

**SPECIAL MEETING MINUTES
TOWN PLANNING AND ZONING COMMISSION
MAY 16, 2023
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 and
Alternate Commissioner Rivas Plata was seated for Commissioner Jaggon)
Alternate Commissioner Hallowell (not seated)

Absent: Commissioner Jaggon

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

I. NEW BUSINESS

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

A. Public Communications and Petitions (five-minute time limit per person)

Lea Chayes of 7 Maude Circle asked the Commission to consider requiring companies with large lawns to keep a certain percentage of their lawns un-mowed to help with carbon emissions from lawn mowers. She also encouraged use of the empty buildings in town for development.

B. Communications and Petitions from the Town Planning and Zoning Commission

Commissioner Harvey commented that lots of people have been observing “No Mow May” and it occurred to her that there is a town ordinance for residential properties about the height of grass. Town Planner Eric Barz said, yes. Commissioner Harvey asked how residents can observe “No Mow May” and not be in violation of an ordinance. Mr. Barz replied that he would have to look into the ordinance, but he believed maximum grass height is somewhere between six to nine inches.

C. Zoning Enforcement Officer’s Report – None

D. C.G.S. §8-24 Referral Requests

1. C.G.S. §8-24 Review – 43 Niles Road, Welch Pool, TOW

Recreation Director Paul Norris was present and reviewed the proposed renovations to the Welch Pool.

Commissioner Levine asked if the renovations would impact this summer season. Mr. Norris said no, they plan to begin construction this fall and be completed by July of 2024.

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 Welch Pool Renovations, as presented.

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

E. Pre-Application Scrutiny

1. 458 Windsor Avenue, Park, Wilson Gateway Park Development

Rob Newton of BSC Group located in Glastonbury, CT was present and reviewed the concept drawings for the parcel to be converted into a public park. He discussed the number of parking spaces, the driveway alignment with the traffic signal, multi-age playground, open seating, pavilion areas, access throughout the site, landscaping, location for fitness equipment, restrooms, ½ mile loop trail, a grand lawn, outdoor activities and possible entertainment.

Commissioner Levine asked if the Town would operate the park. Mr. Newton stated that the Town would be responsible for maintaining and operating the park. Commissioner Levine asked if that would also include the restrooms. Mr. Newton said, yes.

Commissioner Levine asked if the brook would be encapsulated or left as open water. Mr. Newton said that it would remain open. He said the brook flows in a concrete channel and there is no plan to modify it.

Commissioner Mips asked about the blue color on the drawings in the seating area. Mr. Newton said the blue indicates the synthetic surface for the playground.

Commissioner Rivas Plata asked if there was a plan to add a dog park. Mr. Newton said that it had not been in the plans. He reviewed the process of how they received public input and that a dog park had not been considered for this location.

Commissioner Harvey asked if the plans would accommodate food trucks. Mr. Newton responded that there are parking spaces on the north-side that can be coned off or isolated to provide space for food trucks and they are also located close to the seating areas and playground.

Assistant Town Planner Todd Sealy shared the history of the project, the different town departments that have been involved to further develop the plans and reviewed how public input had been collected. He said the parcel needs to be rezoned as it is in multiple zones and then a site plan application would come before the Commission for review this summer.

F. Re-Approvals/Revisions/Extensions

1. 3.9 Site Plan – 57 Tunxis Street, Revisions to a parking lot and drainage, B2 Zone, Schuler

2. 3.9 Site Plan – 2168 Poquonock Avenue (Hampton Inn), Façade renovations, 3.83 acres, B2 Zone, Buffalo-Windsor Assoc., LLC

3. 3.9 Site Plan – 323 Broad Street (Windsor Public Library), Install two chess tables, NZ Zone, Finlay (Eagle Scout Project)

Mr. 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 April 11, 2023.*

- a.** Waiver request according to section 3.1.2.C(2)(a)(ii) for reducing the distance between the parking lot or driveway to a building within the Wilson Study Area.

Commission Levine read a letter into the record dated May 16, 2023 from Attorney Brian McCann, requesting that the application be withdrawn.

2. Site Plan – 11 Goodwin Drive, Manufacturing, 62.47 acres, I Zone, Blueprint Partners Corp.

This agenda item was heard during the public hearing portion of the meeting with the corresponding special use applications.

3. Site Plan Revision – 105 Baker Hollow Road, Construct 8' wide path, I Zone, Alford Assoc., Inc.

- a.** Waiver request according to section 3.5.1.F. for an 8' wide bituminous concrete path is preferable to a standard sidewalk due to the future construction of Baker Hollow Road. The 8' wide bituminous concrete path can be constructed immediately on the subject property without interfering with the future construction of the road.

Mr. Barz explained to the Commission that they had spoken with the applicant and he reviewed the amended waiver request to defer the construction of the sidewalk until the completion of Baker Hollow Road and the installation of the sidewalk for both properties.

Motion: Commissioner Levine moved to defer construction of the sidewalk on 105 Baker Hollow Road until the sidewalk for 205 Baker Hollow Road is in construction. Commissioner Harvey seconded the motion and it passed 5-0-0.

H. Minutes

1. April 11, 2023

Motion: Commissioner Levine moved to approve the draft minutes of April 11, 2023 meeting as amended.

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

II. MISCELLANEOUS

A. Connecticut Federation of Planning and Zoning Agencies (CFPZA) – Spring 2023

Commissioner Levine thought it was interesting to read about short term rental homes on the first page. Mr. Barz stated he read the article and did not think it was applicable to the Town. He thought we have enough language in the regulations to make it clear that an Airbnb would have to go through the same process as a bed and breakfast, where a special use permit would have to be obtained. Mr. Barz stated that two Airbnb's have been complained about in town that have been referred to the Building Official to deal with as an enforcement issue.

Commissioner Levine asked if a planned community's rule on short term rentals would supersede the Town's rule. Mr. Barz replied that the Town would not enforce the planned community's rule if it was contrary to the zoning requirements.

III. PLANNER'S REPORT

1. Update on recent development

Mr. Barz stated that Amazon is up and running or very close to it. He shared that an application was received for 205 Baker Hollow Road and 105 Baker Hollow Road should be getting a certificate of occupancy sometime in either late June or early July.

IV. BUSINESS MEETING

A. Application Acceptance

1. **Text Amendment – Great Pond Form-Based Code**, Freestanding signs and clarifying amendments in various sections, Lewis/Winstanley Enterprises, LLC
2. **Text Amendment – Sections 3.1.2C(3) and 3.4.2C**, Parking lot landscaping requirements and tractor trailer storage spaces, TOW
3. **Zone Change – 458 Windsor Avenue**, B2, A and R8 Zone to NZ Zone, 5.68 acres, TOW
4. **Site Plan and Special Use – 205 Baker Hollow Road**, Manufacturing and distribution warehouse, Section 8.6Y – addition of loading docks and trailer storage spaces, I Zone, 20.6 acres, Alford Assoc., Inc.

The above items will be scheduled for public hearing at the next regular Town Planning and Zoning Commission meeting on June 13, 2023.

B. Old Business – None

V. PUBLIC HEARINGS

Mr. Sealy read the legal notice into the record.

- A. **Special Use – 29 Windsor Avenue**, Section 5.2.6H, Parking within a front yard, 13.8 acres, B2 Zone, Dijon, LLC – *continued from April 11, 2023.*
Withdrawn by the applicant.

B. 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 April 11, 2023.*
Withdrawn by the applicant.

C. Special Use – 29 Windsor Avenue, Section 5.2.6C, Establishments with drive-through windows, 13.8 acres, B2 Zone, Dijon, LLC – *continued from April 11, 2023.*
Withdrawn by the applicant.

D. Special Use – 29 Windsor Avenue, Section 15.2.16, Daycare centers, 13.8 acres, B2 Zone, Dijon, LLC – *continued from April 11, 2023.*
Withdrawn by the applicant.

E. Text Amendment – Sections 13.2.9(C)(3)(d)(iv), (v) & (vii) and add new section 13.2.9(C)(3)(m), Poquonock Villages Design Development, A.R. Building Company, Inc.
Request to postpone to the next meeting on June 13, 2023.

F. Special Use Re-Approval – 35 Poquonock Avenue, Section 5.2.6D(2), Outdoor Entertainment, .48 acres, B2 Zone, Beskovic
Mr. Sead Beskovic was present and requested approval of the special use application. He said that last year he did not use it much, maybe 10 times from 3-9 p.m. because of weather and mosquitoes but he thought it was good to have.

Commissioner Mips read the description of the business and hours of outdoor entertainment and asked if there were any changes. Mr. Beskovic said there would be no changes.

Commissioner Levine thought that the permit request had changed this year to include indoor entertainment as well but Mr. Sealy clarified that the request was the same as last year. Mr. Beskovic stated that he had a piano player only on Fridays and Saturdays.

Mr. Sealy added that the Planning Department had not received any complaints.

Public Comment:

Cecilia Cardevay of 43 Poquonock Avenue spoke in favor of the application. She added that she lives next to the restaurant and that the music ends at 9 p.m. and that it has become a pleasant part of her summer.

Patrick Schooley is a former resident of Windsor and now works at 176 Broad Street, above Webster Bank. He spoke in support of the applicant and was in favor of the continuation special use permit.

Mr. Barz stated that staff have not received any issues or complaints over the last year and would recommend re-approval.

Motion: Commissioner Levine moved re-approval of the special use application at 35 Poquonock Avenue for indoor and outdoor entertainment to end at 9 p.m. in the evening. Commissioner Rivas Plata seconded the motion and it passed 5-0-0.

- G. Subdivision – 550 Matianuck Avenue**, 2 lots, 17.27 acres, AG/AA Zone, Alford Assoc., Inc. Licensed Engineer and Land Surveyor Wilson Alford, Jr. was present on behalf of St. Gertrude's Church and provided an overview of the application. He said this is a re-approval of a subdivision that went before the Commission previously. He added that nothing had changed and that a deadline had been missed in the filing of the paperwork.

Public Comment:

Marilyn Benjamin of 51 Parish Lane had questions about the agricultural zoning of the parcel and what that would entail. She asked if there would be a farm or agricultural space going in there. Commissioner Mips said no, the zone had been changed some time ago from agricultural to residential.

Commissioner Mips asked Mr. Barz for clarification. Mr. Barz said it had been rezoned to residential but that the church portion of the property had been left as AG (agricultural) and that the lower portion had been rezoned to AA (residential). Mr. Alford agreed.

Mr. Alford said the intent of the division is so the property could be sold and that somebody could use it as a church.

Ms. Benjamin thanked them for the clarification.

Caeden Winborne of 4 Hampden Place asked about the wetlands, what would be done with the stream in the southern part of the site and if it was going to be developed for more houses. Mr. Alford responded that this application would not change the visual appearance of the property.

Mr. Barz stated that there was a change in leadership at the church and the 90-day filing deadline was missed and if not for that, it would not be before the Commission.

Motion: Commissioner Levine moved approval of the subdivision at 550 Matianuck Avenue into two lots for a total of 17.27 acres. Commissioner Rivas Plata seconded the motion and it passed 5-0-0.

- H. & I. Site Plan & Special Uses – 11 Goodwin Drive**, Section 8.6B, Outdoor storage and Section 8.2.3F, Signature architectural building, 62.47 acres, I Zone, Blueprint Partners Corp.

Attorney Tom Cody of Robinson & Cole located on Trumbull Street in Hartford, CT, CEO of Blueprint Robotics Jerry Smalley, Civil Engineer David Gagnon and Engineer Chris McLean from Langan Engineering, Jason Cohen of Bergmeyer Architects and Stuart Meurer from Windover Construction were present. Attorney Cody stated that Blueprint Robotics seeks to develop a high-technology manufacturing facility for the production of off-site building systems

for use in the U.S. construction industry. He provided an overview of the application and who would be speaking on the different aspects of the plan.

Mr. Smalley provided an overview of the company and discussed what the company does, sustainability, speed of construction, multi-dwelling focused, Blueprint method, customer profile and commitment to ESG (Environment, Social, and Governance) principles.

Mr. Gagnon reviewed the site plan and discussed the existing conditions of the site, proposed improvements on the property, floor area, main entrance location, employee parking lot with 213 parking spaces and 22 EV (electric vehicle) charging stations, two landscaped berms, gravel fire truck access lane, eight loading docks, access points, covered exterior storage area, solar panels, biomass heating unit, 20 trailer spaces, 8' chain link fence with privacy slats in the back, natural screening, landscaping plan to include 277 trees and close to 2,000 shrubs and grasses throughout the site, dark sky compliant LED fixtures and the stormwater design.

Mr. McLean gave a review of the traffic study and the approach for this project. He discussed the number of employees, number of shifts, surrounding roads, number of traffic signals bordering the site, number of vehicle trips to and from the site, 8-10 truck drivers serving the facility, low volume of trucks, the OSTA (Office of State Traffic Administration) application and approval of the traffic study analysis and methodology.

Mr. Cohen reviewed the architecture and discussed the size of the building, façade, materials to be used, colors, roof and biomass boiler placement.

Mr. Meurer pointed out the significance that this will be the largest industrial building in North America that will be fully mass timber. He discussed the outdoor storage building, dimensions, materials, roof-mounted solar panels and placement on the site.

Attorney Cody concluded the presentation and highlighted job creation, low traffic and truck use, overall OSTA approval, reserved parking plan if needed later, signature architectural building, outdoor storage, commitment to sustainability, proposed 40% solar panel production, biomass heating unit and empty lot between Amazon and this facility.

Commissioner Levine commended this kind of development and thought environmentally speaking that it was a good plan. She also commended the planting plan and thought it was superb.

Public Comment:

Lea Chayes of 7 Maude Circle shared environmental concerns with large developments. She hoped that the applicant would use native plants and lots of oak trees to support insects and animals and only use Day Hill Road and not Bloomfield Avenue. She also asked about the flat roof and if they had considered the weight of snow in the winter.

Caeden Winborne of 4 Hampden Place said he was excited for this project and asked what types of trees and native plants would be planted. He was happy to hear that there would be a low amount of truck traffic created and asked if there were plans for the open lot to the south.

Mr. Barz stated that the staff have been working with the applicant for some time on an informal basis before Windsor was selected as the ultimate site. He said their team has been wonderful to work with and very responsive. They have given responses to all of the comments and that staff is still in the process of reviewing them. He said there is nothing significant in staff comments that would keep them from moving forward tonight with an approval subject to resolution of outstanding staff comments. He thought it was astounding to have such low truck traffic for such a large facility. He believed the building meets the definition of a signature building as it showcases the product that is manufactured there but it does it in a way that is very attractive and believed it would put Windsor on the map in that respect. Mr. Barz said that the outdoor storage complies with the regulations and was pleased to see the incorporation of solar panels. He asked the applicant if there were plans for future expansion where the gravel fire road is on the east-side of the building.

Commissioner Mips asked about the gravel road and if permeable pavers had been considered like some of the hotels had done. Mr. Barz did not think that was considered and said that in this case the road is internal to the site and has been done at other facilities like Tire Rack, Walgreens and Dollar Tree. Mr. Barz stated this would be easier to maintain and clean the snow off in the winter time.

Commissioner Harvey asked what is before the Commission decision wise. Mr. Barz answered that there are two special uses and a site plan.

Commissioner Harvey asked what triggered the traffic study. Mr. Barz said they had to go to OSTA to amend the permit and that he would let the applicant provide further information. He said we are happy to have it and it clearly shows that it is a better use than what was previously approved there.

Mr. Gagnon followed up and provided details of the planting plan.

Attorney Cody responded to Mr. Barz's question about possible expansion and stated that this application is not proposing the potential for a future expansion. He said if an expansion were to come in the future, another application would be submitted.

Attorney Cody stated that they did have to produce a traffic study because they were seeking an administrative decision from OSTA and they thought since they were doing the study for OSTA that they would share the results with the Commission.

Mr. Cohen addressed the question about snow load on the flat roof and assured the Commission that the flat roof was designed to carry whatever snow loads are deemed appropriate for this region.

Mr. Barz said he was very proud that Blueprint Robotics chose Windsor for this facility and thinks that it will be a credit to the Town. He said he looked forward to working with them.

Mr. Gagnon also responded to the question about impervious coverage. He said they are proposing 40.5% impervious coverage and the maximum allowed without a special use permit is 50%.

Attorney Cody said in closing that Blueprint and their professional team appreciate the Town's efforts, assistance and cooperation and that the staff have been extremely professional.

**Motion: Commissioner Levine moved approval of the special use for 11 Goodwin Drive for outside storage by Blueprint Partners Corp.
Commissioner Rivas Plata seconded the motion and it passed 5-0-0.**

**Motion: Commissioner Levine moved approval of the special use for 11 Goodwin Drive for the signature architectural building from Blueprint Partners Corp.
Commissioner Rivas Plata seconded the motion and it passed 5-0-0.**

**Motion: Commissioner Levine moved approval of the site plan for 11 Goodwin Drive for manufacturing by Blueprint Partners Corp., subject to resolution of any outstanding staff comments.
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 8:57 p.m.
Commissioner Rivas Plata seconded the motion and it passed 5-0-0.**

Respectfully submitted, _____, Andrea D. Marcavitch, Recording Secretary
May 16, 2023.

Jill Levine, Secretary