

**SUFFIELD ZONING AND PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
SEPTEMBER 21, 2009**

**Present:** Frank E. Bauchiero, Jr., Chairman  
Chester Kuras, Vice Chairman  
John O'Malley, Secretary-Arrived 7:12 p.m.  
John Conley, Jr.  
Mark Winne, Alternate  
Charles Sheehan, Alternate  
Frank Ravenola  
Glen Vincent

**Absent:** Gerry Turbet, Town Engineer

**Also Present:** Bill Hawkins, Town Planner  
Jim Taylor, Zoning Enforcement Officer  
Karen Doyon, Administrative Secretary

**I. ROLL CALL**

Chairman Bauchiero called the meeting to order at 7:02 p.m., during which time he asked the Administrative Secretary to take a silent roll call. In Secretary O'Malley's absence, Chairman Bauchiero asked Vice Chairman Kuras to read the Legal Notice that was published in the Hartford Courant on 9.10.2009 and 9.17. 2009.

In the absence of Mr. O'Malley, Chairman Bauchiero appointed Mr. Winne to vote.

Chairman Bauchiero asked for a motion to amend the agenda by adding under New Business, File # 63-2009, Special Permit Renewal for a Sand and Gravel Pit, located at Phelps Road, West Suffield: Map 5, Block 9, Lot # 46A and 48. Mr. Sheehan made the motion to add File # 63-2009 under New Business of the agenda, seconded by Mr. Conley. With nothing further the motion carried unanimously 6-0-0.

Chairman Bauchiero asked for a motion to remove the second item on the agenda under Informal Discussion. Mr. Sheehan made the motion to remove the second item on the agenda under Informal Discussion, seconded by Mr. Conley. With nothing further the motion carried unanimously 6-0-0.

**II. INFORMAL DISCUSSIONS**

Glenn Chalder of Planimetrics [a multidisciplinary consulting firm with demonstrated expertise in planning and zoning, GIS, 3D visualization, public participation and development consulting services for public agencies and private clients] was asked by Mr. Hawkins to meet with the Commission to discuss different options for facilitating ZPC's public workshops for the Plan of Conservation and Development [PoCD], a plan which is updated every ten [10] years. Mr. Chalder was introduced by Chairman Bauchiero and began his presentation with a hand out showing five [5] different structured workshops, described each one in detail, which were as follows:

- **Scoping Meetings;**
  - Goal: Learn about community issues and priorities;
  - Main Outcome: General sense of key issues and priorities;
- **Thematic Workshops;**
  - Goal: Involve residents in identifying strategies;
  - Main Outcome: Sense of strategies that participants are willing to support;
- **Strategy Presentations;**
  - Goal: Get community feedback on strategic directions;
  - Main Outcome: Feedback about strategic directions from residents who attend;
- **Community Survey;**
  - Goal: Get feedback on key issues from a variety of residents;
  - Main Outcome: Feedback about strategic directions from a cross-section of residents;
- **Public Hearings;**
  - Goal: Get feedback before adoption; and
  - Main Outcome: Feedback about Plan and strategic directions from residents who attend.

Mr. Chalder explained the importance of all strategies, but injected that not every workshop and/or meeting is necessary for all towns, especially since Suffield's PoCD only needs an update verses a new plan. *John O'Malley arrived at this time.* Chairman Bauchiero asked Mr. Chalder which method is the best for surveying the public for input, he responded that phone surveying is the best way, but costly. A mailing survey could be challenging he said, and gave several reasons why. Survey Monkey is another method, utilizing the Town website, which Mr. Hawkins would be the key operator. Mr. Conley discussed a Labor Studies Program through local colleges as an option. Mr. Sheehan asked about focus groups and could they be successful, at which Mr. Chalder said, yes and that it would fall under Thematic Workshops. He said that it is very useful because it allows the public to give input and the Commission the task of just listening. Mr. Chalder said that once the Commission gets to the public hearing phase, Planimetrics would not need to get involved. The Commission felt that the Scoping Meeting and the Thematic Workshop would work best and that they wanted to meet with Mr. Chalder at a special meeting to confirm the strategy and setup workshop dates. Mr. Sheehan asked what the cost of each meeting/workshop would be Mr. Chalder responded that it would cost \$5,000 for each. Mr. Chalder briefly discussed information on promoting attendance for public meetings, mentioning that the Suffield Observer would be a great resource. Mr. Chalder said he would put costs and dates into writing and make them available for the tentative special meeting date of October 5, 2009.

### III. PUBLIC HEARINGS

**File #: 62-2009: Request from Zoning and Planning Commission to amend the Zoning Regulations by adding in Section IV.L. PROHIBITED USES, under IV.L.1. letters (s); *bb. The burial of stumps, logs, branches or other construction debris such as scrap lumber, metal, concrete, asphalt or other discarded material;* *cc. The placement of Membrane Structures (see section II Definitions) in residential zoning districts as an accessory use to a residence.* In Section II. DEFINITIONS, adding: **GREENHOUSE:** *A building made mainly of glass or other transparent or translucent material in which the temperature or humidity can be regulated for cultivation of plants;* **MEMBRANE STRUCTURE:** *A Structure with a frame consisting of tubular metal, plastic, wood or any other framing material and covered with plastic or other membrane fabric material. Also known as a "hoop house". Not to be construed with greenhouses [see section II Definitions];* **CUSTOMARY HOME OFFICE OR OCCUPATION:** [last paragraph] *Commercial operations such as massage therapists, tearooms, antique shops, barbershops, beauty shops, etc, are not to be***

*considered customary home occupation; and DRIVE-THRU; A vehicular lane with storage in a line of approach to a bank facility or retail pharmacy only, which permits bank customers to conduct banking business or pharmacy customers to purchase prescription drugs. This use requires a special permit. In Section IX., SIGNAGE, adding number eight (8): All signs shall be located behind the street line.* Mr. Hawkins commented that since the last August 17, 2009 meeting, staff had not received any correspondence nor had they heard anything negative or positive about the changes/updates. Mr. Ravenola said he was approached at the “Suffield on the Green” to discuss Hoop-houses. Mr. Taylor reiterated why the changes came about [which was discussed at the last meeting]. Chairman Bauchiero asked if there were any questions or concerns. With none, he asked if there was anybody who wished to speak in favor or opposed of the application. Bruce Millick of 1170 Newgate Road spoke against enforcement of membrane structures saying that the language is too broad. There was some discussion on changing the language-but it was decided that if it becomes an issue for enforcement it would be revisited. Again, the Chair asked if there was anybody who wished to speak. With nothing further, the public hearing was closed at 8:27 p.m.

#### IV. NEW BUSINESS

**File # 50-2009B: Second request for 90 day extension for filing approved subdivision plans to the Town Clerks office, as prescribed in General Statutes § 8-25 (a), for the 10 lot Cassotta Lane subdivision, located off Thompsonville Road, Map 27H, Block 45, Lot # 121. Applicant: Daniel Carnevale.** The Commission members discussed the approval period with staff, and the time frame the applicant has with the Conservation Commission. With no concerns or further comments, Chairman Bauchiero asked for a motion. Mr. Ravenola made the motion to approve File # 50-2009B, request for the second 90 day extension for filing approved subdivision plans to the Town Clerks office for the 10 lot Cassotta Lane Subdivision, located off Thompsonville Road, seconded by Mr. Conley. With no further discussions, the motion was unanimously approved, 6-0-0. *[The expiration date for submitting the subdivision plans to the Town Clerks office is December 7, 2009.]*

**File # 20-04: Request of GLN Construction Management, Inc., to release the final 10% of the Maintenance bond (\$117,000.00) for Stratton Farms Subdivision; Map 11H, Block 3, Lot# 273, 274, 274A.** Mr. Hawkins gave a brief overview of Mr. Turbet’s Memorandum dated 9.17.2009, recommending that the Commission release the 10% Maintenance Bond of \$117,000. There was a brief discussion on homeowners associations. With nothing further Chairman Bauchiero asked for a motion. Mr. Ravenola made the motion to approve File# 20-04; the release the final 10% of the maintenance bond per the request of GLN Construction Management, Inc., seconded by Mr. Conley. With no further discussions, the motion was unanimously approved, 6-0-0.

#### V. OLD BUSINESS

According to Section IV.F.6 under the Design Review Board regulations it was discussed to restructure the Town Center Village District Design Review Board resulting from the lack of attendance at their meetings. Mr. Taylor reported that it is very unprofessional, looks bad, and creates a problem when a quorum is not met due to Board members not showing up. Mr. Taylor read the statistics from his report of the member’s attendance or the lack thereof. The Commission agreed with Mr. Taylor that a Board cannot function in that situation and decided that downsizing from ten [10] members to seven [7], [five [5] of which will be regular members and two [2] alternates] might be the solution. Chairman Bauchiero asked for a motion. Mr. Winne made the motion to reduce the amount of Board members from ten [10] to seven [7], [five [5] of which will be regular members and two [2] alternates], seconded by Mr. Conley. With no further discussions, the motion was unanimously approved, 6-0-0.

*[The three members eliminated from the Board were based on attendance records. Also, the appointed alternates and regular members were designated based on attendance records, with the members having the highest attendance becoming regular members.]*

**File #: 62-2009: Request from Zoning and Planning Commission to amend the Zoning Regulations by adding under: Section IV.L. PROHIBITED USES, letter (s); bb. The burial of stumps, logs, branches or other construction debris such as scrap lumber, metal, concrete, asphalt or other discarded material; cc. The placement of Membrane Structures (see section II Definitions) in residential zoning districts as an accessory use to a residence. Section II. DEFINITIONS, adding: Greenhouse / Membrane Structure / Customary Home Office or Occupation / Drive-thru and; Section IX., SIGNAGE, adding number eight (8): All signs shall be located behind the street line.** Chairman Bauchiero reported that he was fine with the wording the way it is written; the members concurred that it should not be changed, and if it were to become an issue it could be revisited at that time. Chairman Bauchiero asked for a motion, there was a brief discussion, and then Mr. Ravenola made the motion to adopt the changes to the Suffield Zoning Regulations, Section IV.L., Section II., and Section IX, with the effective date of 10.9.2009, seconded by Mr. Conley. With no further discussions, the motion was unanimously approved 6-0-0.

Mr. Hawkins reported that applicant Elzear Roy requested a revision to the approved application for the proposed office building at 222 Mountain Road. The Site Plan was originally approved for a two [2] story 10,000 SF Professional Office Building, which was changed to a one [1] story building. In accordance with Section XIV.B.2.a., Mr. Hawkins administratively approved this change.

## **VI. REPORTS**

**Chairman**-Bauchiero had nothing the report.

**Town Planner** - Discussed department head meeting to cut costs where possible, in light of the budget shortfall due to a decrease in expected state funding.

## **VII. MINUTES-** August 17, 2009, Regular Meeting Minutes.

Chairman Bauchiero asked the Commission if they had any changes or concerns with the 8.17.2009, minutes, with none, the Chair asked for a motion. Mr. Vincent made the motion to approve the August 17, 2009, regular meeting minutes with no changes, seconded by Mr. Ravenola. The motion carried unanimously 6-0-0.

## **VIII. ADJOURNMENT**

Mr. Winne addressed the Commission saying that he would be out of town for most of October and will not be able to make the next scheduled meeting, or the tentative special meeting for 10.5.2009. With nothing further, Mr. Vincent made the motion to adjourn at 8:48 p.m., seconded by Mr. Ravenola. The motion carried unanimously 6-0-0.

Respectfully Submitted,

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John O'Malley, Secretary