

**SUFFIELD PLANNING & ZONING COMMISSION
MINUTES OF REGULAR MEETING
October 19, 2020**

Present: Mark Winne, Chairman
Donald Rawling, Vice Chairman
Ginny Bromage, Secretary
Brendan Malone
Tracy Hespelt
Erin Golembiewski
Jeff Girard, Alternate
Leon Litvak, Alternate

Absent: Ross Wilcox, Alternate

Also Present: Bill Hawkins, AICP, Director of Planning & Development
Gerry Turbet, Town Engineer
Ellie Binns, Administrative Assistant

The proceedings of this video/teleconference meeting were recorded and made available on the Town website, along with all of the application materials.

I. ROLL CALL

Chairman Winne called the meeting to order at 7:00 p.m. as a Zoom video/teleconference call. He then took a roll call.

II. PUBLIC COMMENT – None

III. PUBLIC HEARING

Ms. Bromage read the legal notice for the public hearing.

File # 2020-7: Request for a special permit for a commercial building on the east side of South Street with the nearest intersection being Spencer Street Map 29H, Block 37, Lot 15-A. Applicant- JLL Enterprises, LLC.

Robert Arsenault, professional engineer presented the application on behalf of John Sheridan of JLL Enterprises, LLC. He described the proposed 8,400 SF commercial building to be built in this Planned Development Industrial Park (PDIP) zone. The building will have 7-units of 1,200 SF each for use by small businesses for office and storage space. JLL Enterprises would occupy two of the units and plans to rent the other five. Mr. Arsenault described the drainage on the property, which will result in zero increase in runoff due to the excellent percolation test results of the soil. He noted that the application is in process with the North Central District Health Department (NCDHD), which has sent a letter indicating the site can support a septic system and they are reviewing the well location. He also noted that the application was approved by the Conservation Commission on September 22, 2020. He then described the site lighting, which

These minutes are not official until accepted at a subsequent meeting.

will be wall pack units on the building with shields to make them full cutoff and keep light from trespassing onto adjoining properties. The plan shows a six-foot high stockade fence to be installed on the boundary of the property with 1266 South Street beginning 60 feet from South Street and wrapping around the property to provide a complete visual screen. The fence will also be installed behind 1254 South Street. He also noted that a building permit will be required for the proposed signage.

Mr. Hawkins then read his report into the record. He described the plan noting that the proposed building will be set back approximately 220 feet from South Street and is 210 feet long by 40 feet wide and located on the northwest portion of the lot. The parking lot contains 23 spaces including one handicapped accessible space, which meets the regulations.

He also showed the elevation drawings for the building. Mr. Hawkins noted that the proposed fencing is recommended to provide a complete barrier between the proposed use and adjacent houses. Mr. Hawkins pointed out that the Connecticut Airport Authority (CAA) is an abutter within 200 feet of the subject property. The CAA indicated that they do not have concerns with the proposal but since the property is within close proximity to the runway, the applicant is required to fill out Federal Aviation Administration (FAA) form 74-60-1, Notice of Proposed Construction or Alteration, which is a standard form.

Mr. Turbet then read his report into the record noting that the traffic impact would be minimal and that he had reviewed the drainage plan and found it satisfactory. He recommended that the plans include measurements for the parking spaces and details on curb locations.

Mr. Winne asked for comments or questions from the Commission. Mr. Rawling noted that this project is smart economic development. There was some concern by members that this could turn into a contractor's yard which is not permitted off South Street. The Commission decided that a condition of approval could be added indicating that this application is not to be construed as approval of a contractor's yard as described in the regulations. There was also discussion about screening with plantings, and the consensus was that a fence would provide immediate screening and would be the better choice for this application.

With no comments offered by the public, Mr. Winne called for a motion to close the public hearing.

Ms. Bromage moved to close the public hearing. The motion was seconded by Mr. Rawling and approved 6-0-0.

IV. OLD BUSINESS

File # 2020-7: Request for a special permit for a commercial building on the east side of South Street with the nearest intersection being Spencer Street Map 29H, Block 37, Lot 15-A. Applicant- JLL Enterprises, LLC.

Ms. Bromage moved to approve File# 2020-7 with the following conditions:

- Proposed signage shall be shown on the plans for staff review.
- A letter from the North Central District Health Department indicating the well location is sufficient to meet the public health code shall be submitted prior to signing the final set of plans.
- Measurements should be added to show the typical parking space and aisle width.
- Curb locations should be added to the plans.
- This approval is not to be construed as approval of a contractor's yard as defined in the Suffield Zoning Regulations.

The motion was seconded by Mr. Rawling and approved unanimously 6-0-0.

File # 2012-18C: Request from Hamlet Homes, LLC. to release the remaining bond for the Limric Lane subdivision located off South Main Street originally known as the Hamlet on South Main Street Subdivision.

Town Engineer Gerry Turbet reported that this bond release request was carried over from September's meeting because there was one section of the road that needed additional work. He inspected the area today and reported that the work has been completed to his satisfaction. Therefore, he recommended releasing the remaining bond.

Ms. Bromage moved to approve releasing the remaining \$30,000.00 bond for Limric Lane subdivision **File #2012-18C** per the Town Engineers recommendation. The motion was seconded by Mr. Rawling and approved unanimously 6-0-0.

V. NEW BUSINESS

File # 2020-8: Request for a site plan modification for a freestanding drive-up ATM in the southwest parking lot of the Suffield Village plaza located at 68 Bridge Street. Map 43H, Block 8, Lot 77. Applicant- TKO Installation, Inc.

Tom Riley and Chris Quinn of TKO Installations presented the plan for a freestanding Chase Bank ATM to be installed in the southwest parking lot of Suffield Village. Matt Falkowski was in attendance to represent the property owner Suffield Village, LLC. He described the work that has been done in parts of the parking lot and plans for more repair and restriping. Mr. Riley described the ATM and the surrounding signage and pavement markers. The lighting meets the requirements for safety and the bollards protect the installation.

Mr. Hawkins reviewed his report explaining that this is a permitted use and that the Design Review Board (DRB) met twice with the applicant and had the design revised to be more in keeping with the surrounding buildings. The DRB approved the ATM and site design features at a September 23, 2020 meeting. Mr. Hawkins noted that the proposed ATM construction will take up 10 existing parking spaces, which still leaves more than the required parking for the Village.

He did also note that the height of the light pole on the drawing would need to be 14 feet or less to meet the regulations.

Commission members discussed the traffic pattern and agreed that the parking spaces near the installation should be clearly marked.

With no further discussion, Mr. Winne called for a motion.

Ms. Bromage moved to approve **File# 2020-8** with the following conditions:

- The light fixture detail on Sheet A102 of the plans is to be amended to reflect a 14 foot height limit per Section III.M. of the Zoning Regulations.
- Ten parking spaces adjacent to the proposed ATM shall be restriped/painted to better delineate the spaces and travel lane. These include the four parking spaces to the east of the ATM as well as the six parking spaces to the north of the ATM lane.

The motion was seconded by Mr. Rawling and approved unanimously 6-0-0.

VI. REPORTS

Chairman – None

Town Planner – Mr. Hawkins noted that the Hickory Street legal matter is proceeding with the Commissions brief from Attorney David Sherwood completed.

He also mentioned that the negotiations to purchase 100 Marketing Drive by Rug Pad USA are proceeding. Mr. Hawkins is submitting an RFP for consultants to bid on the Affordable Housing Plan study contract.

VII. MINUTES

Ms. Rawling moved to approve the minutes of the September 21, 2020 regular meeting. The motion was seconded by Ms. Bromage and approved 5-0-1 with Ms. Golembiewski abstaining, as she was not at the meeting.

VIII. CORRESPONDENCE - None

IX. ADJOURNMENT

With nothing further to come before the commission, Ms. Bromage made a motion to adjourn at 9:05 pm. The motion was seconded by Mr. Rawling and approved 6-0-0.

Submitted,

Ginny Bromage, Secretary

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