



TOWN OF ELLINGTON

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**PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
MONDAY, JANUARY 29, 2018, 7:00 P.M.
TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT**

MEMBERS PRESENT: Chairman Arlo Hoffman, Secretary Carol Strom, Regular Members Ricci Hirth, Sean Kelly, and F. Michael Francis and Alternates Jon Moser and Keith Durao (arrived at 7:04 PM)

MEMBERS ABSENT: Vice Chairman Bill Hogan and Regular Member Robert Sandberg, Jr.

STAFF PRESENT: Lisa Houlihan, Town Planner and Barbra Galovich, Recording Clerk

I. CALL TO ORDER:

Chairman Arlo Hoffman called the meeting to order at 7:00 PM in the Town Hall Annex, 57 Main Street, Ellington, CT.

II. PUBLIC COMMENTS (ON NON-AGENDA ITEMS):

Ms. Lisa Houlihan, Town Planner, introduced the recently hired Town Engineer, Dana Steele and Jay Ussery, Jr. of JR Russo & Associates, LLC to the commission. Dana Steele stated he has been with JR Russo & Associates since 1994 and since 1997 has been the Town Engineer for Windsor Locks. They hope to make a smooth transition from Jim Thompson, the previous Town Engineer that served Ellington in excess of fifty (50) years. Dana and Jay have been partners of JR Russo & Associates since 2008. Jay Ussery introduced himself and noted that if any of the commissioners would like changes made with their performance to speak with Ms. Houlihan to reach them.

Ms. Houlihan said she has been working with a professional planning agency to find out how the public learns about meetings. She polled the audience and asked if they read the public notice in the newspaper or received notification as an abutting land owners.

III. PUBLIC HEARINGS:

1. Z201720 – Gardner L. Chapman Revocable Trust, owner, Gardner & Peterson Associates, LLC, applicant, request for a Special Permit to allow a rear lot on property located at 30 Stein Road, APN 046-004-0000, in a R (Residential) Zone.

TIME: 7:06 PM

SEATED: Chairman Arlo Hoffman, Secretary Carol Strom, Regular Members Ricci Hirth, Sean Kelly, and F. Michael Francis and Alternates Jon Moser and Keith Durao

PLANS REVIEWED: Property Survey - Revision to Property Line; Property of Gardner L. Chapman Revocable Trust, 30 Stein Road, Ellington, Connecticut. Prepared by: Gardner & Peterson Associates, LLC, 178 Hartford Turnpike, Tolland, Connecticut; Sheet 1 of 1; Date 12-01-2017; Scale 1"=100'.

Improvement Location Survey - Site Plan of Development; Property of Gardner L. Chapman Revocable Trust, 30 Stein Road, Ellington, Connecticut. Prepared by: Gardner & Peterson Associates, LLC, 178 Hartford Turnpike, Tolland, Connecticut; Sheet 1 of 1; Date 12-01-2017; Scale 1"=40'; Revised date 01-15-2018.

The following individuals were present to represent the application:

Attorney Bruce Fader of 70 West Road, Ellington, CT.

Eric Peterson of Gardner & Peterson Associates, LLC, 178 Hartford Turnpike, Tolland, CT.

Sue Locke and Nora Chapman, Trustees of Gardner L. Chapman Revocable Trust

Attorney Fader briefly described the nature of the application. The Gardner L. Chapman Revocable Trust is looking for special permit approval to allow a rear lot at 30 Stein Road showing the parcel with the house to be 7.49 acres. They will not be creating another lot by moving the lot line closer to Stein Road. There is a 4.17 acre parcel, accessible from Route 83 and behind Meadow View Plaza that will be added to the remaining 27 acre piece as part of the Revocable Trust. The larger piece of land is zoned residential and planned commercial and will remain vacant land. He explained that by taking away front access on Route 83, 30 Stein Road becomes a rear lot. The land has been put into a trust upon Mr. Chapman passing away. Attorney Fader submitted a copy of the Trust, a copy of the GIS map showing the zone line between planned commercial and residential zones, North Central District Health Department's plan approval and an outline of reasons to approve the special permit application.

Mr. Peterson summarized that according to the Trust, 7.49 acres is to be conveyed and currently has an existing house that is serviced by well and septic. He explained that there's access to public water and sewer, if desired.

Jeff Cranston, 12 Miller Lane, stated that there is also access to the larger parcel at the end of Miller Lane. The commission confirmed that the four plus acre parcel will remain planned commercial and the remainder will be residential.

Dolores Cranston, 12 Miller Lane, asked if any zone changes are applied for in the future if they could be notified.

Attorney Fader clarified that any zone changes will need to be presented to the Planning & Zoning Commission. He mentioned that Section 8.3.2 of the regulations require a special permit. Ms. Houlihan explained that the application was sent to staff for review, and the only comment received was from North Central District Health Department finding the lot line revision consistent with Public Health Code.

MOVED (STROM) SECONDED (FRANCIS) AND PASSED UNANIMOUSLY TO CLOSE PUBLIC HEARING FOR Z201720 – Gardner L. Chapman Revocable Trust, owner, Gardner

& Peterson Associates, LLC, applicant, request for a Special Permit to allow a rear lot on property located at 30 Stein Road, APN 046-004-0000, in a R (Residential) Zone.

MOVED (KELLY) SECONDED (FRANCIS) AND PASSED UNANIMOUSLY TO APPROVE Z201720 – Gardner I. Chapman revocable trust, owner, Gardner & Peterson Associates, LLC, applicant, request for a Special Permit to allow a rear lot on property located at 30 Stein Road, APN 046-004-0000, in a R (Residential) zone, finding the proposal consistent with section 7.9, rear lot requirements and section 8.3.2, standards for granting special permit of the Ellington zoning regulations.

2. Z201721 – Ellington Planning and Zoning Commission for proposed amendments to the Ellington Zoning Regulations to revise Section 7.9.f (Rear Lot Requirements).

TIME: 7:25 PM

SEATED: Chairman Arlo Hoffman, Secretary Carol Strom, Regular Members Ricci Hirth, Sean Kelly, and F. Michael Francis and Alternates Jon Moser and Keith Durao

Ms. Houlihan recapped that on December 18, 2017, the commission reviewed Section 7.9 Rear Lot Requirements of the Zoning Regulations in response to a request from Tarbell, Heintz & Associates. Mr. Heintz previously asked if Section 7.9 was intended to limit rear lots to residential areas or if rear lots could be contemplated in commercial and industrial zones. The commission reviewed the existing industrial developments on Nutmeg and Courtney Drives and concluded that Section 7.9 should be amended to remove the residential restriction. Commissioner Francis requested that the word “for” be omitted from the first line of Section 7.9 (B).

MOVED (FRANCIS) SECONDED (KELLY) AND PASSED UNANIMOUSLY TO CLOSE HEARING FOR Z201721 – Ellington Planning and Zoning Commission for proposed amendments to the Ellington Zoning Regulations to revise Section 7.9.f (Rear Lot Requirements).

MOVED (KELLY) SECONDED (STROM) AND PASSED UNANIMOUSLY TO APPROVE AS MODIFIED FOR Z201721 – Ellington Planning and Zoning Commission for proposed amendments to the Ellington Zoning Regulations to revise Section 7.9.f (Rear Lot Requirements). **EFFECTIVE DATE: FEBRUARY 15, 2018**

IV. OLD BUSINESS: None

V. NEW BUSINESS:

1. Z201719 - Ellington Property Management LLC owner/applicant, request for a Site Plan Modification to add a second story to 7,600 s.f. building addition approved on December 18, 2017 for property located at 290 Somers Road, APN 083-001-0000, in a C (Commercial) Zone.

PLANS REVIEWED: Building Addition prepared for Desco Professional Builders, Inc., 290 Somers Road, Ellington, Connecticut. Prepared by: JR Russo & Associates, LLC, One Shoham Road, East Windsor, Connecticut; Cover Sheet: Sheet 1 of 4; Location Map; Scale: 1”=400’; Site Plan: Sheet 2 of 4; Date 11-8-17; Scale 1”=40’; Erosion & Sediment Control Notes & Details: Sheet 3 of 4; Date 11-8-17; Scale As Shown; Details: Sheet 4 of 4; Date 11-8-17; Scale As Shown.

Desco Building 2 Expansion for Descowood, 290 Somers Road, Ellington, CT 06029; Elevations Drawing number 1; Existing/Proposed new addition; Scale: none; Date 1-9-18
Desco Building 2 Expansion for Descowood, 290 Somers Road, Ellington, CT 06029; Elevations Drawing number 2; Proposed new addition/Existing; Scale: none; Date 1-9-18

Mr. John Ridzon of Desco Professional Builders, 290 Somers Road was present to represent the application. He stated that the commission granted a site plan approval and modification of special permit to construct a 7,600 s.f. single-story addition last month. After further analysis of space needs, they are seeking modification of the December approvals to change the one-story addition to a two-story addition. He said that they are looking to have all the offices together, rather than scattered among the buildings and 2,600 sf will be storage as part of the second story. They are currently not adding any more employees.

Ms. Houlihan said that the Design Review Board reviewed the proposal at a special meeting held on January 18, 2018 and rendered a favorable report. They did recommend that a cupola be added to the building, at the discretion of the property owners. She requested that the conditions from December 18, 2017 remain a part of the approval.

MOVED (KELLY) SECONDED (HIRTH) AND PASSED UNANIMOUSLY TO APPROVE W/ CONDITIONS - Z201719 - Ellington Property Management LLC, owner/applicant, request for a Site Plan Modification to add a second story to 7,600 s.f. building addition approved on December 18, 2017 for property located at 290 Somers Road, APN 083-001-0000, in a C (Commercial) Zone.

CONDITIONS:

- **ARBORVITAE WHEN PLANTED AND PRUNED SHALL BE A MINIMUM OF 6' IN HEIGHT.**
- **COMPLIANCE TO THE FIRE MARSHAL'S REPORT IS REQUIRED.**
- **PARKING AREAS SHALL BE PAINTED WITH PERMANENT STRIPING.**

2. Z201801 – Judith Spielman, owner/applicant, request for Zone Change from Commercial (C) and Planned Commercial (PC) Zones to Commercial (C) Zone for property located at 106 West Road, APN 028-011-0000.

BY CONSENSUS, ADD TO THE AGENDA, RECEIVE AND SCHEDULE A PUBLIC HEARING FOR THE NEXT REGULAR MEETING ON FEBRUARY 26, 2018, 7:00 PM, TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT FOR Z201801 – Judith Spielman, owner/applicant, request for a Zone Change from Commercial (C) and Planned Commercial (PC) Zones to Commercial (C) Zone for property located at 106 West Road, APN 028-011-0000.

3. Z201802 – Ned J. Cipollini and Andrea C. Kearns, owner/applicant, pursuant to Section 7.1 of the Ellington Zoning Regulations request for a Special Permit for an accessory apartment on property located at 37 Hillsdale Drive, APN 008-074-0000, in a R (Residential) Zone.

BY CONSENSUS, ADD TO THE AGENDA, RECEIVE AND SCHEDULE A PUBLIC HEARING FOR THE NEXT REGULAR MEETING ON FEBRUARY 26, 2018, 7:00 PM, TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT FOR Z201802 – Ned J. Cipollini and Andrea C. Kearns, owner/applicant, pursuant to Section 7.1 of the Ellington Zoning Regulations request for a Special Permit for an accessory apartment on property located at 37 Hillsdale Drive, APN 008-074-0000, in a R (Residential) Zone.

VI. ADMINISTRATIVE BUSINESS:

1. Approval of the December 18, 2017 Regular Meeting Minutes

MOVED (FRANCIS) SECONDED (HIRTH) AND PASSED UNANIMOUSLY TO APPROVE THE DECEMBER 18, 2017 MEETING MINUTES AS WRITTEN.

2. Election of Officers

- a. **MOVED (FRANCIS) SECONDED (KELLY) TO NOMINATE COMMISSIONER (ARLO HOFFMAN) FOR CHAIRMAN OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.**

**COMMISSIONER (HOFFMAN) ACCEPTED THE NOMINATION.
HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

MOVED (FRANCIS) SECONDED (KELLY) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER (HOFFMAN) FOR CHAIRMAN OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.

- b. **MOVED (FRANCIS) SECONDED (KELLY) TO NOMINATE COMMISSIONER (WILLIAM HOGAN) FOR VICE-CHAIRMAN OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.**

**COMMISSIONER (HOGAN, BY PROXY) ACCEPTED THE NOMINATION.
HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

MOVED (FRANCIS) SECONDED (KELLY) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER (HOGAN) FOR VICE-CHAIRMAN OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.

- c. **MOVED (FRANCIS) SECONDED (KELLY) TO NOMINATE COMMISSIONER (CAROL STROM) FOR SECRETARY OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.**

**COMMISSIONER (STROM) ACCEPTED THE NOMINATION.
HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

MOVED (FRANCIS) SECONDED (KELLY) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER (STROM) FOR SECRETARY OF THE PLANNING & ZONING COMMISSION FOR THE YEAR OF 2018.

3. Correspondence/Discussion:
 - a. Oakridge Times, January 20, 2018
 - b. Zoning Regulations Section 7.15 Alternative Energy Solar, approved December 18, 2017 and effective January 15, 2018.

Ms. Houlihan said that the solar section of the regulations went into effect on January 15, 2018. She indicated that Section 7.15.7 ground mounted primary uses was written requiring 50 feet from any front, side or rear setback requirement, to which the commission agreed that the text was approved requiring a 50' setback from any yard.

4. Planner's Report: Status of comprehensive review and updates to the 2008 Plan of Conservation and Development.

Ms. Houlihan informed the commission that they will be receiving the Plan of Conversation and Development Update Committee minutes.

5. Report from commission representative regarding the CRCOG Regional Planning Commission meeting on January 18, 2018 (Next meeting: March 8, 2018)

Alternates Moser and Durao had nothing to report at this time.

VII. ADJOURNMENT:

MOVED (FRANCIS) SECONDED (KELLY) AND PASSED UNANIMOUSLY TO ADJOURN THE PLANNING & ZONING COMMISSION REGULAR MEETING AT 7:44 PM.

Respectfully submitted,

Barbra Galovich, Recording Clerk