

**SUFFIELD ZONING AND PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
MARCH 15, 2010**

**Present:** Frank E. Bauchiero, Jr., Chairman  
Chester Kuras, Vice Chairman  
Frank Ravenola, Secretary  
Glen Vincent  
John Murphy  
Ellie Binns  
Mark Winne, Alternate  
Gina Pastula, Alternate

**Absent:** Charles Sheehan, Alternate

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

**I. ROLL CALL**

Chairman Bauchiero called the meeting to order at 7:01 p.m. during which time he asked the Administrative Secretary to take a silent roll call.

**II. EXECUTIVE SESSION**

Chairman Bauchiero asked for a motion to go into executive session to discuss a zoning enforcement legal matter. Vice Chairman Kuras made the motion to go into executive session at 7:03 p.m., seconded by Secretary Ravenola. Motion carried unanimously 6-0-0.

Vice Chairman Kuras made the motion to come out of executive session at 7:13 p.m., seconded by Secretary Ravenola. Motion carried unanimously 6-0-0.

Secretary Ravenola read the legal notice that was published in the Hartford Courant on March 4, 2010 and March 11, 2010.

**III. PUBLIC HEARINGS**

**File # 69-2010: Request from ZPC to amend the zoning regulations, Section V. F. [2.], and [3 a., b., c., e., g., j.,] and [4 c., adding letter g.], Assisted-Living and Personal-Care Facility, Convalescent and Nursing Homes. Applicant, Zoning and Planning Commission.** Mr. Hawkins stated that the Commission's attorney, Carl Landolina of Windsor Locks, has reviewed the proposed text amendment and he proposed some changes. Mr. Hawkins handed out the revised text and went through it, pointing out the changes Mr. Landolina recommended. Changes made to the zoning regulation in Section V. F. Assisted-Living and Personal-Care Facilities, Convalescent and Nursing Homes consist of the following: [See *Italic* for changes.]

- **2. General**

The Commission may permit the establishment of an Assisted-Living or Personal-Care Facility and their accessory uses in all Residential, Commercial, *and the Town Center Village District Zones* as a special permit.

- **3. Area and yard requirements**

- a. Minimum lot size: Ten (10 acres *in residential and commercial zones; one (1) acre in the Town Center Village District zone if the Commission determines that the smaller lot size is acceptable given abutting property uses, site characteristics, site design, and site access considerations.*
- b. Minimum lot frontage: Two-hundred fifty (250) feet, except when the Commission determines that a smaller amount is acceptable given abutting property uses, site characteristics, site design, and site access considerations. *In no event shall the minimum frontage be less than sixty (60) feet in the Town Center Village District Zone.*
- c. Maximum density: Five (5) units per acre *in residential and commercial zones; one (1) unit per 2000 square feet in a Town Center Village District Zone not to exceed thirty (30) units.*
- e. Maximum lot Coverage: Thirty –five (35) percent *in residential zones, forty (40) percent in commercial zones, and seventy-five (75) percent in the Town Center Village District.*
- g. Minimum open space: Sufficient to meet the needs of residents including at least one-thousand (1,000) SF per dwelling unit, and the construction of walking paths *in residential and commercial zones only.*
- j. Minimum building setback from proposed roads within facility: Twenty (20) feet where no sidewalks are placed adjacent to roads and thirty (30) feet where sidewalks are provided roads within the facility *in residential zones only. In the TCVD, setbacks shall conform to Section IV.M.*

- **4. Other Requirements.**

- c. There shall be a community facility(s) suitably equipped to meet the dining, social interaction and leisure time needs of the residents. The community facility(s) shall contain not less than twenty-five (25) square feet per dwelling unit. *The Commission may require additional community space within the facility as it deems appropriate.* In calculating community facilities accessory uses such as a central kitchen and maintenance areas shall not be included.
- g. *In the event that there is a conflict between this section and the provisions of Section IV.F, the provisions of this section shall control.*

After Mr. Hawkins report, Chairman Bauchiero invited questions from the Commission. Mrs. Binns asked Mr. Hawkins to clarify letter j. Chairman Bauchiero asked about minimum lot size. Mrs. Pastula asked about parking requirements, which prompted a brief discussion regarding handicapped parking [Building Department's jurisdiction]. Mr. Murphy asked if there were any other lots in the Town Center that meet these requirements. Mr. Hawkins said, yes. With nothing further, Chairman Bauchiero opened it up to the public to those in favor of the application. With none, the Chair then opened it up to those opposed of the application. With none, Chairman Bauchiero closed the public hearing at 7:25 p.m.

#### IV. NEW BUSINESS

**File # 72-2010: Special Permit request from the Zoning and Planning Commission to continue the location of the Suffield Farmer's market on the southern Town green; Map 34H, Block 33, Lot # 1.** Chairman Bauchiero asked if anything is on the agenda for April. The Administrative Secretary said there is one application, a text amendment. Chairman Bauchiero asked for a motion. Secretary Ravenola made the motion to accept File # 72-2010, special permit request from ZPC to continue the location of the Suffield Farmer's market on the southern Town green and set the public hearing date for April 19, 2010, seconded by Mr. Vincent. Motion carried unanimously 6-0-0.

**File # 73-2010: Special Permit/Site Plan Review request from Sage Engineering for 25-unit addition to the existing house and conversion into a Continuing Care Retirement Facility at 82 North Main Street; Map 43H, Block 45, Lot #275. Applicant, Frank DeMarinis.** Chairman Bauchiero asked Mr. Hawkins if he had any comments. Mr. Hawkins reported that this application is contingent upon acceptance of File # 69-2010. Mr. Hawkins recommended that if the application is accepted the Commission set the public hearing date for April 19, 2010. Secretary Ravenola made the motion to accept File # 73-2010 for the special permit/site plan review request from Sage Engineering and set the public hearing date for April 19, 2010, seconded by Mr. Vincent. Motion carried unanimously 6-0-0.

**File # 74-2010: Site Plan Modification request from 178 Mountain Road, LLC to modify and incorporate parking and pedestrian access to the rear of the building, located at 178 Mountain Road; Map 34H, Block 30, Lot #127. Applicant, 178 Mountain Road, LLC.** TJ Barresi, Licensed Professional Engineer and Land Surveyor for Ed Lally & Associates of Windsor, CT was present to represent 178 Mountain Road, LLC. Mr. Barresi requested the Commission consider approving the site plan modification for the property at 178 Mountain Road. He reported that the property is east of

Muddy Brook, located within the Town Center Village District zone, and contains 0.294 acres. Mr. Barresi described the property as sloping from east to west of the existing building, with current parking located in the front of the building. He stated that the rear of the building is a sloped, grass and gravel area with drainage on site consisting of two catch basins with culverts. The existing building is currently served by public utilities off Mountain Road, and consists of wetlands located on the west end of the property leading out to Muddy Brook. The applicant is proposing a site plan modification to construct additional parking in the rear of the building with bituminous parking and a one-way access drive around both sides of the building. Modifications to the building include improvements to the existing rear entrance. Mr. Barresi reported that there are no new utilities proposed; the grading that will take place will be minimal and will match the existing pattern, which presently drains into an existing catch basin. Mr. Barresi received approval from the Conservation Commission, and based on their approval, the Town Engineer's and Town Planner's comments there were changes made to the plans regarding the culvert, Zoning Data Block on Sheet one [1], with details added showing location of guiderail. With nothing further, Mr. Barresi entertained questions from the Commission. There were discussions regarding the existing buffer to the right of the proposed entrance driveway. There were discussions regarding parking space calculations. With no further questions, Chairman Bauchiero asked Mr. Hawkins to read his report.

Mr. Hawkins read his report dated, March 10, 2010, addressed to the Zoning and Planning Commission. Mr. Hawkins began by stating that he reviewed all the documents included with the application, then reported on the following;

- **Existing Conditions**
- **Proposed Conditions;** Parking, Lighting, Utilities and Drainage
- **Analysis**
- **Considerations**

Mr. Hawkins has nothing further to report at this time. Chairman Bauchiero asked if there was any proposed lighting for the rear of the existing building. Mr. Barresi stated that the plans do not show any proposed lighting, but suggested it could be made a condition of an approval. Chairman Bauchiero asked Mr. Turbet to read his report.

Mr. Turbet read his report dated, March 11, 2010, addressed to the Zoning and Planning Commission. Mr. Turbet began by stating that he reviewed all the documents included with the application, then reported on the following;

- **Background**
- **Review Comments:** Site Access and rear Parking Area, Drainage, and Flood Plain
- **Outdoor Lighting**
- **Soil Erosion and Sediment Control**
- **Plan Recommendations**

After Mr. Turbet read his report there was a brief discussion regarding the proposed guiderail. Chairman Bauchiero asked Mr. Turbet if he would inspect the site during the construction phase and whether or not he gets an as-built. Mr. Turbet responded, yes. There were no further questions or comments.

## V. OLD BUSINESS

**File # 69-2010: Request from ZPC to amend the zoning regulations, Section V. F. [2.], and [3 a., b., c., e., g., j.,] and [4 c., adding letter g.], Assisted-Living and Personal-Care Facility, Convalescent and Nursing Homes. Applicant, Zoning and Planning Commission.** Chairman Bauchiero asked if there were any questions. With none, Secretary Ravenola made the motion to adopt File # 69-2010, to amend the zoning regulations, Section V. F. [2], and [3 a, b, c, e, j] and 4 c, and adding letter g], Assisted-Living and Personal-Care Facility, Convalescent and Nursing Homes with the effective date of April 3, 2010, seconded by Mr. Vincent. Motion carried unanimously 6-0-0.

**File # 74-2010: Site Plan Modification request from 178 Mountain Road, LLC to modify and incorporate parking and pedestrian access to the rear of the building located at 178 Mountain Road. Map 34H, Block 30, Lot #127.** There was a brief discussion about adding lighting to the rear of the existing building, and make it a part the approval. The Commission members agreed that the site plan modification would improve access and circulation at this location. Secretary Ravenola made the motion to approve File # 74-2010, Site Plan Modification request from 178 Mountain Road, LLC to modify and incorporate parking and pedestrian access to the rear of the building located at 178 Mountain Road with the following conditions;

1. Ensure there is adequate lighting for the rear parking area per Section III.M. of the regulations.
2. Contour elevations shall be labeled.
3. A detail shall be added to the plans to show the type of guiderail proposed.

Seconded by Mr. Vincent. Motion carried unanimously 6-0-0.

## VI. REPORTS

**Chairman** – In response to the Chairman’s statement about letters received by Commission members, Mr. Turbet explained the details concerning lighting located at Eastwoods Active Adult Community off of East Street South. Mr. Hawkins reported that he would send out a response to the residents that sent the letters and an email to the Chair of the Eastwoods Homeowners Association.

### **Town Planner – PoCD**

The Commission members and Mr. Hawkins met on March 10, 2010 [Special Meeting Workshop] to go over the updated Plan of Conservation and Development [PoCD] page-by-page [See meeting minutes from March 10, 2010]. It was decided that they would resume reviewing the draft at this evening’s meeting, beginning on page 38.

There was a brief discussion regarding Ff Tyler Place and the potential development of said property. The Commission wanted to add some language to the document stating that there should be a concerted effort to relocate the Towns’ Highway Garage if and when the right proposal comes along for Ff Tyler Place. Mr. Hawkins stated that in addition to the Town Center Village District, the Towns’ Neighborhood Commercial districts need to be considered. He explained that these areas include Ebb’s Corner, and the Thompsonville Road / River Road intersection.

Mr. Hawkins continued to the next section of the updated POCD entitled “Addressing Community Needs”. He explained that this section covers housing, community facilities and service needs, park and recreation, and education. Mr. Hawkins stated that one of goals is to encourage a diverse housing stock which led into a discussion on accessory apartments. James Taylor explained that the Town had a regulation that allowed accessory apartments but it was taken out when the Zoning Regulations were overhauled in 2004. The Commission stated that they would like to revisit accessory apartments and asked for a copy of the old regulation. Mr. Hawkins went through the section on transportation and mentioned the need to encourage the networking of existing and proposed subdivision roads to minimize cul-de-sacs and increase connectivity among roads. There was brief discussion on providing connectivity between subdivisions and pedestrian connectivity within the Town Center and Stony Brook Park, bike lanes, and multi-use trails. Following transportation was a section on utilities which include public water, sewer, and natural gas. Mr. Hawkins pointed out some of the maps that depict these services in the Town and mentioned how they’re decisions on development related to these utilities.

Mr. Hawkins started going through the last section of the POCD which is titled “Implementation”. He explained that the POCD should be a working document and updated more than just once every ten years. The Commission had a brief discussion on the accountability tables within this section and talked about ways they could be more prominent in the plan. Mr. Hawkins explained the “Future Land-Use” map and how it should be used as a guide for the Commission’s decision making in terms of density of developments, farmland preservation, and economic development. Mr. Hawkins went through the next section which explains how the goals and objectives of the POCD are consistent with both the State and Regional Plans of Conservation and Development.

## **VII. MINUTES**

Secretary Ravenola made the motion to approve the February 22, 2010 regular meeting minutes without any changes, seconded, motion carried 4-0-2 [Chairman Bauchiero and Vice Chairman Kuras abstained as they were absent from the February regular meeting].

## **VIII. ADJOURNMENT**

The motion was made and seconded to adjourn at the March 15, 2010, regular meeting at 9:45 p.m.

Respectfully Submitted,

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Francis Ravenola, Secretary

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