

**MINUTES
TOWN PLANNING AND ZONING COMMISSION
MARCH 14, 2023
7:00 P.M. HYBRID MEETING
275 BROAD STREET, WINDSOR, CT**

Present: Commissioners Mips (arrived at 7:22 p.m.), Levine, Hallowell, Jaggon, and Kuintzle

Alternate Commissioner Hallowell was seated for former Commissioner Correia

Absent: Alternate Commissioners Harvey and Rivas Plata

Also Present: Town Planner Barz, Assistant Town Planner Sealy and Secretary Andrea D. Marcavitch

I. NEW BUSINESS

As acting chair, Commissioner Levine opened the meeting at 7:10 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 Levine stated that she, Ms. Mips, and two other commissioners attended the Connecticut Land Use Law webinar last Saturday. One of the sessions she attended was a one-hour session on affordable housing, which will count for the training requirement.

Mr. Barz stated that Commissioners Jaggon and Kuintzle also attended, and Commissioner Hallowell added that she also attended.

C. Zoning Enforcement Officer's Report – None

D. C.G.S. §8-24 Referral Requests

1. C.G.S. §8-24 Review – Lease of Northwest Park Tobacco Barn

Town Planner Eric Barz gave a brief overview. He stated the Connecticut Valley Tobacco Historical Society (CVTHS) and town staff would like to formalize the longstanding working arrangement into a long-term lease agreement. By doing so, this will help allow the CVTHS to pursue grant opportunities, as some funders often want recipients to have written lease agreements if they do not own the premises.

Commissioner Levine asked about the length of the lease. Mr. Barz said that he didn't think it had been determined at this point.

Commissioner Jaggon stated that he wanted to ensure that the warming shed is not a part of the lease. Mr. Barz stated it is not part of it to his knowledge.

Commissioner Jaggon asked if the town would continue to maintain and repair this building. Mr. Barz said, yes.

Commissioner Jaggon asked about the cost of the lease. Mr. Barz stated that he didn't know what the terms of the lease would be but the costs to the town would not change.

Commissioner Jaggon thought the Commission should get more details before going into any arrangements with CVTHS. He wanted more specifics before moving forward. He stated that he didn't want anyone from the public to be disenfranchised from using that building.

Motion: Commissioner Kuintzle moved to recommend to the Town Council the approval of the lease with The Connecticut Valley Tobacco Historical Society for the Luddy/Taylor Tobacco Museum and Archive Building.

Commissioner Hallowell seconded the motion and it passed 4-0-1.

Vote: Levine, yes; Hallowell, yes; Jaggon, abstained and Kuintzle, yes.

E. Pre-Application Scrutiny – None

F. Re-Approvals/Revisions/Extensions

- 1. 3.9 Site Plan – 685 Windsor Avenue – Goslee Pool**, Addition and renovations, A Zone, TOW
- 2. 3.9 Site Plan – 431 (425) Hayden Station Road**, Install chiller unit & fuel tank, I Zone, Calafiore
- 3. 3.9 Site Plan – 51 Day Hill Road**, Site improvements & addition, I Zone, The Metropolitan District (MDC)

Assistant Town Planner Todd Sealy reviewed the approved applications.

G. Site Plans

- 1. Site Plan – 29 Windsor Avenue**, Mixed commercial development, 13.8 acres, B2 Zone, Dijon, LLC – *continued from February 14, 2023.*

Commissioner Levine stated that the Commission had received a letter from the applicant requesting all applications to be continued to April 11, 2023.

H. Minutes

- 1. February 14, 2023**

Motion: Commissioner Jaggon moved to approve the draft minutes of February 14, 2023 meeting as amended.

Commissioner Kuintzle seconded the motion and it passed 4-0-0.

II. MISCELLANEOUS – None

III. PLANNER’S REPORT

1. Update on recent development

Mr. Barz said that two facilities, Amazon on Kennedy Road and the building on Baker Hollow Road for Condyne Associates, would be getting their certificates of occupancy soon. He added that a SafeLite AutoGlass distribution center would be going into the property on Baker Hollow Road.

Commissioner Mips joined the meeting at 7:22 p.m. and assumed the chairmanship.

IV. BUSINESS MEETING

A. Application Acceptance

1. Zone Change – 777 Bloomfield Avenue, I to AG Zone, 41.6 acres, Beaudoin

2. Zone Change – 120 High Street, B-2 to AA Zone, 4.38 acres, EBEX, Inc.

3. Text Amendment – Sections 2.2 and 3.3.5K, Electric vehicle charging stations, TOW

Mr. Barz stated that staff is also anticipating a few more applications for the next meeting and that there should be sufficient time to advertise them for public hearing.

The above items will be scheduled for public hearing at the next regular Town Planning and Zoning Commission meeting on April 11, 2023.

B. Old Business – None

V. PUBLIC HEARINGS

Commissioner Levine read the legal notice into the record.

A. Special Use – 530 Hayden Station Road, Section 8.6E, Commercial recreational and cultural buildings, I Zone, Twitchell – *continued from February 14, 2023*.

Commissioner Mips stated that the applicant has withdrawn the application.

B. Special Use Re-Approval – 777, 903 and 1001 Day Hill Road, Section 15.2.13, Top Soil, Gravel, Sand, Clay, or Stone Removal, I Zone, Alford Associates, Inc.

Mr. Sealy read a letter dated March 14, 2023 from Mr. Wilson M. Alford, Jr. requesting postponement to the April 11, 2023 meeting.

C. Design Development Concept Plan – 144 Broad Street, 106 units, B2 Zone, 2.655 Acres, Alford Associates, Inc.

Gregg Vaca of GRAVA Properties and Wilson M. Alford, Jr. of Alford Associates were present. Mr. Vaca gave an overview and outlined the changes since the last time they were before the Commission. Mr. Vaca discussed the purchase of more land to allow for additional parking; a new configuration to include 106 units; additional land to the south has increased acreage from 2.655 to 3.2; additional parking to the east abutting Palisado Avenue; the second phase now includes a proposed three-story building with 36 additional apartments; the back and north buildings have changed from 20 units to 30 units; they have eliminated the two-bedroom units and replaced them with studio apartments; narrowed the south and west buildings by eight feet, which increased room for additional parking and fire truck turning radii; hardscaped areas; employee parking; food trucks; a patio; 147 parking spaces – 106 spaces for residential and 41 spaces for retail; and noted the request for reduction in parking spaces and previous waivers already granted.

Commissioner Mips asked where large trucks would enter and exit and if there is enough turn-around space. She stated that she didn't see enough on the plans. Mr. Vaca reviewed the entrances and exits, stating that the entrances and turning radii had been expanded after comments from the Fire Marshal.

Mr. Barz stated that he would not expect tractor trailer trucks to be navigating through here. They would expect delivery trucks that have the same or smaller wheel base than our largest fire truck, which can navigate through here.

Commissioner Mips asked if a fire truck can get through. Mr. Barz replied, yes.

Commissioner Levine asked if there were now two entrances and exits on Prospect Street. Mr. Vaca explained that there are two entrances and only one exit. He said that it maintains the configuration that is there today.

Commissioner Levine asked if current tenants were going to be accommodated if they wished to stay in this development. Mr. Vaca said not all of them will stay but there have been negotiations for most of them to stay. In the west building, tenants will be relocated to the south building or negotiate to leave.

Commissioner Levine stated that she was concerned about the restaurant and that there wouldn't be sufficient parking spaces for patrons. Mr. Vaca clarified that there will only be two restaurants that will remain on the site, MofonGo and Peking, and those are both largely takeout.

Commissioner Levine asked if they anticipated that it would be one parking space per apartment. Mr. Vaca responded, yes.

Commissioner Levine asked what tenants will do if they have two cars. Mr. Vaca said they would have to find a location off-site to park their car. They are hoping to attract couples who are trying to make it work with one car. Commissioner Levine added that some may use mass transit and have no cars. Mr. Vaca said, yes.

Commissioner Jaggon asked what percent of the apartments will be affordable housing. Mr. Vaca explained that they are receiving a state grant and also have a credit enhancement agreement with the town. Both require a 20% affordable component, called workforce housing, at 80% of the area median income.

Commissioner Jaggon asked if the two-bedrooms are now being reduced down to one-bedrooms. Mr. Vaca said, yes, they will become studios. There were 10 two-bedroom units in the previous configuration and now there will be 20 studios occupying the same volume.

Mr. Barz stated that previously there were 96 units proposed and now there are 106 units. He clarified that the regulation was changed last year for Windsor Center to have bedroom-based density and not dwelling unit-based density. The number of bedrooms has not changed, therefore the density previously discussed has not changed.

Public Comment: None

Commissioner Mips asked Mr. Barz if he had anything to add. He said that staff had reviewed the plans. There is still one more step to go where details will be refined during the detail plan and staff will wait to comment then.

Motion: Commissioner Levine moved approval of the Design Development Concept Plan for 144 Broad Street, 106 units in the B2 Zone, as described by the applicant. Commissioner Jaggon seconded the motion and it passed 5-0-0.

D. Text Amendment – Section 3.3.1H, Deferred parking, TOW

Mr. Barz reviewed the text amendment and stated that it would provide greater flexibility in deferring parking for industrial uses with significantly lower parking demand while reducing unnecessary expense and stormwater runoff. This would defer parking to a later date, not waive or vary it. Currently, our regulations allow up to 50% of deferred parking and this proposal would allow anyone to defer up to 75%. Mr. Barz stated that staff doesn't believe there will be any harm in allowing this. If the staff discovers that there is insufficient parking on a site, the applicant will be required to install that deferred parking. This amendment also gives town staff the ability to make future modifications and to mandate that some of that deferred parking be installed, if necessary, without waiting to involve the Commission under the current regulation. If the use of the property changes, this amendment would also give authorization to the staff to require additional parking to be constructed to meet the needs of the new user, as long as it stays less than 75% of total required parking. Mr. Barz read the section with the proposed text amendment.

Commissioner Levine read the March 3, 2023 letter from Capitol Region Council of Governments (CRCOG) into the record.

Public Comment: None

Motion: Commissioner Levine moved that the proposed text amendment concerning Section 3.3.1H, deferred parking, be approved as described by the Town Planner. Commissioner Jaggon seconded the motion and it passed 5-0-0.

E. Text Amendment – Sections 2.2 & 8.2.3, I Zone facade requirements, TOW

Mr. Barz gave an overview. He said this amendment is designed to provide flexibility and relief from material standards to encourage unique architectural designs. We have in our industrial zone, strict design requirements where 70% of a building shall be masonry and 3% of that 70% has to be glass, and the buildings have to appear to have a flat roof from the front and two sides, as visible from the street. He said we recognize these strict requirements may stifle creativity and hope this will provide architectural variety and diversity in the industrial zone. He read the proposed text amendment.

Public Comment: None

Commissioner Levine read the March 3, 2023 letter from CRCOG into the record.

Motion: Commissioner Levine moved approval of the text amendment for Sections 2.2 & 8.2.3 in the I Zone façade requirements as presented. Commissioner Jaggon seconded the motion and it passed 5-0-0.

F. Special Use – 29 Windsor Avenue, Section 5.2.6H, Parking within a front yard, 13.8 acres, B2 Zone, Dijon, LLC – *continued from February 14, 2023.*
Applicant requested continuation to April 11, 2023.

G. Special Use – 29 Windsor Avenue, Sections 15.2.1A & D, Fuel filling station with self-service carwashes, 13.8 acres, B2 Zone, Dijon, LLC – *continued from February 14, 2023.*
Applicant requested continuation to April 11, 2023.

H. Special Use – 29 Windsor Avenue, Section 5.2.6C, Establishments with drive-through windows, 13.8 acres, B2 Zone, Dijon, LLC – *continued from February 14, 2023.*
Applicant requested continuation to April 11, 2023.

I. Special Use – 29 Windsor Avenue, Section 15.2.16, Daycare centers, 13.8 acres, B2 Zone, Dijon, LLC – *continued from February 14, 2023.*
Applicant requested continuation to April 11, 2023.

VI. PUBLIC COMMUNICATIONS AND PETITIONS – None

VII. ADJOURNMENT

**Motion: Commissioner Levine moved to adjourn the meeting at 8:02 p.m.
Commissioner Jaggon seconded the motion and it passed 5-0-0.**

Respectfully submitted, _____, Andrea D. Marcavitch, Recording
Secretary March 14, 2023.

Jill Levine, Secretary