

**SUFFIELD ZONING AND PLANNING COMMISSION
MINUTES OF REGULAR MEETING
DECEMBER 19, 2011**

**** Amended, Page 2 [12/27/2011]**

Present: Frank E. Bauchiero, Jr., Chairman
Chester Kuras, Vice Chairman
Frank Ravenola, Secretary
Mark O’Hara, Alternate
John Murphy
Mark Winne, Alternate
Gina Pastula, Alternate

Absent: Ellie Binns
Charles Sheehan

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

The proceedings from the meeting were voice recorded.

I. ROLL CALL

Chairman Bauchiero called the meeting to order at 7:01 pm and asked the Administrative Secretary to take a silent roll call.

II. ELECTION OF OFFICERS

Chairman Bauchiero asked for a motion to elect a chairperson for the next two years. Mr. Murphy made the motion to reelect Mr. Bauchiero for an additional two-year term; the motion was made and seconded. With no discussion the motion was approved unanimously 4-0-0.

Chairman Bauchiero asked for a motion to elect a vice chairperson for the next two years. Mr. Murphy made the motion to reelect Mr. Kuras for an additional two-year term; the motion was made and seconded. With no discussion the motion was approved unanimously 4-0-0.

Chairman Bauchiero asked for a motion to elect a secretary for the next two years. Mr. Murphy made the motion to reelect Mr. Ravenola secretary for an additional two-year term; the motion was made and seconded. With no discussion the motion was approved unanimously 4-0-0.

Chairman Bauchiero asked for a motion to ratify the Commission By-Laws for the next two years. Mr. Murphy made the motion to ratify the By-Laws for the next two years without any changes; the motion was made and seconded. With no discussion the motion was approved unanimously 4-0-0.

After a brief discussion, it was agreed that the motion to elect a representative to CRCOG Regional Planning Commission be tabled to next month’s regular meeting. Chairman Bauchiero asked for a motion. Mr. Murphy made the motion to table the election for a representative to CRCOG until the

January 23, 2012 regular meeting; the motion was made and seconded. With no discussion the motion was approved unanimously 4-0-0.

Chairman Bauchiero read into the record the voting members for Decembers' meeting, then handed the floor over to Secretary Ravenola. Secretary Ravenola read the Legal Notice that was published in the Hartford Courant on December 8, 2009 and December 15, 2009.

Chairman Bauchiero appointed Mr. O'Hara and Mr. Winne as alternate voters.

III. EXECUTIVE SESSION

Vice Chairman Kuras made the motion to go into executive session to discuss pending claims and litigation for the Eastwood Estates bond at 7:05 p.m., seconded by Secretary Ravenola. Motion carried 6-0-0.

Mr. Murphy made the motion to come out of executive session, with no votes taken at 7:25 p.m., seconded by Secretary Ravenola. Motion carried 6-0-0.

IV. PUBLIC HEARINGS

File # 2011-11: Special Permit request to convert the building at 390 Boston Neck Road into eighteen [18] apartments under Section V.U. Adaptive Reuse Regulations, Map 56H, Block 47, Lot 171. Applicant Suffield Apartments, LLC. **Secretary Ravenola recused himself from this hearing. Secretary Ravenola lives in the Stony Brook Subdivision and is an abutter of 390 Boston Neck Road.****

Attorney Koerner of Clifford, Katz and Koerner, LLP introduced himself and stated that he represents David Flynn, Principle of Flynn Properties [who was also present].

Also present and representing David Flynn was Licensed Surveyor David Palmberg of William R. Palmberg & Son LLC. Mr. Palmberg presented a site plan, elevations of the building, and stated that the property contains 1.74 acres. Mr. Palmberg pointed out the forty-six [46] parking spaces, and stated that eighteen spaces will be located on the existing pavement located south of the building. The remaining twenty-eight [28] parking spaces will be located southeast of the building on a gravel surface. Two [2] handicap parking spaces will be located south of the building on the existing pavement. Additional items added to the site plan were a sidewalk, additional lighting on the building, and a stockade fence to provide screening around the property. Mr. Palmberg stated that there is no proposed change to the existing footprint of the building. Mr. Palmberg reported that he received approval from the Water Pollution Control Authority [WPCA], the Conservation Commission, and a letter from Connecticut Water confirming water services. Mr. Palmberg proposed adding a swale along the southern abutting property to assure proper drainage to the gravel parking area. Mr. Palmberg stated that he submitted a drainage analysis with the application, and a statement of purpose.

Chairman Bauchiero asked if there were any questions for the applicant. With none, the Chair asked Mr. Hawkins to read his report for the Commission.

Mr. Hawkins read his report dated December 13, 2011 addressed to the ZPC, which covered the following items;

- Existing Conditions
- Proposed Conditions
- Analysis
- Considerations

Mr. Palmberg presented a map showing properties within five hundred feet of the site to show that the area around the building is residential in nature.

The Chair asked Mr. Turbet to read his report for the Commission.

Mr. Turbet read his report dated December 15, 2011 addressing his concerns for the proposed parking lot, and installation of a berm on the south side of the proposed swale to aid in proper drainage at the Stony Brook Drive drainage ditch. With nothing further the Chair opened it up to the public for those who wished to speak in opposition to the application. They were as follows:

John Whitney of 392 Boston Neck Road had questions.

Geraldine Cummings of 364 Boston Neck Road had questions.

Chairman Bauchiero opened it up to the public for those who wished to speak in favor of the application. With none, the Chair asked for a motion to close the public hearing. Mr. Murphy made the motion to close the public hearing for file # 2011-11, seconded by Mr. Winne. Motion carried unanimously 6-0-0.

File # 2011-10: Request from ZPC to amend the zoning regulations as follows: 1.) Add Active Recreation Facility to the Use Table in Section IV. 2.) Add Active Recreation Facility to Section II Definitions. 3.) Add School / Education Center to Section, II Definitions. 4.) Add Street, Public to Section II Definitions and remove existing Street definition. 5.) Revise Lot Frontage and Configuration in Section III. G., and 6.) Revise Section IV. L. z. – Prohibited Uses. After a brief discussion, Chairman Bauchiero asked if anyone wished to speak regarding the amendments. With none, the Chair asked for a motion to table the public hearing to the next meeting. Vice Chairman Kuras made the motion to table file # 2011-10 to the January 23, 2011 regular meeting, seconded by Secretary Ravenola. Motion carried unanimously 6-0-0.

V. OLD BUSINESS

File # 2011-11: Special Permit request to convert the building at 390 Boston Neck Road into eighteen [18] apartments under Section V.U. Adaptive Reuse Regulations, Map 56H, Block 47, Lot 171. Applicant Suffield Apartments, LLC. The Commission had a discussion on whether the proposed fence should be plastic material or wood material. Secretary Ravenola asked about lighting on the building, Mr. Hawkins responded. There was a discussion regarding dust control for the gravel parking area. Mr. O'Hara asked about density, Mr. Murphy responded. With nothing further Chairman Bauchiero asked for a motion. Mr. Murphy made the motion to approve file # 2011-11 request to convert the building at 390 Boston Neck Road into 18 apartments; Map 56H, Block 47, Lot 171 with the following conditions:

1. Outdoor lighting is installed to the satisfaction of the Zoning Enforcement Officer.

2. Measures to control dust from the parking lot are taken through the life of the project.
3. Geotextile fabric is required for the gravel parking area.
4. A wooden stockade fence shall be used as indicated on the plans.
5. A berm shall be added to the south side of the drainage swale on the property.
6. The Stony Brook Drive drainage ditch shall be maintained.

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

VI. REPORTS

Chairman Bauchiero stated that he had nothing to report. After a brief discussion, a motion was made to approve the 2012 Zoning and Planning meeting schedule by Mr. Murphy, seconded by Secretary Ravenola. Motion carried unanimously 6-0-0.

Mr. Hawkins briefly discussed a possible text amendment to the Town Center Village District [TCVD] as well as an amendment to the Flexible Residential Development [FRD] regulation.

Mr. Hawkins reported that staff is working on a text amendment to address changes to bonding requirements caused by Public Act 11-79 of the CGS.

VII. MINUTES

With no changes to the minutes, Secretary Ravenola made the motion to approve the November 21, 2011 meeting minutes. Seconded by Mr. Murphy. Motion carried unanimously.

VIII. ADJOURNMENT

A motion was made and seconded to adjourn the December 19, 2011 meeting at 8:45 p.m.

Respectfully Submitted,

Francis Ravenola, Secretary

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