the meeting should not be in this room, but out in the community. Church, PTO meeting, going to the lunchroom at Amazon to talk about this.

Commissioner Levine said that there are people like her who are downsizing and want to stay in Windsor. She cannot find a house that would suit her needs and are smaller than the house she owns now.

Town Planner Barz stated that he only has until June to get this written up.

Commissioner Mips stated that there should be an open forum and hopefully get more people to show up. It's difficult to have people stay for a workshop that happens after your Planning and Zoning Meeting.

Town Planner Barz said that not sure what he can do since he is in a crunch to get this done before June.

Commissioner Hollowell said that she works in marketing and she noticed that the meetings are being scheduled at times that are inconvenient for the majority of the people that you are trying to reach. Having these meetings at night would not bring out the elderly. Having them during the workweek would not bring in families. Commissioner Hollowell stated that direct mail is the single biggest drive to performance across all channels. Commissioner Hollowell said that the message would have to be repeated several times in several different ways. Commissioner Hollowell suggested that a waiver be written into the accessory regulations that if affordable housing as defined by and according to.

Commissioner Harvey said that most people do not understand the topic of affordable housing or that they have something valuable to contribute to. Commissioner Harvey stated that you have to give people more information about it to understand and react to.

Town Planner Barz stated that once this workshop was over, he was going to draft a plan and come back in February for the Commission to review. Commissioner Mips said that it might help if there is a draft started and it might work better.

Mr. Weiner said that packaging up a draft and letting the town know there is going to be a workshop on the future of Windsor. You have to ask what the residents want Windsor to be to get them involved.

Commissioner Hollowell said that you need sound bites. Residents are not going to read 300 pages. If it does not happen in one to two minutes, people do not pay attention.

Commissioner Mips stated that start with the Town Planner's draft and make headlines from that. Mr. Weiner said that starting with the bullet points first then making your draft.

Commissioner Hollowell said that each headline should appeal to a different audience. A series of headlines that help give them and bring them in.

Commissioner Harvey said that there could be a series of questions like is your rent too high.

### VIII. ADJOURNMENT

**Motion: Commissioner Levine moved to adjourn the meeting at 9:16 p.m.**

**Commissioner Jaggon seconded the motion and it passed unanimously 5-0-0.**

Respectfully submitted, \_\_\_\_\_, Lisa Ozaki, Recording Secretary  
January 11, 2022.

---

Jill Levine, Secretary