

**SUFFIELD PLANNING & ZONING COMMISSION
MINUTES OF REGULAR MEETING
September 19, 2016**

Present: Patrick Keane
Ginny Bromage
Jeff Peak, Alternate
Brendan Malone, Alternate

Absent: Mark Winne
Gina Pastula
James Henderson

Also Present: Bill Hawkins, AICP, Town Planner
Gerry Turbet, Town Engineer
Eleanor Binns, Administrative Secretary

The proceedings of this meeting were voice recorded.

I. ROLL CALL

Vice Chairman Keane called the meeting to order at 7:00 pm. He then asked Ms. Binns to take a silent roll call. In the absence of Mr. Henderson, Mr. Winne and Ms. Pastula, Mr. Keane appointed Mr. Peak and Mr. Malone to serve as full members for the meeting. Since there was not a public hearing, there was no public notice to read.

II. PUBLIC COMMENT

There was no public comment.

III. PUBLIC HEARING

There was no public hearing.

IV. OLD BUSINESS

File# 2016-2A: Request to set the performance bond in the amount of \$115,000.00 for the Roes Hill Farm subdivision located at Mapleton Avenue/Matthew Drive. Map 51H, Block 42, Lot 23. Applicant - Briarwood Homes, Inc.

Mr. Turbet presented his recommendation for the Roes Hill Farm subdivision performance bond which is in response to the first request for a Certificate of Occupancy. He reviewed the spread sheet that he had done listing the items that the bond would cover showing a subtotal of \$81,855.00 with an additional \$32,900.00 which is a 10% contingency bringing the total to \$115,000.00.

With no further discussion, Mr. Keane called for a motion on the bond.

Mr. Malone moved approval of File #2016-2A setting the performance bond for Roes Hill Farm at \$115,000.00. Seconded by Mr. Peak, and approved unanimously, 4-0-0.

V. NEW BUSINESS

File# 2016-7: Request for site plan modification approval for new house dorms/temporary classroom buildings located on the Suffield Academy campus located at 185 North Main St. Map 33H, Block 30, Lot 100, 101, 102, 103, 104-A.

Applicant - Suffield Academy

Patrick Booth, CFO, of Suffield Academy presented the plans for the new house dormitories with the assistance of Chris Zibbideo of Close, Jensen and Miller, P.C. and Marco Tommasini of Tecton Architects. The plan is for the construction of two separate buildings to be used for dorms, faculty housing, and temporary classroom space which will be converted to dorm rooms at a future date. The existing barn will be torn down and an exact size replica will be rebuilt to the specifications already approved by the Historic District Commission (HDC) and made part of the northerly building. This building will have two faculty apartments. The dorm buildings will be located behind existing houses at 219 & 227 North Main Street which are owned by the academy. The topography of the area will necessitate re-grading and access to the east side of the new buildings will be from Main Street via an existing driveway which will be widened. Access will also be available to the west side of the buildings from a parking lot located off the perimeter driveway. Sidewalks will be installed connecting parking areas, existing sidewalks, driveways and buildings with the new construction. The plans include proposed landscaping and site lighting for the project. The town fire marshal and fire chief met with Academy staff and the architect and engineer to review access to the buildings and how to make them more accessible to the fire equipment. They will be working with the fire marshal to make those changes. The capacity letter from the Water Pollution Control Authority and the approval from the Conservation and HDC commissions were submitted. The buildings will not significantly change the view from Main St. and they have been designed to be in keeping with the design of the existing buildings.

Mr. Hawkins read his report into the record. He reviewed the existing conditions, as well as the proposed conditions given the planned modifications. Mr. Hawkins also pointed out that there would be a temporary parking, staging and stockpiling area across the street next to 120 N. Main St. while the work is in progress. He suggested the commission might want to have the Fire Marshall's concerns incorporated into the plans to the staff's satisfaction.

Mr. Turbet then read his report into the record. He noted that the drainage impact of the additions would be minimal and all the drainage would be on the Academy property. He stated that the erosion and sedimentation controls on sheet 9 of the plans were approved by the Conservation Commission. He also recommended that the Academy work with the Fire Department to further improve vehicle access.

With no further questions from the commission members, Mr. Keane called for a motion on the application.

Ms. Bromage moved approval of **File# 2016-7** with the stipulation that the plan be modified to address the concerns of the Fire Marshall and these modifications be submitted to Planning and Zoning staff for final review. Seconded by Mr. Malone, and approved unanimously, 4-0-0.

Design Review Appointments

Mr. Hawkins noted that there are three individuals whose terms are expiring on the Design Review Boards (DRB) and he recommended them for reappointment to another four year term.

Ms. Bromage moved to reappoint Ray Wilcox for a four year term to the West Suffield Center Village District Design Review Board and Robin Banks and Matthew Falkowski to the Town Center Village District Design Review Board, each for a four year term. Seconded by Mr. Malone, and approved unanimously, 4-0-0.

VI. REPORTS

Chairman – None

Town Planner – Mr. Hawkins reported that Broad Brook Brewery has done a preliminary plan to explore the possibility of building a facility on lot #3 in the Mach 1 industrial park.

Commission members will be polled to see if they can make an October 3rd special meeting to accept their application and set a public hearing for the regular meeting on October 17th.

VII. MINUTES

Mr. Bromage made a motion to approve the August 15, 2016 regular meeting minutes as submitted. The motion was seconded by Mr. Peak and approved 4-0-0.

VIII. CORRESPONDENCE – William Hansen’s letter of resignation from the Design Review Boards and the Heritage Committee was distributed to the commission members. The Commission acknowledged his service to the town and the numerous improvements that he had an impact on. Mark O’Hara has also resigned from the Planning & Zoning Commission citing a conflict of interest since a member of his law firm has been appointed as Town Attorney. Members expressed their regret to lose a valued member of the commission.

Mr. Malone reported on his participation as a representative to the Capitol Region Council of Governments (CRCOG) meeting and gave Mr. Hawkins a survey to complete for the Water Utility Coordinating Committee.

IX. AJOURNEMENT

With nothing further to come before the commission, Ms. Bromage made a motion to adjourn at 7:55 p.m.; seconded by Mr. Peak. The motion carried unanimously 5-0-0.

Submitted,

Ginny Bromage, Secretary

cc: Assessor, Building Official, Conservation Commission, Economic Development Director, Selectmen, Town Clerk, Town Engineer, Zoning Enforcement Officer, Commission Counsel