

**MINUTES  
TOWN PLANNING AND ZONING COMMISSION  
DECEMBER 13, 2022  
7:00 P.M. HYBRID MEETING  
275 BROAD STREET, WINDSOR, CT**

**Present: Commissioners Mips, Levine, Harvey, Kuintzle and Rivas Plata  
Alternate Commissioner Harvey was seated for former Commissioner Correia  
Alternate Commissioner Rivas Plata was seated for Commissioner Jaggon  
Not Present: Commissioner Jaggon and Alternate Commissioner Hollowell**

**Also Present: Town Planner Barz and Assistant Town Planner Sealy**

**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. C.G.S. §8-24 Referral Requests**

**Motion: Commission Levine moved to add to the agenda the recommendation to approve the Goslee Pool Renovation project under section 8-24 of the Connecticut General Statutes.**

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

**1. C.G.S. §8-24 Review – 685 Windsor Avenue, Stroh Park, Goslee Pool Renovations**

Recreation Director Paul Norris was present and reviewed the referral. He explained that for more than 50 years, the Town of Windsor has offered an array of programming at its outdoor pool facilities. The town faces aging infrastructure at the outdoor pools and a need to provide suitable aquatics facilities to serve residents who participate in swim lessons, open swim and lap swim. Since FY17, the Town’s Capital Improvement Program (CIP) has included funding for an assessment of the pools, which identified the need to replace filtration systems and renovate the bathhouse/changing facilities. He stated that with the filtration systems now complete, they are seeking approval to renovate the Goslee Pool bathhouse/changing and lifeguard facilities.

Mr. Norris stated that the proposed project will add 270 square feet to the bathhouse/changing facility as well as approximately 96 square feet to the lifeguard facility. They will be adding a family changing room, a staff breakroom and a training room, as well as enclosing the filtrations system. In the main pool house facility, they will be bringing in new toilets, showers and faucets, enlarging the changing area, increasing ADA compliance, adding warm water for handwashing and showering and adding a new entrance.

Commissioner Mips asked when they planned to begin the project. Mr. Norris stated that they are planning to begin the work in mid-winter with a completion date of July 1, 2023.

**Motion: Commissioner Levine moved that the Town Planning and Zoning Commission recommend to the Windsor Town Council, pursuant to CGS § 8-24, approval of the Goslee Pool Renovations, as presented.**

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

**E. Pre-Application Scrutiny – None**

**F. Re-Approvals/Revisions/Extensions**

1. **3.9 Site Plan – 610 Old Village Circle**, Phasing Revision and Site Modification, Poquonock Commons, LLC
2. **3.9 Site Plan – 840 Prospect Hill Road**, Installing Signage, I Zone, Playstrong, LLC
3. **3.9 Site Plan – 770, 800, 808 & 812 Bloomfield Avenue**, Driveways/Speed Bump, I Zone, Alford Assoc., Inc.

Assistant Town Planner Todd Sealy briefly reviewed the applications.

Commissioner Mips inquired about the Bloomfield Avenue application and asked where they would be exiting on Addison Road. Mr. Sealy stated that it was to connect to the existing exits on Addison Road. Commissioner Mips asked if they bought the next building up because that is all loading docks. Mr. Barz stated that they've owned the next building up for many years and they will be exiting out of an existing driveway.

**G. Site Plans – None**

**H. Minutes**

1. **November 9, 2022**

**Motion: Commissioner Levine moved to approve the draft minutes of November 9, 2022 meeting as presented.**

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

**II. MISCELLANEOUS – None**

### **III. PLANNER'S REPORT**

#### **1. Update on recent development**

Mr. Barz stated that we have a lot of activity going on behind the scenes. They are in the process of reviewing a site plan for 500 Groton Road at the rear of Great Pond for a half a million square foot building. He mentioned that a demolition permit had been pulled on the first of the two buildings at 415 and 425 Addison Road. Mr. Barz also noted that the Baker Hollow pavement extension is in design and explained that the pavement will extend from the new Condyne facility out to Marshall Phelps Road.

Commissioner Mips asked if it would come out on Marshall Phelps. Mr. Barz stated that it will come out next to 800 Marshall Phelps Road where there is currently the paved stub. He explained that it will be paved and graded according to town standards.

Commissioner Mips asked if it will require a bridge or a large cul-de-sac. Mr. Barz responded that there is already culvert there and they will probably extend the culvert.

Commissioner Levine stated that she noticed activity at the two buildings on Day Hill Road that was approved for demolition. Mr. Barz said that one of those buildings will be demolished.

### **IV. BUSINESS MEETING**

#### **A. Application Acceptance**

##### **1. Special Use – 540 (494) Windsor Avenue, Section 5.2.6D(1), Limited-Service Restaurant, B2 Zone, Collins**

The above item will be scheduled for public hearing at the next regular Planning and Zoning Commission meeting on January 10, 2023.

#### **B. Old Business – None**

### **V. PUBLIC HEARINGS**

Commissioner Levine read the legal notice into the record.

Commissioner Mips also read a letter regarding the design development detail plan for 109-125 Poquonock Avenue dated December 7, 2022 from Christopher Hill of Blue Moon Design requesting the public hearing be postponed to the next meeting in January.

Commissioner Mips read a letter regarding the zone change for 550 Marshall Phelps Road dated December 13, 2022 from Wilson Alford, Jr. of Alford Associates, Inc. stating they withdrew their application and requested a waiver for reapplication.

**A. Zone Change – 550 Marshall Phelps Road, W to I Zone, 29.75 acres, Alford Assoc., Inc.**

**Motion: Commissioner Levine moved to accept the request that the future reapplication fee be waived.**

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

**B. Text Amendment – Add Section 4.5.17, Housing for Handicapped Persons, Lally and Assoc., Inc.**

Licensed Engineer and Land Surveyor Ed Lally from Ed Lally and Associates, Inc. was present and reviewed the text amendment. Mr. Lally stated that this proposal would permit smaller residential care facilities on smaller sites with more intense and focused care and services, and that it would fill a need that may not have been envisioned when the current regulations were written. He discussed lot size, handicap accessibility, storage, transportation, available services, building design, minimum square footage, amenities, sewers and parking.

Commissioner Mips had concerns with lighting and asked about criteria for buffering in this text amendment. Mr. Barz responded that if a site had residential neighbors then we would require house-side shields to be installed on the lights so that no glare left the site.

Commissioner Levine asked if the units would be required to have sprinklers. Mr. Sealy stated that it was addressed in the regulations under miscellaneous section C, number 12.

Commissioner Harvey asked if the definition of a handicap person in section 1.1F of the general statues mimicked what is in the intent. Mr. Lally stated that he was not familiar enough to be able to answer that. He said it was reviewed by someone who has a business and works with 150 patients and he would assume that the definition does meet the criteria.

Commissioner Mips asked if Mr. Barz knew anything further. Mr. Barz replied no.

Public Comment: None

Mr. Barz stated that the staff had reviewed the application and that Mr. Lally made some changes per the staff's recommendations. There are no outstanding comments.

Commissioner Mips stated that she thought it was a great idea, but had concerns on where it would be placed in town.

Commissioner Levine read a Capitol Region Council of Governments (CRCOG) letter dated October 14, 2022 into the record.

**Motion: Commissioner Levine moved approval of the text amendment to add section 4.5.17 to the regulations for the Town of Windsor concerning housing for handicapped persons.**

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

**C. Design Development Detail Plan – 109-125 Poquonock Avenue, Mixed-Use with 77 dwelling units, B-2 Zone, 2.33 acres, Blue Moon Design  
Postponed to January 10, 2023.**

**D. Text Amendment – Section 3.0.1C(1) to 3.7.9C(1), Recodification of Section, TOW**

Mr. Barz stated that in updating the zoning regulations, we discovered another codification error and asked to correct it.

Commissioner Levine read a Capitol Region Council of Governments (CRCOG) letter dated November 18, 2022 into the record.

Public Comment: None

**Motion: Commissioner Levine moved approval of the recodification from section 3.0.1C(1) to 3.7.9C(1).**

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

**E. Special Use – 109 Pond Road, Section 4.5.16, Increasing Accessory Building Size, AA Zone, Johnson**

Homeowner Jay Johnson of 109 Pond Road was present and reviewed the application.

Commissioner Mips stated that she had no problem with the application.

Commissioner Levine asked for clarification on where the garage would be placed. Mr. Johnson explained that it was the building on the drawing labeled 24'x 24'.

Mr. Barz stated that based on the formula for the acreage, he could have had more but he had a prefab structure already purchased.

Public Comment:

Caeden Winborne of 4 Hampton Place stated he is a neighbor and is in favor of the application. He asked what he's doing with the garage and where would it be located. He also commented that the property could use some clean up regarding debris by the house and landscaping.

Mr. Johnson stated that the garage would be placed to the right of the house.

Mr. Barz asked if there was a considerable amount of debris when the property was purchased and if it was being cleaned up. Mr. Johnson said absolutely. He explained that it was a foreclosed house and it was a mess. He has found metal and glass throughout the backyard. Old aerial pictures show old boats, trucks and piles of debris. He's taken down seven trees so far and he has clean up to do with the trees.

**Motion: Commissioner Levine moved approval of the application to increase the accessory building size at 109 Pond Road.**

**Commissioner Rivas Plata seconded the motion and it passed 5-0-0.**

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

**VII. ADJOURNMENT**

**Motion: Commissioner Levine moved to adjourn the meeting at 7:40 p.m.**

**Commissioner Rivas Plata seconded the motion and it passed 5-0-0.**

Respectfully submitted, \_\_\_\_\_, Andrea D. Marcavitch, Recording Secretary December 13, 2022.

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Jill Levine, Secretary