

**SUFFIELD ZONING AND PLANNING COMMISSION
MINUTES OF *SPECIAL MEETING*
SEPTEMBER 24, 2008**

Present: Mr. Frank E. Bauchiero, Jr., Chairman
Mr. Chester Kuras, Vice Chairman
Mr. John Conley, Jr.
Mr. Mark Winne, Alternate
Mr. Glen Vincent

Absent: Mr. John O'Malley, Secretary
Mr. Jeffrey Carboneau, Alternate
Mr. Charles Sheehan, Alternate
Mr. Frank Ravenola

Also Present: Mr. Bill Hawkins, Town Planner
Mr. Jim Taylor, Zoning Enforcement Officer
Mr. Gerry Turbet, Town Engineer
Mr. Patrick McMahon, Economic Development
Mrs. Karen Doyon, Administrative Secretary

I. ROLL CALL

Chairman Bauchiero called the special meeting to order at 6:03 p.m. and asked the Administrative Secretary to take a silent roll call. Mr. Winne was considered absent until 6:05 p.m. There was no legal notice read into the record.

File # 43-2008: Request to accept and consider Site Plan Modification from Borghesi Building & Engineering for Windsor Marketing Group to add a 40,000 S.F. addition to the existing building located at 77 Austin Street, Map 27H, Block 37, Lot #1-2. Representing Windsor Marketing Group was Engineer, Mr. Rob Blanchet of Borghesi Building & Engineering, Torrington, CT.

Chairman Bauchiero opened up the floor to Mr. Blanchet who handed out amended plans dated September 24, 2008 (time stamped 3:36 pm). Mr. Blanchet pointed out (on the amended plans) the changes that were made per the request of staff and the Town Engineer: which were to update the proposed parking spaces to meet the zoning regulations and to change the height of the lighting poles. He reported that the new (unnamed) industrial road is currently being worked on and if the application is approved, any construction equipment to and from the proposed site would come from Austin Street. He reported that the application meets all of the set back requirements. After reporting that the new industrial road (when completed) will carry the majority of the traffic into Windsor Marketing Group, there was a brief discussion. After Mr. Blanchet gave his report on the grading at the proposed detention basin, there was a brief discussion. He reported that the Building Official would need to approve the proposed handicap parking during the building permit process. After a brief discussion between the Commission, Staff and Mr. Blanchet, it was decided to plant trees on the north side of the detention basin for traffic safety (amended plans were marked up showing the changes). Mr. Blanchet then discussed what was added to the plans resulting from the Conservation Commission meeting on

September 23, 2008. Mr. Blanchet reported that the drainage pipes at the detention basin were changed from 18” to 24”. There was brief discussion between the Commission, Staff and Mr. Blanchet on the following;

- Parking and loading areas on the south side of the addition;
- The connector road on the east side of the building;
- Additional plantings.

With nothing further, Chairman Bauchiero asked Mr. Turbet for his report.

Mr. Turbet read from his report addressed to the Zoning and Planning Commission dated, September 24, 2008. Mr. Turbet gave a brief description of the location of the addition which he reported to be on the south side of the existing building which will include paved access, parking and loading areas on the south side of the addition. Mr. Turbet then briefly reviewed the following;

- **Submitted Items Reviewed**
- **Site Access**
- **Parking and Loading areas**
- **Drainage**
- **Outdoor Lighting**
- **Soil Erosion and Sediment Control**

Mr. Turbet reported that the applicant received approval from the Conservation Commission on Tuesday, September 23, 2008. He stated that Condition 13 of the approval requires that a pre-construction meeting take place prior to the start of Construction. Chairman Bauchiero asked the members if they had any questions or concerns for Mr. Turbet, with none, he asked Mr. Hawkins to give his report.

Mr. Hawkins stated that he had previously sent out a report to the Zoning and Planning Commission, dated September 18, 2008, but has since updated it (dated September 24, 2008) which at that time, handed out his new report. Mr. Hawkins reported that he had reviewed the 9/4/08 application for the site plan modification, which included a capacity letter from the Water Pollution Control Authority (WPCA), dated September 4, 2008. He reported that at the time of his report he had not received an approval from the Conservation Commission, therefore was not aware of any changes to the site plan regarding wetland impacts. He reported that he reviewed the site, and copies of the plans with the Zoning Enforcement Officer. He stated that he submitted plans to the Town Fire Department for review by the Fire Marshal, and he reported that the Fire Marshal had no problem with the site plans. Mr. Hawkins then briefly discussed the following;

- **Existing Conditions**
- **Proposed Conditions**
- **Analysis**
- **Considerations**

With nothing further, Chairman Bauchiero asked the members if they had any questions or comments. Mr. Kuras asked Mr. Blanchet about changing the location of the detention basin seeing that it is to be

located on a prime piece of the site; after which there was some discussion between the Town Engineer, Mr. Blanchet and Chairman Bauchiero. Mr. Kuras also discussed his concerns about the plantings around the detention basin. Chairman Bauchiero discussed his concern with regards to the parking spaces on the north side of the new industrial road (south-westerly corner of building). It was determined to remove one of the parking spaces to allow for a better flow of traffic onto the new industrial road (mark-up shown on site plan).

Chairman Bauchiero recognized Patrick McMahon from Economic Development and asked him if he had anything to add to the discussion. Mr. McMahon said he appreciated the Commission taking the time out of their busy schedule to have a special meeting, and that he was very satisfied with the new addition to Windsor Marketing Group: and with the new industrial road and the new business it will potentially bring to Suffield. With nothing further, Chairman Bauchiero asked the Commission if they would like to make a motion.

Chairman Bauchiero appointed Mr. Winne (alternate) to vote in the absence of one regular member. Mr. Conley made the motion, seconded by Mr. Vincent to approve File # 43-2008, Site Plan Modification from Borghesi Building & Engineering to add a 40,000 S.F. building addition for Windsor Marketing Group to the existing building located at 77 Austin Street, Map 27H, Block 37, Lot # 1-2 with the following conditions;

- Revised drainage according to plans;
- Screening to be used on the north side of the detention basin and along the parking areas to be approved by Town Staff;
- Planting of 10 red maple trees along the westerly side of the building to match existing trees;
- Location and amount of handicapped parking to be determined by the Towns Building Inspector;
- Removal of one parking space on the south-westerly corner of the building (as shown on plans)

With no further discussion, the motion was approved 5-0-0.

II. ADJOURNMENT

Mr. Conley made the motion, seconded by Mr. Kuras to adjourn the September 24, 2008, Special Meeting at 6:47 p.m. With no further discussion, the motion was approved 5-0-0.

Respectfully Submitted,

John O'Malley, Secretary

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