

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Meeting Notice
Thursday, November 4, 2021 7:30 PM
Town Hall--14 Park Place, 3rd Floor Council Chambers
Vernon, CT
AGENDA

1. **Call to Order & Roll Call by Roland Klee, Chairman**
2. **Administrative Actions/Requests**
 - 2.1 Amendment/Adoption of Agenda - Additional business to be considered under agenda item #7 "Other Business" requires Commission vote
 - 2.2 Approval of the Minutes from the **October 21, 2021.**
3. **New Application(s) for receipt, if any:**
4. **Public Hearing(s) and Action on Applications**
 - 4.1 **PZ-2021-11 Cannabis Establishments.** A text amendment to the Town of Vernon Zoning Regulations, various sections, to define, address, and permit certain cannabis establishments in select zoning districts.
 - 4.2 **PZ-2021-12 Overnight Parking in the PDZ District.** A text amendment to the Town of Vernon Zoning Regulations to clarify the intent of Section 4.25.3, related to overnight parking in the PDZ district.
 - 4.3 **PZ-2021-14** An Application of Volta Charging, LLC, for a Zoning Regulation Text Amendment to permit **electric charging station/display kiosks** in the Commercial and Industrial Zoning Districts.
 - 4.4 **PZ-2021-16 369 Talcottville Rd.** An Application of Habitat for Humanity North Central Connecticut for four (4) Special Permits in the Special Development Zone-Economic Development Zone (Zoning regulation Section 4.20.4.4-wholesale showroom; 4.20.4.7-professional office; 4.20.4.10-retail sales of products assembled or packaged; 4.20.4.11-general contracting establishments) at 369 Talcottville Rd. (Tax Map ID: Map 04, Block 0004, Parcel 0006A).
5. **8-24 Referrals, If any**
6. **Other Business/Discussion**
 - 6.1 Adoption of the 2021 Plan of Conservation and Development, draft dated October 28, 2021
7. **Adjournment**

Roland Klee, Chairman
Planning & Zoning Commission

DRAFT MINUTES

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Thursday, October 21, 2021 7:30 PM
Town Hall
14 Park Place, 3rd Floor
Council Chambers
Vernon, CT

Draft Minutes

1. **Call to Order & Roll Call by Roland Klee, Chairman at 7:30 PM**

- Regular members present: Roland Klee, Robin Lockwood, Joseph Miller, Mike Mitchell, and Jesse Schoolnik
- Alternate Member: Carl Bard sitting for Iris Mullan and Mike Baum sitting for Susan Reudgen
- Absent Members: Iris Mullan and Susan Reudgen
- Staff present: George McGregor, Town Planner and Shaun Gately, EDC
- Recording secretary: Jill Rocco

2. **Administrative Actions/Requests**

- 2.1 Amendment/Adoption of Agenda - Additional business to be considered under agenda item #7 "Other Business" requires Commission vote

Robin Lockwood **Moved** to **ADOPT** the agenda as is. Jesse Schoolnik seconded and the motion carried unanimously.

- 2.2 Approval of the Minutes from the **October 7, 2021 PZC Meeting**

Robin Lockwood **Moved** to **APPROVE** the minutes from October 7, 2021 with the discussion of possibly adding a few more details. Jesse Schoolnik seconded and the motion carried with Joseph Miller abstaining.

3. **New Application(s) for receipt, if any:**

- 3.1 **PZ-2021-17, 20 Mountain St.** An Application of Sal Alhujaji for a Special Permit pursuant to Section 4.15.6 & 3.26 to allow Adaptive Reuse in the Historic District-Planned Neighborhood Development (PND) Zoning District for the purposes of appliance and other product storage at 20 Mountain St. (Tax ID: Map 41, Block 0113, Parcel 00015).

Town Planner, George McGregor recommended a hearing date of November 18, 2021.

Jesse Schoolnik **Moved** to **RECEIVE** application PZ 2021-17 an Application of Sal Alhujaji for Special Permit at the November 18, 2021 meeting. Joseph Miller seconded and the motion carried unanimously and place it on the November 18, 2021 agenda for public hearing.

4. **Public Hearing(s) and Action on Applications**

- 4.1 **PZ-2021-13** An Application of Hartford Therapeutic Massage and Wellness Center LLC,

for a Special Permit to allow an **Independent Massage Therapy Practice and Commercial Education or Recreation (yoga and wellness et al.)** in the Commercial Zoning District, pursuant to Section 4.9.4.23 and 4.9.4.5 of the Zoning regulations, at 500 Talcottville Rd. (Tax Map 09-015T-0021C).

- Chairman Roland Klee read the rules for Public Hearings.
- Town Planner George McGregor, read the public notice into record.
- Legal notice was published in the Journal Inquirer on October 9, 2021 and October 16, 2021.
- Town Planner, George McGregor gave details in regards to the application.
- Tia L. Woods and Tiana B. Allman, 4 Simms Rd, East Hartford addressed the commission and gave details in regards to their application.
- Commission members asked questions.
- Applicants responded.
- Chairman Roland Klee opened the Public Hearing at 7:45 PM
- Rick Konin (Landlord), 44 Caisson Rd, Colchester 06415 spoke in favor off.
- No one opposed

Robin Lockwood **MOVED** to **CLOSE** the Public Hearing at 7:47 PM, Mike Mitchell seconded and the motion carried unanimously.

Jesse Schoolnik **MOVED** that the Planning and Zoning Commission **APPROVE** PZ-2010-13, a special permit to allow an Independent Massage Therapy Practice and Commercial Education and/or Recreation (yoga and wellness) at 500 Talcottville Rd. upon a finding that the request is consistent with the special permit requirements of 17.3. Robin Lockwood seconded and the motion carried unanimously.

4.2 **PZ-2021-15, 38 Oxbow Dr.** An application of Robert Coulombe for a Special Permit to allow a Home Business of Major-Type 2, pursuant to Section 4.3.4.8 of the Zoning Regulations, for laser engraving and woodworking at 38 Oxbow Rd. (Tax Map ID: Map, 26, Block 065B, Parcel 0010K), in the R-22 zoning district.

- Chairman Roland Klee read the rules for Public Hearings.
- Town Planner George McGregor, read the public notice into record.
- Legal notice was published in the Journal Inquirer on October 9, 2021 and October 16, 2021.
- Town Planner, George McGregor gave details in regards to the application.
- Robert Coulombe, applicant, 38 Oxbow Drive, Vernon, CT addressed the commission and gave details in regards to the application.
- Commission members asked questions.
- Applicant responded.
- Discussion ensued.
- George McGregor, Town Planner, clarified "Special Permit to allow a Home Business of Major-Type 2".
- Chairman Roland Klee opened the Public Hearing
- No one spoke in favor of or opposed

Robin Lockwood **MOVED** to **CLOSE** the Public Hearing at 7:58 PM. Joseph Miller seconded and the motion carried unanimously.

Robin Lockwood **MOVED** that the Planning and Zoning Commission **APPROVE** PZ-2010-15, a special permit for laser engraving and woodworking as a home-based business at 38 Oxbow Rd., based upon a finding that the request is consistent with the home-based business requirements set forth in Section 3.29 and is consistent with the special permit requirements of 17.3 subject to the following conditions:

1. The business is limited to an area of 750 sq. ft.
2. Client activity is limited to: Monday-Friday from 9:00 a.m. to 5:00 p.m.
3. No more than one customer/client at a time.
4. No signage

Jesse Schoolnik seconded and the motion carried unanimously.

5. **8-24 Referrals, If any**

NONE

6. **Other Business/Discussion**

NONE

7. **Adjournment**

Robin Lockwood **MOVED** to **ADJOURN** at 8:03 PM. Joseph Miller seconded and the motion carried unanimously.

Jill Rocco
Recording Secretary

APPLICATION

1



TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)
APPLICATION

(Revised March 2021)

The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project. Provide all the information requested.

APPLICANT (S)

NAME: Town of Vernon Planning & Zoning Commission
 COMPANY: _____
 ADDRESS: 14 Park Place, Vernon CT 06066
 TELEPHONE: 8608703640 E-MAIL: gmcgregor@vernon-ct.gov

PROPERTY OWNER (S)

NAME: _____
 ADDRESS: _____
 TELEPHONE: _____ EMAIL: _____

If the applicant is not the property owner, include a letter from the property owner authorizing the applicant to seek approval by the PZC, if no signature accompanies the application. (ZR Section 2.3)

PROPERTY

ADDRESS: _____

ASSESSOR'S ID CODE: MAP # _____ BLOCK # _____ LOT/PARCEL # _____

LAND RECORD REFERENCE TO DEED DESCRIPTION: VOLUME: _____ PAGE _____

DOES THIS SITE CONTAIN A WATERCOURSE AND/OR WETLANDS? (SEE THE INLAND WETLANDS MAP AND REGULATIONS)

☐ NO ☐ YES

☐ NO REGULATED ACTIVITY WILL BE DONE

☐ REGULATED ACTIVITY WILL BE DONE

☐ IWC APPLICATION HAS BEEN SUBMITTED

ZONING DISTRICT _____

IS THIS PROPERTY LOCATED WITHIN FIVE HUNDRED (500) FEET OF A MUNICIPAL BOUNDARY?

☐ NO

☐ YES: _____

CHECK IF HISTORIC STATUS APPLIES:

☐ LOCATED IN HISTORIC DISTRICT: _____

☐ INDIVIDUAL HISTORIC PROPERTY

PROJECT SUMMARY

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

PURPOSE: Zoning Text Amendment to Allow Certain Cannabis Establishments

GENERAL ACTIVITIES: Amendment introduces definition, permissions, and conditions for Retail Cannabis
and other cannabis establishments.

APPROVAL REQUESTED

 SUBDIVISION OR RESUBDIVISION

- SUBDIVISION (SUB. SEC. 4, 5, 6)
- RESUBDIVISION (SUB. SEC. 4, 5, 6)
- MINOR MODIFICATION OF SUBDIVISION OR RESUBDIVISION (SUB. SEC. 4.6)
- AMENDMENT OF SUBDIVISION REGULATIONS (SUB. SEC. II)

SEE SUBDIVISION REGULATIONS SEC. 4 FOR APPLICATION FEE SCHEDULES.

 SOIL EROSION AND SEDIMENT CONTROL PLAN (ESCP) (ZR SEC. 2.117; 18) (SUB. 6.14)

 SITE PLAN OF DEVELOPMENT (POD) (ZR SEC. 14)

- POD APPROVAL (ZR SEC. 14.1.1.1; 14.1.2)
- MODIFICATION OF AN APPROVED POD (ZR SEC. 14.1.1.1)
- MINOR MODIFICATION OF A SITE POD (ZR SEC. 14.1.1.2)

 SPECIAL PERMIT(S) (ZR SECTION 17.3) SECTION: _____

 OTHER SPECIAL PERMIT(S). CITE ZR SECTION AND DESCRIBE ACTIVITY:

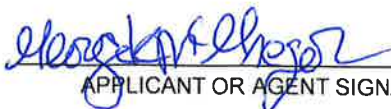
 X **ZONING:**

- SITE SPECIFIC CHANGE OF ZONING DISTRICT AND MAP (ZR SEC. 1.2; 1.3; 4)
- X AMENDMENT OF ZONING REGULATIONS (SEC. 1.2; 1.3; 4)

CERTIFICATION AND SIGNATURE

The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations" and completed the application with complete and accurate information:

Property Owner, Applicant, or Applicant's Agent:



APPLICANT OR AGENT SIGNATURE

George K. McGregor for the PZC

PRINTED NAME

09/02/21

DATE

OWNER'S SIGNATURE, IF DIFFERENT

PRINTED NAME

DATE

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

Applicant shall file a copy of any proposed regulation Amendment, Zone Change, or Wetlands Redesignation with the
Town Clerk ten (10) days prior to the hearing as per **Section 8-3(a) AND (d) AND 22a-42a (b)** of the General
Statutes. Certification of the filing under these sections by the applicant must be presented at the public hearing.

RECEIVED
VERNON TOWN CLERK
21 OCT -6 AM 11:29

TO: VERNON TOWN CLERK
FROM: George K. McGregor
REFERENCE: PZ-2021-11 Cannabis Establishments
DATE: 10-6-21

The attached documents, consisting of:
Zoning Text Amendment and supporting documentation
related to Cannabis Establishments and other uses

Are being submitted for public inspection under CSG 8-3(a)/22a-42a (b).

Received: Zoning text Amendment and supporting documentation
Vernon Town Clerk Signature: [Signature]
Date: 10/6/2021

PZ-2021-11 Cannabis Establishments
Narrative Summary of Draft Amendment

September 20, 2021

PZ-2021-11 Cannabis Establishments. A text amendment to the Town of Vernon Zoning Regulations, various sections, to define, address, and permit certain cannabis establishments in select zoning districts.

1. The amendment adds a series of definitions to the Zoning regulations related to cannabis and Cannabis establishments, both retail and manufacturing/process related.
2. The amendment adds Retail cannabis as a use that is permitted in four distinct zoning districts:
 - Commercial (C)
 - Planned Commercial (PC)
 - Historic District-Residential Conservation (RC)
 - Historic District-Downtown Business and Development (DBR)

Note: Under current State Law, number of retail cannabis establishments are capped at a maximum of 2 in the Town of Vernon (1 per 25,000 residents).

3. The amendment requires the Special Permit approval process for Retail Cannabis, which requires a public hearing and notice of abutting properties within 200 feet of the proposed location.
4. The amendment establishes 500 feet separating distance between a Retail Cannabis establish and a public or parochial school.
5. Manufacturing, cultivating, processing, food and beverage, and other production-related uses are permitted without additional review and permitted where similar uses are allowed in the Town of Vernon.

Zoning Regulations for Cannabis Establishments

DRAFT Technical Framework For Application Submission

9-16-21

1. Section 2-Definitions

- Insert new 2.16A-**Cannabis**: marijuana, as defined in Section 21a-240 of the CGS
- Insert new 2.16B-**Cannabis Establishment**: A cultivator, micro-cultivator, retailer, hybrid retailer, food and beverage manufacturer, product manufacturer, product packager, dispensary, producer and delivery service. For the purpose of this definition, Cannabis establishments shall be regulated by zoning district in a manner consistent with similar uses, except for Cannabis Retailers, which has been identified in specific districts and in Section 17.
- Insert new 2.16C-**Cannabis Cultivator**: an establishment, not less than 15,000 s.f., which engages in the cultivation, growing, and propagation of the cannabis plant.
- Insert new 2.16D- **Cannabis Micro-cultivator**: A cultivator, limited in size between 2,000 and 10,000 square feet.
- Insert 2.16E-**Cannabis Manufacturer**: An establishment whose license permits them to own and operate a place of business that acquires cannabis and extracts cannabis for a variety of cannabis products, including food and beverages.
- Insert 2.16F-**Cannabis Product Packager**: an establishment licensed to package and label Cannabis products.
- Insert new 2.16G-**Cannabis Retailer**: an establishment licensed to sell cannabis to consumers. For the purposes of this definition a hybrid retailer (one which sells cannabis products to consumers and medical marijuana products) shall be considered a cannabis retailer.

2. Zone District Additions

- 4.9.4.10 Commercial- delete "deleted" and insert "Cannabis retailer"
- 4.17.3.18 HD-RC-delete "deleted and inset "Cannabis retail"
- 4.21.5.21 PCZ-add new, "Cannabis retail"
- 4.26.5.26 HD-DBR-add new, "Cannabis retailer"

3. Section 17-Special Regulations

- 17.1 amend first sentence to read: Alcoholic liquors and Cannabis retailers: in those districts which permit sellers and/or servers of alcohol and retail Cannabis establishments, the standards to be applied are as follows and are in addition to the requirements of Section 17.3. (current ordinance has 17.2 which I think is in error)
- 17.1.2.1 delete. Then renumber .2 and .3 to .1 and .2. It is unnecessary to state a special permit is required. Each use district states this.
- 17.1.4 delete. This requirement to have the Zoning Enforcement Officer verify violations is an administrative function, outside of the Zoning Ordinance.

- New 17.1.4-The following separating distances shall be applied to all establishments seeking to permit the retail sale of cannabis (cannabis retailer):

Cannabis retailer to public or parochial school –500 ft.

- New 17.1.5-The separating distance shall be measured from the main public access door of each establishment
- New 17.1.6-Hours of operation shall be limited to 8 a.m. to 10 p.m. Monday to Saturday. Sunday 10 a.m. to 6 p.m.
- New 17.1.7-An operations plan, including but not limited to a description of all on-site activities, a floor plan, a security plan, and a traffic and access plan shall be submitted with each special permit application.
- New 17.1.8-Cannabis shall not be consumed, ingested or smoked on the premises.
- New 17.1.9-Retail Cannabis sales shall not be considered an accessory use; It shall only be permitted as a primary use.

A parcel of land, which has been planned for the temporary placement of two (2) or more seasonal or recreational vehicles.

2.16A-Cannabis:

Marijuana, as defined in Section 21a-240 of the Connecticut General Statutes.

2.16B-Cannabis Establishment:

A cultivator, micro-cultivator, retailer, hybrid retailer, food and beverage manufacturer, product manufacturer, product packager, dispensary, producer and delivery service. For the purpose of this definition, Cannabis establishments shall be regulated by zoning district in a manner consistent with similar uses, except for Cannabis Retailers, which has been identified in specific districts and in Section 17.

2.16C-Cannabis Cultivator:

An establishment, not less than 15,000 s.f., which engages in the cultivation, growing, and propagation of the cannabis plant.

2.16D-Cannabis Micro-Cultivator:

A cultivator, limited in size between 2,000 and 10,000 square feet.

2.16E-Cannabis Manufacturer:

An establishment whose license permits them to own and operate a place of business that acquires cannabis and extracts cannabis for a variety of cannabis products, including food and beverages.

2.16F-Cannabis Product Packager:

An establishment licensed to package and label Cannabis products.

2.16G-Cannabis Retailer:

An establishment licensed to sell cannabis to consumers. For the purposes of this definition a hybrid retailer (one which sells cannabis products to consumers and medical marijuana products) shall be considered a cannabis retailer.

2.17A - Certification:

4.9.4 - Special Permits:

The following uses may be permitted when granted a Special Permit by the Planning and Zoning Commission.

- 4.9.4.1 Mixed residential/commercial uses where the current use of the property is residential and less than fifty (50) percent of the structure will continue to be used residentially.

Mixed Commercial and Multi-Family Uses provided a parcel contains a minimum of five (5) acres and at least twenty five (25%) of the total lot area is reserved for commercial development, then multi-family development shall be permitted on said parcel subject to the following:

- a. The portion of the lot devoted to multi-family use must comply with Sec. 4.7.5 and Section 4.7.6 of the Vernon Zoning Regulations.

- b. The site shall be entirely serviced by public sewers and by public water.

- 4.9.4.2 Funeral homes.

- 4.9.4.3 Hotels or motels.

- 4.9.4.4 Hospitals, places of worship, schools, public libraries, public utility structures, governmental buildings, cemeteries, golf courses, country clubs, non-profit recreational facilities.

- 4.9.4.5 Any retail outlet dealing in merchandise or service similar to the items listed above as permitted uses.

- 4.9.4.6 Commercial education or recreational activities.

- 4.9.4.7 Telecommunication towers.

- 4.9.4.8 Residential facilities for special education.

- 4.9.4.9 Deleted.

- 4.9.4.10 ~~Deleted.~~ Cannabis Retailer, subject to Section 17.1

- 4.9.4.11 Seller or server of alcoholic beverages unless considered an excluded establishment as stated in section 17.1.1.

- 4.9.4.12 Deleted.

- 4.9.4.13 Commercial kennel, as defined in Section 2, provided that such a facility is located no closer than three hundred (300) feet from a residence or residential district. The three hundred (300) feet separation requirement shall not apply to veterinary facilities housed inside a building.

- 4.9.4.14 General automotive repairing and servicing. The sale of gasoline and/or used vehicles is not permitted with this use.

- 4.9.4.15 In addition to any other required permits or approvals, a Special Permit shall be required for any use or development in this zone when any of the following thresholds are met for any parcel or development.

- 4.9.4.15.1 More than forty (40) off-street spaces are required or;

- 4.9.4.15.2 The proposed structure is within two-hundred (200) feet of a residential structure or;

- 4.9.4.15.3 The proposed development has any off-street parking or loading spaces within one-hundred (100) feet of a residential structure or;

- 4.9.4.15.4 The aggregate square footage for all structures on any parcel exceeds twenty-five (25) thousand;

4.17.3 - Special Permits:

The following uses may be permitted when granted a Special Permit by the Planning & Zoning Commission:

- 4.17.3.1 Multi-family dwellings, and accessory uses customarily incidental to them, provided that such accessory uses shall not be conducted for gain. Multi-family units are subject to the requirements of Section 10.1.1 and Sections 4.7.5, 4.7.6, and 4.7.7 of these Zoning Regulations.
- 4.17.3.2 Professional or business offices, banks or other financial institutions.
- 4.17.3.3 Convalescent homes or nursing homes and assisted living facilities when connected to public water and sanitary sewer.
- 4.17.3.4 Indoor movie theaters.
- 4.17.3.5 Church buildings, schools, public libraries, public utility structures, cemeteries, hospitals, and governmental buildings.
- 4.17.3.6 Residential facilities for special education.
- 4.17.3.7 Funeral homes.
- 4.17.3.8 Buildings, which have previously been used industrially, and existing industrial operations located within the residential commercial zone may be allowed. Existing industrial buildings and operations are not subject to Section 11 of the regulations. These existing industrial buildings may be extended, enlarged or rebuilt only after a Special Permit is obtained. All industrial buildings and operations are subject to the requirements set forth in Section 4.19—Historic District—Industrial.
- 4.17.3.9 Retail sale of food, non-alcoholic beverages, drugs, clothing, jewelry, hardware, stationery, specialty items, household appliances or furnishings.
- 4.17.3.10 Personal convenience services limited to barbershops, beauty shops and dry cleaning establishments.
- 4.17.3.11 Full service restaurant with or without alcoholic beverage permit.
- 4.17.3.12 Seller or server of alcoholic beverages unless considered an excluded establishment as stated in section 17.1.1.
- 4.17.3.13 Public parks and public recreational areas.
- 4.17.3.14 Hospitals, medical offices, laboratories and similar health care facilities.
- 4.17.3.15 Commercial parking facility.
- 4.17.3.16 Drive-up service window by approval of both a Site Plan and a Special Permit.
- 4.17.3.17 Additional signage and/or signs in excess of fourteen (14) square feet. These signs area also subject to the requirements of Section
- 4.17.3.18 ~~Deleted. Cannabis retailer, subject to Section 17.1~~
- 4.17.3.19 Deleted.
- 4.17.3.20 Commercial, educational or recreation services.
- 4.17.3.21 Any retail outlet dealing in merchandises or services which the Commission finds to be similar in nature to the above use.
- 4.17.3.22 Child Day Care Centers.
- 4.17.3.23 Multiple single-family dwellings subject to the requirements of Section 4.7.5.2, 4.7.6, 4.7.7, and 17.3.3, and to a finding to be made by the Commission that the construction of, or conversion

4.21.5 - Special Permits:

The following may be permitted when granted a Special Permit by the Planning & Zoning Commission:

- 4.21.5.1 Full service restaurants.
- 4.21.5.2 Research and experimental laboratories.
- 4.21.5.3 Banks or other financial institutions without drive-up windows.
- 4.21.5.4 Governmental facility.
- 4.21.5.5 Retail sale of food, non-alcoholic beverages, drugs, clothing, jewelry, hardware and building materials, stationery, household appliances or furnishings, specialty items, and general merchandise.
- 4.21.5.6 Recreational and educational facilities.
- 4.21.5.7 Personal convenience services excluding weight studios, counseling and therapy services, and encounter groups, other than those performed in a professional office.
- 4.21.5.8 Nursing or convalescent homes and assisted living facilities.
- 4.21.5.9 Hotels or motels.
- 4.21.5.10 Accessory uses customarily incidental to the above uses.
- 4.21.5.11 In addition to any other required permits or approvals, a Special Permit shall be required for any use or development in this zone when any of the following thresholds are met for any parcel or development.
 - 4.21.5.11.1 More than forty (40) off-street parking spaces are required or;
 - 4.21.5.11.2 The proposed structure is within two-hundred (200) feet of a residential structure or;
 - 4.21.5.11.3 The proposed development has any off-street parking or loading spaces within one hundred (100) feet of a residential structure or;
 - 4.21.5.11.4 The aggregate square footage for all structures on any parcel exceeds twenty-five (25,000) thousand;
 - 4.21.5.11.5 This section shall not apply to developments or subsequent modifications to projects approved by the Commission when said original approvals were obtained prior to March 1, 1992.
 - 4.21.5.11.6 Lot coverage of fifty-five (55) percent or more. In order to grant this Special Permit, the Commission must find that this additional coverage will not increase the off-site storm water runoff or it is the written opinion of the Town Engineer that all storm water runoff should be discharged off-site. If the area is in an aquifer protection zone, the provision of Section 20.5 shall also apply.
 - 4.21.5.11.7 A structure with a height exceeding three (3) stories or forty (40) feet. In order to grant this Special Permit, the Commission must receive a written opinion from the Fire Marshal as to the fire safety aspects the increased height would involve.
 - 4.21.5.11.8 Deleted.
 - 4.21.5.11.9 Outside displays when said displays occupy an area greater than 10% of the gross floor area of the individual business utilizing the display.
- 4.21.5.12 Retail sale of food with alcoholic beverages permit.
- 4.21.5.13 Day care centers.

- 4.21.5.14 Drive-up service window by approval of both a Site Plan and a Special Permit.
- 4.21.5.15 Message board sign by approval of both a Site Plan and Special Permit.
- 4.21.5.16 One sign, per business, not larger than fourteen (14) square feet, provided this sign meets all the other requirements of Section 16. Additional signage and/or signs in excess of fourteen (14) square feet and otherwise in compliance with Section 16 may be permitted when granted a Special Permit by the Planning & Zoning Commission.
- 4.21.5.17 Indoor movie theaters.
- 4.21.5.18 Funeral homes.
- 4.21.5.19 Seller or server of alcoholic beverages subject to Section 17.1, Alcoholic Liquors.
- 4.21.5.20 Hospitals, medical offices, laboratories and similar health care facilities.
- 4.21.5.21 Cannabis retailer, subject to Section 17.1

(Appl. PZ-2019-04(2), 7-18-2019)

4.23.5 - Special Permits:

The following uses may be permitted when granted a Special Permit by the Planning & Zoning Commission (PZC) subject also to the provisions of Section 17.3:

- 4.23.5.1 Massage therapy establishments, subject also to the provisions of Sections 4.9.4.22 and 4.9.4.23.
- 4.23.5.2 Facilities containing three (3) or more electronic, mechanical, video or similar games or devices.
- 4.23.5.3 Sellers and servers of alcoholic beverages when not accessory to a full service restaurant. This use shall also be subject to the provisions of Section 17.1.
- 4.23.5.4 Veterinary offices, provided there shall be no over-night facilities for animals.
- 4.23.5.5 Manufacturing, storing, processing, fabricating, packaging or assembling activities wholly within a building or a unified complex of buildings.
- 4.23.5.6 Wholesale distribution or warehousing.
- 4.23.5.7 Printing or publishing establishments.
- 4.23.5.8 Indoor movie theatres; performing arts theatres, auditoriums.
- 4.23.5.9 Multi-family dwellings, subject also to the provisions of Sections 10.1, 4.7.5, and 4.7.7. However, there shall be no increase permitted in the number of separate dwelling units within existing multi-family residential buildings.
- 4.23.5.10 Mixed non-residential and residential uses upon a single parcel.
- 4.23.5.11 Conversion of residential to non-residential use, conversion of non-residential to residential use.
- 4.23.5.12 Bed and Breakfast (B&B); hotels, motels.
- 4.23.5.13 Day care establishments.
- 4.23.5.14 Emergency shelters for the homeless.
- 4.23.5.15 Home based businesses of Major—Type 2.
- 4.23.5.16 Professional or business offices; governmental offices and facilities, clinics; dental, medical and health offices, tattoo studio, any of which are to be located on the ground floor of a building.
- 4.23.5.17 Places of worship or religious facilities to be located on the ground floor of a building that was not originally constructed for that purpose.
- 4.23.5.18 Retail sales of merchandise similar in nature, as determined by the Commission, to the items permitted in Section 4.23.3.1.
- 4.23.5.19 Additional signs other than those permitted in Section 4.23.3.12, subject also to the provision of Section 16.
- 4.23.5.20 Laboratories and research facilities.
- 4.23.5.21 In addition to any other permits or approvals, a special permit is required for development in this zone when any of the following thresholds are met:
 - 4.23.5.21.1 The proposed development has off-street parking area or loading spaces located within fifty feet (50') of a residence.
 - 4.23.5.21.2 Lot coverage of eighty percent (80%) or more. In order to grant this Special Permit, the Planning and Zoning Commission (PZC) must find that the additional lot coverage will

not increase the off-site storm water run-off or it is the opinion, in writing, of the Town Engineer that all storm water run off should be discharged from the site. If the parcel is in an aquifer protection zone, the provisions of Section 20.5 shall also apply.

4.23.5.21.3 A structure exceeding three (3) stories or forty feet (40') of height. In order to grant this Special Permit, the Planning & Zoning Commission (PZC) must receive a written opinion from the Fire Marshal in regard to the fire safety aspect related to the increased height.

4.23.5.21.4 Outside displays by retail sales establishments when said displays occupy an area greater than ten percent (10%) of the gross floor area of the individual business utilizing the display and continue for a period in excess of seventy-two (72) hours.

4.23.5.21.5 Drive-up service window by approval of both a Site Plan and a Special Permit.

4.23.5.22 Adaptive Re-use per Sections 2.96 & 3.26

4.23.5.23 Message board sign by approval of both a Site Plan and Special Permit.

4.23.5.24 Convalescent homes or nursing homes and assisted living facilities when connected to public water and sanitary sewer.

4.23.5.25 Residential facilities for special education.

4.23.5.26 Cannabis retailer, subject to Section 17.1

17.1 - Alcoholic liquors: and Cannabis Retailers:

In those districts, which permit sellers and/or servers of alcohol and, or cannabis retailers, the standards to be applied are as follows and are in addition to the requirements of Section 17.23.

17.1.1 The following separating distances shall be applied to all establishments seeking to permit the sale of alcoholic liquors, excluding;

- 1) full service restaurants as defined under Section 2 and;
- 2) the sale of beer by an establishment, chiefly engaged in the sale of groceries under a grocery store beer permit (as defined in the State Liquor Control Act) and
- 3) the sale of alcoholic liquor to be consumed on the premises of a commercial bowling establishment containing ten (10) or more lanes under a bowling establishment permit (as defined in the State Liquor Control Act).
- 4) manufacturer of alcoholic liquors with on-site selling of their product as accessory to the manufacturing component, for consumption on-site or off-site (as permitted in the State Liquor Control Act).

17.1.2 Separating distances shall be measured from the main public access door of an establishment to the main public access door of any other establishment in a straight line.

	FEET
Seller to seller	3,000
Server to server	2,000
Seller/server to public institution 1,000 except for distance to any high school, which shall be	2,000

17.1.2.1 — A Special Permit will be required:

~~17.1.2.2~~ Upon the change of primary use within either class (example, convenience store with a beer permit to a package store) of sellers or servers.

17.1.2.32 Upon a change from seller to server or vice versa (example, a package store to a restaurant).

17.1.3 In addition to this paragraph, all sales or serving of alcoholic liquors are subject to the requirements of the Liquor Control Act of the State of Connecticut.

17.1.4 On an annual basis, the Zoning Enforcement Officer~~The following separating distances~~ shall be applied to all establishments seeking to permit the retail sale of Cannabis (cannabis retailer):

Cannabis retailer to a public or parochial school: 500 feet.

17.1. verify in writing, that no zoning violations exist at any⁵ The separating distance shall be measured from the main public access door of each establishment~~holding an alcoholic beverages permit.~~

17.1.6 Hours of operation shall be limited to 8 a.m. to 10 p.m. Monday to Saturday. Sunday 10 a.m. to 6 p.m.

17.1.7 An operations plan, including but not limited to a description of all on-site activities, a floor plan, a security plan, and a traffic and access plan shall be submitted with each special permit application.

17.1.8 Cannabis shall not be consumed, ingested or smoked on the premises.

17.1.9 Retail Cannabis sales shall not be considered an accessory use; It shall only be permitted as a primary use.

STAFF COMMENTS



OFFICE OF THE
TOWN PLANNER
GEORGE K. MCGREGOR, AICP

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066-3291

Tel: (860) 870-3640

E-mail: gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Town of Vernon Planning & Zoning Commission

FROM: George K. McGregor, AICP

SUBJECT: PZ-2021-11, Cannabis Establishments

DATE: November 4, 2021

Pursuant to SB 1201, the legislation legalizing (de-criminalizing) the use of certain Cannabis products, municipalities are authorized to enact zoning regulations or ordinances related to cannabis establishments.

Technically, the legislation creates licensing for a number of cannabis related activities (note that licensing for Producer and Dispensary already exist in CT).

Cultivator; micro-cultivator; retailer; hybrid retailer; product manufacturer; food and beverage manufacturer; product packager; delivery service; transporter.

Although retail locations appear to be the focus of land use discussions in many jurisdictions, any amended ordinance may need to address all available licenses.

- **Cannabis Establishment:** a producer, dispensary, manufacturer, retailer, packager, or delivery service for cannabis products
- **Cultivator:** a large grower with an establishment greater than 15,000 square feet of grow space
- **Micro-Cultivator:** a small grower with grow space between 2,000 and 10,000 square feet
- **Retailer:** a seller of cannabis to all categories of consumers
- **Hybrid Retailer:** a seller of both medical marijuana and retail cannabis
- **Food and Beverage Manufacturer:** Utilization of cannabis to produce food and beverages (edibles, for instance)
- **Delivery Service:** delivery of cannabis products

Draft Language

The Planning & Zoning Commission dedicated two meetings to the discussion of the cannabis issue, on August 19 and September 2, 2021. The PZC directed the Town Planner to draft text amendment language. In summary:

1. The amendment adds a series of definitions to the Zoning regulations related to cannabis and cannabis establishments, both retail and manufacturing/process related.
2. The amendment adds Retail cannabis as a use that is permitted in four distinct zoning districts:
 - Commercial (C)
 - Planned Commercial (PC)
 - Historic District-Residential Conservation (RC)
 - Historic District-Downtown Business and Development (DBR)

Note: Under current State Law, number of retail cannabis establishments are capped at a maximum of 2 in the Town of Vernon (1 per 25,000 residents).

3. The amendment requires the Special Permit approval process for Retail cannabis, which provides for a public hearing and notice of abutting properties within 200 feet of the proposed location.
4. The draft amendment establishes 500 feet separating distance between a Retail cannabis establishment and a public or parochial school.
5. Manufacturing, cultivating, processing, food and beverage, and other production-related uses are permitted without additional review (except site plan review) and permitted where similar uses are allowed in the Town of Vernon.

Land Use Characteristics of Cannabis Establishments

Land Use impacts and characteristics should be viewed similarly to any use proposed in the Town of Vernon. For most Planning & Zoning Commission applications those characteristics include (but are not limited to) such elements as traffic, architectural design, noise, odor, signage, public safety, economic development, and health. As always, it is the weighing and balancing of those characteristics which plays a critical role in decision making.

For Retail Cannabis, this use appears to function quite similarly to other retail establishments such as convenience stores, liquor stores, drug stores, and other consumer driven outlets:

Customers arrive, park, purchase, depart. Some states have reported traffic issues (center on demand) in the first month or so of retail operations, eventually dissipating over time to more normal intensity.

For cultivators and micro-cultivators (indoor), the use appears characteristic of manufacturing and processing operations. There does not appear to be extra-ordinary land use effects of these establishments. There are anecdotal reports about odor, especially related to processing operations. Some jurisdictions are conditioning carbon scrubbers or other air filtration devices to address this.

Distance and Separation

The Commission spent a portion of its time discussing separation restrictions, much like the approach the Zoning Regulations currently take to address liquor stores. Separation from schools was the primary focus, similar to how the current ordinance considers the sale of alcoholic beverages—which includes a proscribed separating distance (1,000 feet from a public institution and 2,000 feet from a high school). Ultimately, the Commission found consensus with a lower number to include in the draft amendment—500-foot separation from all public and parochial schools.

Draft Motions

MOVED, the Planning & Zoning Commission **APPROVE** PZ-2021-11, Cannabis establishments, subject to the “Draft Technical Framework” dated 9-16-21 (including strikethrough comparison), upon a finding that the amendment is consistent with the Plan of Conservation and Development and its efforts to support economic development in appropriate commercial and industrial locations.

Or

Alternative Motion

September 24, 2021

TO: VERNON PLANNING AND ZONING COMMISSION

REPORT ON ZONING REFERRAL Z-2021-106: Proposed zoning amendment pertaining to cannabis retail as a special permit use in the Commercial, HD-RC, PCZ, and HD-DBR districts and accompanying operational procedures.

COMMISSIONERS: Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Policy and Planning Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

COMMENT: The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this zoning referral and finds no apparent conflict with regional plans and policies or the concerns of neighboring towns.

The public hearing date has been scheduled for 11/4/2021.

In accordance with our procedures this letter will constitute final CRCOG action on this referral. Questions concerning this referral should be directed to Christopher Henchey.

DISTRIBUTION: Planner: Tolland, Ellington, South Windsor, Manchester, Bolton, Coventry

Respectfully submitted,

Jennifer Bartiss-Earley, Chairman
Regional Planning Commission

Brendan Malone, Vice Chairman
Regional Planning Commission



Christopher Henchey
Transportation Planner

APPLICATION

2



TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)
APPLICATION

(Revised March 2021)

The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project. Provide all the information requested.

APPLICANT (S)

NAME: Shaun Gately, Economic Development Coordinator
 COMPANY: Town of Vernon
 ADDRESS: 55 West Main St.
 TELEPHONE: 860-8703637 E-MAIL: sgately@vernon-ct.gov

PROPERTY OWNER (S)

NAME: _____
 ADDRESS: _____
 TELEPHONE: _____ EMAIL: _____

If the applicant is not the property owner, include a letter from the property owner authorizing the applicant to seek approval by the PZC, if no signature accompanies the application. (ZR Section 2.3)

PROPERTY

ADDRESS: _____

ASSESSOR'S ID CODE: MAP # _____ BLOCK # _____ LOT/PARCEL # _____

LAND RECORD REFERENCE TO DEED DESCRIPTION: VOLUME: _____ PAGE _____

DOES THIS SITE CONTAIN A WATERCOURSE AND/OR WETLANDS? (SEE THE INLAND WETLANDS MAP AND REGULATIONS)

___ NO ___ YES

___ NO REGULATED ACTIVITY WILL BE DONE

___ REGULATED ACTIVITY WILL BE DONE

___ IWC APPLICATION HAS BEEN SUBMITTED

ZONING DISTRICT _____

IS THIS PROPERTY LOCATED WITHIN FIVE HUNDRED (500) FEET OF A MUNICIPAL BOUNDARY?

___ NO

___ YES: _____

CHECK IF HISTORIC STATUS APPLIES:

___ LOCATED IN HISTORIC DISTRICT: _____

___ INDIVIDUAL HISTORIC PROPERTY

PROJECT SUMMARY

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

PURPOSE: Zoning Ordinance Amendment to Section 4.25.3

GENERAL ACTIVITIES: Amend Section 4.25.3 to clarify the intent of the language related to overnight parking.

APPROVAL REQUESTED

 SUBDIVISION OR RESUBDIVISION

- SUBDIVISION (SUB. SEC. 4, 5, 6)
- RESUBDIVISION (SUB. SEC. 4, 5, 6)
- MINOR MODIFICATION OF SUBDIVISION OR RESUBDIVISION (SUB. SEC. 4.6)
- AMENDMENT OF SUBDIVISION REGULATIONS (SUB. SEC. II)

SEE SUBDIVISION REGULATIONS SEC. 4 FOR APPLICATION FEE SCHEDULES.

 SOIL EROSION AND SEDIMENT CONTROL PLAN (ESCP) (ZR SEC. 2.117; 18) (SUB. 6.14)

 SITE PLAN OF DEVELOPMENT (POD) (ZR SEC. 14)

- POD APPROVAL (ZR SEC. 14.1.1.1; 14.1.2)
- MODIFICATION OF AN APPROVED POD (ZR SEC. 14.1.1.1)
- MINOR MODIFICATION OF A SITE POD (ZR SEC. 14.1.1.2)

 SPECIAL PERMIT(S) (ZR SECTION 17.3) SECTION:

 OTHER SPECIAL PERMIT(S). CITE ZR SECTION AND DESCRIBE ACTIVITY:

 X **ZONING:**

- SITE SPECIFIC CHANGE OF ZONING DISTRICT AND MAP (ZR SEC. 1.2; 1.3; 4)
- X AMENDMENT OF ZONING REGULATIONS (SEC. 1.2; 1.3; 4)

CERTIFICATION AND SIGNATURE

The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations" and completed the application with complete and accurate information:

Property Owner, Applicant, or Applicant's Agent:



APPLICANT OR AGENT SIGNATURE

Shawn Gateley

PRINTED NAME

9-9-21

DATE

OWNER'S SIGNATURE, IF DIFFERENT

PRINTED NAME

DATE

4.25.3 - Permitted and Prohibited Uses:

There are no permitted uses or Special Exceptions in this zone. Prohibited uses and activities include, but are not limited to, those uses and activities that would pose an unreasonable risk of having a significant adverse impact upon the surface water or groundwater resources of the Tankerhoosen River Watershed, including but not limited to, the following: Gasoline sales; automotive, sales, service, repairs or storage; the garaging or overnight parking of trucks (not including trucks or other vehicles associated with, or accessory to uses such as manufacturing, distribution, retail, storage, etc... permitted through the special permit process and deemed to have met or exceeded the purpose of the district) or recreation vehicles (RV's); dry cleaning or commercial laundry facilities; car wash facilities; film processing or commercial photographic processing; junk yards; industrial waste storage or processing facilities; and the manufacture, treatment, handling, transportation, disposal or storage of hazardous materials, including bulk fuel storage.

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

Applicant shall file a copy of any proposed regulation Amendment, Zone Change, or Wetlands Redesignation with the Town Clerk ten (10) days prior to the hearing as per **Section 8-3(a) AND (d) AND 22a-42a (b)** of the General Statutes. Certification of the filing under these sections by the applicant must be presented at the public hearing.

TO: VERNON TOWN CLERK
FROM: Shaun Gately
REFERENCE: PZ-2021-12 Overnight parking in PDZ
DATE: _____

The attached documents, consisting of:
Zoning Text Amendment and supporting documentation
related to Section 4.25.3

Are being submitted for public inspection under CSG 8-3(a)/22a-42a (b).

Received: _____
Vernon Town Clerk Signature: _____
Date: _____

DRAFT Amendment

OCTOBER 26, 2021

4.25.3 - Permitted and Prohibited Uses:

There are no permitted uses or Special Exceptions in this zone. Prohibited uses and activities include, but are not limited to, those uses and activities that would pose an unreasonable risk of having a significant adverse impact upon the surface water or groundwater resources of the Tankerhoosen River Watershed, including but not limited to, the following: Gasoline sales; automotive, sales, service, repairs or storage; the garaging or overnight parking of trucks (not including trucks or other vehicles associated with, or accessory to, uses such as manufacturing, distribution, retail, storage, etc... permitted through the special permit process and deemed to have met or exceeded the purpose of the district) or recreation vehicles (RV's); dry cleaning or commercial laundry facilities; car wash facilities; film processing or commercial photographic processing; junk yards; industrial waste storage or processing facilities; and the manufacture, treatment, handling, transportation, disposal or storage of hazardous materials, including bulk fuel storage.

Strikethrough Version

4.25.3 - Permitted and Prohibited Uses:

There are no permitted uses or Special Exceptions in this zone. Prohibited uses and activities include, but are not limited to, those uses and activities that would pose an unreasonable risk of having a significant adverse impact upon the surface water or groundwater resources of the Tankerhoosen River Watershed, including but not limited to, the following: Gasoline sales; automotive, sales, service, repairs or storage; the garaging or overnight parking of trucks (not including trucks or other vehicles associated with, or accessory to, uses such as manufacturing, distribution, retail, storage, etc... permitted through the special permit process and deemed to have met or exceeded the purpose of the district) or recreation vehicles (RV's); dry cleaning or commercial laundry facilities; car wash facilities; film processing or commercial photographic processing; junk yards; industrial waste storage or processing facilities; and the manufacture, treatment, handling, transportation, disposal or storage of hazardous materials, including bulk fuel storage.

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

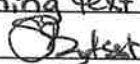
RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

Applicant shall file a copy of any proposed regulation Amendment, Zone Change, or Wetlands Redesignation with the Town Clerk ten (10) days prior to the hearing as per **Section 8-3(a) AND (d) AND 22a-42a (b)** of the General Statutes. Certification of the filing under these sections by the applicant must be presented at the public hearing.

TO: VERNON TOWN CLERK
FROM: Shaun Gately
REFERENCE: PZ-2021-12 Overnight parking in PDZ
DATE: 10-6-21

The attached documents, consisting of:
Zoning Text Amendment and supporting documentation
related to Section 4.25.3, PDZ and overnight parking of vehicles

Are being submitted for public inspection under CSG 8-3(a)/22a-42a (b).

Received: Zoning Text Amendment and Supporting documentation
Vernon Town Clerk Signature: 
Date: 10/6/2021

RECEIVED
VERNON TOWN CLERK
21 OCT -6 AM 11:23

STAFF COMMENTS



OFFICE OF THE
TOWN PLANNER
GEORGE K. MCGREGOR, AICP

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066-3291

Tel: (860) 870-3640

E-mail: gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Town of Vernon Planning & Zoning Commission

FROM: George K. McGregor, AICP

SUBJECT: PZ-2021-12 Text Amendment Overnight Parking in the PDZ Zoning District

DATE: November 4, 2021

Summary

Shaun Gately, Town Economic Development Director, requests an amendment to Section 4.25.3 of the Town Zoning Regulations, in an effort to clarify the permissibility of overnight parking in the PDZ Zoning District.

The current language, as written, suggests an outright prohibition on the *“overnight parking of trucks”* and a number of other uses which might *“pose an unreasonable risk”* to surface or groundwater resources in the area (Section 4.25.3). Other such prohibited uses include gasoline sales; auto service, sales, and repair; dry cleaning, film processing; and, hazardous material storage.

The purpose of the district is to *“provide for development that can take advantage of the transportation infrastructure and contribute to the economic development and fiscal improvement of the community...”*(Section 4.25.1)

Since the district also permits a diverse collection of retail, manufacturing, office, general contracting, and educational uses (all of which may need to park trucks and other vehicles overnight) it would seem unnecessarily restrictive to not allow vehicles, accessory to permitted uses, to remain overnight. Since all uses in this district require Special Permit review, all site impacts can be considered during the hearing process.

This is what the amendment does, strikethrough below:

4.25.3 - Permitted and Prohibited Uses:

There are no permitted uses or Special Exceptions in this zone. Prohibited uses and activities include, but are not limited to, those uses and activities that would pose an unreasonable risk of having a significant adverse impact upon the surface water or groundwater resources of the Tankerhoosen River Watershed, including but not limited to, the following: Gasoline sales; automotive, sales, service, repairs or storage; the garaging or overnight parking of trucks (not including trucks or other vehicles associated with, or accessory to, uses such as manufacturing, distribution, retail, storage, etc... permitted through the special permit process and deemed to have met or exceeded the purpose of the district) or recreation vehicles (RV's); dry cleaning or commercial laundry facilities; car wash facilities; film processing or commercial photographic processing; junk yards; industrial waste storage or processing facilities; and the manufacture, treatment, handling, transportation, disposal or storage of hazardous materials, including bulk fuel storage.

Other Review

The Conservation Commission was briefed on this matter on October 19, 2021; they took no action nor provided substantive comments.

Draft Motion

I move that the Planning & Zoning Commission **APPROVE** PZ-2021-12, Overnight Parking in the PDZ district, with draft language dated 10-26-21, upon a finding that the text amendment is consistent with the Plan of Conservation and Development's designation of the Exit 67 Opportunity Zone and is consistent with the purpose of the PDZ Zoning District.

Or

Alternative Motion

September 24, 2021

TO: VERNON PLANNING AND ZONING COMMISSION

REPORT ON ZONING REFERRAL Z-2021-107: Proposed zoning amendment pertaining to overnight parking regulations in the Planned Development Zone.

COMMISSIONERS: Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Policy and Planning Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

COMMENT: The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this zoning referral and finds no apparent conflict with regional plans and policies or the concerns of neighboring towns.

The public hearing date has been scheduled for 11/4/2021.

In accordance with our procedures this letter will constitute final CRCOG action on this referral. Questions concerning this referral should be directed to Christopher Henchey.

DISTRIBUTION: Planner: Tolland, Ellington, South Windsor, Manchester, Bolton, Coventry

Respectfully submitted,

Jennifer Bartiss-Earley, Chairman
Regional Planning Commission

Brendan Malone, Vice Chairman
Regional Planning Commission



Christopher Henchey
Transportation Planner

APPLICATION

3



445 Hamilton Avenue, 14th Floor
White Plains, New York 10601
T 914 761 1300
F 914 761 5372
cuddyfeder.com

Kristen Motel
kmotel@cuddyfeder.com

9/14/2021

VIA ELECTRONIC MAIL

Chairman Roland Klee
and Members of the Planning and Zoning Commission
Town of Vernon
14 Park Place
Vernon, Connecticut 06066

Re: Volta Electric Vehicle Charging/Display Kiosks
Zoning Text Amendment Application
Premises: Stop & Shop, 10 Pitkin Road, Vernon, CT 06066

Dear Chairman and Members of the Planning and Zoning Commission:

This letter and enclosed materials are respectfully submitted on behalf of Volta Charging, LLC ("Volta"), in support of its Petition to amend the Town of Vernon's Zoning Regulations ("Zoning Regulations").

Volta respectfully proposes amendments to Sections 2.106, 16.1.1, and 16.3 of the Zoning Regulations to permit accessory electric vehicle charging kiosks equipped with electronic displays in Commercial and Industrial Zoning Districts.

In support of the proposed amendments, enclosed please find an electronic copy of the following materials:

- Exhibit A:** Application to Amend the Zoning Regulations;
- Exhibit B:** Petition for Zoning Text Amendment;
- Exhibit C:** Proposed Zoning Text Amendments; and
- Exhibit D:** Site Plans prepared by Kimley-Horn, P.C. dated January 21, 2021, last revised June 11, 2021.

A check made payable to the Town of Vernon in the amount of \$ 260.00 representing the zoning amendment filing fee is being mailed to the Planning & Development Department.

We respectfully request that this matter be placed on the Planning and Zoning Commission's October 21, 2021 meeting Agenda for discussion and public hearing. Should the Board or Town



September 14, 2021

Page 2

Staff have any questions regarding the enclosed, please do not hesitate to contact us. Thank you in advance for your consideration in this regard.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristen Motel".

Kristen Motel

Enclosures

Cc: George McGregor, Vernon Town Planner
Andrew Marchese, Vernon Zoning Enforcement Officer
Shaun Gately, Vernon Economic Development Coordinator
Volta Charging, LLC
Kimley-Horn, P.C.
Christopher B. Fisher, Esq.
Allison Fausner, Esq.

Exhibit A

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)

APPLICATION

This form is to be used to apply to the Vernon Planning & Zoning Commission (PZC) for a change of zoning district, amendment of the Zoning Regulations, Site Plan of Development (POD), Special Permit(s), amendment of the Subdivision Regulations, and/or approval of a (re) subdivision, or DMV location approval. **Provide all the information requested.**

The applicant must be the property owner, the property owner's agent, the Town of Vernon, or someone with a direct financial interest in the subject property; said interest shall be explained and written permission for this application must be obtained from the property owner and submitted with this application if the applicant is not the property owner (ZR Section 2.3).

The list of approvals and the references to sections of the Regulations are for informational purposes only to assist with preparation of the PZC application and are not a definitive statement of the sole requirements that may apply to a specific project.

The applicant understands that the application is complete only when all information and documents required by the PZC have been submitted and, further, that any approval by the PZC relies upon complete and accurate information being provided by the applicant. **Incorrect information provided by the applicant may make the approval invalid.** The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project.

Provide all the information requested:

I. APPLICANT:

Name: Samuel Lee, on behalf of Volta Charging, LLC

Title: Engineering Project Manager

Company: Volta Charging, LLC

Address: 155 De Haro Street

San Francisco, CA 94103

Telephone: 917-903-6066

Fax: _____

E-mail: samuel.lee@voltacharging.com

II. PROPERTY OWNER (S):

Name: Arthur Hooper

Title: Executive Vice President

Company: Ceruzzi Properties, LLC

Address: 1720 Post Road

Fairfield, CT 06824

Telephone: 203-256-4027

Fax: _____

E-mail: ahooper@ceruzzi.com

III. PROPERTY

Address: 10 Pitkin Road

Assessor's ID Code: Map # 2 Block # 11 Lot/Parcel # 18

Land Record Reference to Deed Description: Volume: 1572 Page 263

Does this site contain a watercourse and/or wetlands? (See the Inland Wetlands Map and IWR Section 2.14, 2.15, 2.23, 2.24, 3.11; 4)

☒ No ☐ Yes

☐ No work will be done in regulated area

☐ Work will be done in the regulated area

☐ IWC application has been submitted

☐ IWC application has not been submitted

Zoning District Commercial

Is this property located within five hundred (500) feet of a municipal boundary?

☒ No
☐ Yes:

☐ Bolton
☐ Coventry
☐ Ellington
☐ Manchester
☐ South Windsor
☐ Tolland

Check if Historic Status Applies:

☐ Located in historic district:

☐ Rockville
☐ Talcottville

☐ Individual historic property

IV. PROJECT

Project Name: Electric Vehicle Charging / Display Kiosks

Project Contact Person:

Name: Kristen Motel, Esq.

Title: Attorney for Applicant

Company: Cuddy & Feder, LLP

Address: 445 Hamilton Avenue, 14th Floor

White Plains, NY 10601

Telephone: 914-761-1300 Fax: 914-761-5372

E-mail: kmotel@cuddyfeder.com

V. PZC APPLICATION PROJECT SUMMARY

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

Purpose: Proposed Amendments to the Zoning Regulations to permit electric vehicle charging / display kiosks

General Activities: Amend Zoning Regulations Sections 2.106, 16.1 and 16.3 to define
and establish specific bulk design features and visibility requirements for electric
vehicle charging / display kiosks permitted in Commercial and Industrial Zoning Districts.

VI. APPROVAL (S) REQUESTED

Subdivision or Resubdivision

- ☐ Subdivision (Sub. Sec. 4, 5, 6)
- ☐ Resubdivision (Sub. Sec. 4, 5, 6)
- ☐ Minor modification of subdivision or resubdivision (Sub. Sec. 4.6)
- ☐ Town acceptance of a road (Sub. Sec. 6.5-6.8 & 9)
- ☐ Amendment of Subdivision Regulations (Sub. Sec. II)

See Subdivision Regulations Sec. 4 for application fee schedules.

Soil Erosion and Sediment Control Plan (ESCP) (ZR Sec. 2.117; 18) (Sub. 6.14)

Site Plan of Development (POD) (ZR Sec. 14)

- ☐ POD approval (ZR Sec. 14.1.1.1; 14.1.2)
- ☐ Modification of an approved POD (ZR Sec. 14.1.1.1)
- ☐ Minor modification of a site POD (ZR Sec. 14.1.1.2)

Special Permit(s) (ZR Section 17.3)

- ☐ Special Permit in an aquifer area (ZR Sec. 2.4; 2.5; 2.119; 20)
- ☐ Special Permit for excavation (ZR Sec. 2.52; 2.79; 15)
- ☐ Special Permit for use in a district (ZR Sec. 1.2 & 4)
- ☐ Special Permit for lot coverage (ZR Sec. 1.2; 2.61; 2.68; 4)
- ☐ Special Permit for signs (ZR Sec. 1.2; 2.106-115; 4; 16; 21.7)
- ☐ Special Permit for parking (ZR Sec. 4; 12; 21.4)
- ☐ Special Permit for elderly housing (ZR Sec. 2.60; 17.4)
- ☐ Special Permit for Bed & Breakfast (B & B) (ZR Sec. 2.9; 17.3.4)
- ☐ Special Permit for serving alcohol (ZR Sec. 2.103; 17.1)
- ☐ Special Permit for massage (ZR Sec. 2.76-78; 4)
- ☐ Special Permit for telecommunications (ZR Sec. 2.21; 3.23 & 23)
- ☐ Special Permit for dumps and/or incinerators (ZR Section 8)

____ Other Special Permit(s). Cite ZR Section and describe activity:

____ Special Permit modifications (ZR Sec. 17.3.2.2). Cite ZR Section and describe activity.

 X Zoning:

____ Site specific change of zoning district and map (ZR Sec. 1.2; 1.3; 4)

 X Amendment of Zoning Regulations (Sec. 1.2; 1.3; 4)

____ Site specific change to the Aquifer Protection Overlay Zone Map (ZR Sec. 20.3.2)

See Zoning Regulations Section 22 for application fee schedules.

____ Dealer or Repairer License (location approval for DMV)

VII. APPLICATION CONDITIONS / STIPULATIONS

The following provisions apply to all applications submitted to the Planning & Zoning Commission (PZC) and are incorporated as part of the application.

All information shall be submitted to the Town Planner and no application shall be considered as being filed if incomplete or if delivered to any other Town Official (Sub Sec.4).

If the area to be developed contains more than one-half (1/2) acre area that will be physically altered or disturbed, a completed erosion and sedimentation control plan (ESCP) in accordance with Zoning Regulations Section 18 and/or Subdivision Regulations Section 6.14, as applicable, must be submitted. The applicant shall be responsible for all costs associated with the certification of the ESCP.

By signing this application, permission is granted to Commission members, employees of the Town of Vernon, and persons assisting the Town Staff to go onto the subject property to make inspections pursuant to the application review, approval, bonding requirements, or obtaining information materially relevant to the application.

No application coming before a Commission may be withdrawn after it has been advertised for a public hearing unless the Chairman or Secretary of the Commission is notified in writing by the applicant or his representative not later than forty-eight (48) hours prior to the scheduled hearing before the Commission. All fees encumbered in the advertising and review of the application is non-refundable (ZR Section 1.5).

All applications must be submitted on drawings which are one of the following sizes: 8.5" x 11"; 12" x 18", 18" x 24"; 24" x 36". Subdivision and resubdivision maps must be 24" x 36".

The application shall include an 8.5" x 11" map showing the location of the site and an 8.5" x 11" general plan of development (POD) map showing the development proposed on the site.

A legal description of the subject property must be submitted with this PZC application. The legal description should bear the Volume number and Page number by which it is recorded in the land records.

Applications to the Planning & Zoning Commission (PZC) require notification of property owners within two hundred feet (200') of the subject property. A list of property owners and a complete set of mailing labels must be submitted with the application.

Applicants shall submit one copy of a brief narrative including a traffic impact statement, outlining the proposed activity and the reason for the application. The traffic impact statement shall provide sufficient data for the Vernon Traffic Authority and PZC to be able to access traffic conditions relative to the location, site design, and proposed activity.

Applicant shall submit twenty (20) copies of a map showing all information required in Zoning Regulations Section 14 Site Plans, and Section 17.3.2 Special Permits as may be required, and/or the Subdivision Regulations Section 4,5,7.

The map must be prepared by a licensed surveyor, if the application involves (a) exterior modification to the building or premises, such as off-street parking, which need dimensionally critical measurements to insure compliance with zoning or (b) the improvements involve disturbing more than one half acre of land.

Applicant shall submit the above-required information to the Town Planning Office accompanied by a check in the amount determined by the fees established by the State of Connecticut, Town of Vernon and/or the PZC with the application. The check, which is required as a filing fee, is to be payable to, "Town of Vernon". (See attached fee schedule).

THE APPLICATION WILL BE CONSIDERED INCOMPLETE IF ANY REQUIRED INFORMATION IS NOT SUBMITTED.


APPLICANT SHALL FILE A COPY OF ANY PROPOSED REGULATION AMENDMENT, ZONE CHANGE, OR WETLANDS REDESIGNATION WITH THE TOWN CLERK TEN (10) DAYS PRIOR TO THE HEARING AS PER SECTIONS 8-3(a) AND (d) AND 22a-42a (b) OF THE GENERAL STATUTES. CERTIFICATION OF THE FILING UNDER THESE SECTIONS BY THE APPLICANT MUST BE PRESENTED AT THE PUBLIC HEARING.

Per Connecticut General Statutes (CGS) Section 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any activity or area regulated under the wetlands statutes, an application for this activity must be filed with the Inland Wetlands Commission (IWC) on or before the day the Planning & Zoning Commission (PZC) application is filed by the applicant. (IWR Sec. 3.11)

Per CGS Sec. 8-31: If the proposed activity is to take place within a watershed of a Water company, the applicant is required to file a copy of the application with the Water Company via certified mail within seven (7) days of the date of the application. (IWR Sec. 4.3.6).

The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations and Inland Wetlands and Watercourses Regulations" and has prepared this application with complete and accurate information:

Property Owner, Applicant, or Applicant's Agent:



Signature

9-14-21

Date

Signature

Date

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted _____

Date Application Received by Commission _____

PZC File: _____

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

TO: VERNON TOWN CLERK
FROM: VOLTA CHARGING, LLC
REFERENCE: Zoning Text Amendment Application
DATE: September 14, 2021

The attached documents, consisting of:

Cover Letter
Exhibit A: Application to Amend the Zoning Regulations;
Exhibit B: Petition for Zoning Text Amendment;
Exhibit C: Proposed Zoning Text Amendments; and
Exhibit D: Site Plans prepared by Kimley-Horn, P.C. dated January 21, 2021, last revised June 11, 2021.

Are being submitted for public inspection under CGS 8-3(a)/22a-42a (b).

Received: _____

Vernon Town Clerk: _____
Signature

Date: _____

Exhibit B

PLANNING AND ZONING COMMISSION: TOWN OF VERNON
COUNTY OF TOLLAND: STATE OF CONNECTICUT

-----X
In the Matter of the Application of

Volta Charging, LLC

PETITION

Petition to the Amend the Zoning Regulations of the Town of
Vernon to Permit Electric Vehicle Charging/Display Kiosks on
Parcels in Commercial and Industrial Districts that Will Apply to
Real Property Located at 10 Pitkin Road, Designated on the Tax
Map of the Town of Vernon as Section 2, Block 11, Lot 18
-----X

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PLANNING AND ZONING
COMMISSION OF THE TOWN OF VERNON

The Petition of Volta Charging, LLC (“Volta” or the “Petitioner”) respectfully shows and alleges in
support of Petitioner’s request:

PETITIONER: Volta Charging, LLC is a corporation organized and existing under the laws
of the State of Delaware and is requesting text amendments to the Zoning Regulations of
the Town of Vernon (the “Zoning Regulations”) to permit EV Charging/Display Kiosks on
parcels classified in Commercial and Industrial Districts subject to specific bulk, design
and visibility requirements.

Volta operates electric vehicle (“EV”) charging networks throughout the United States and
provides free charging in convenient locations. By generating revenue through sponsored
content, Volta creates value and passes that on to EV owners who can charge while they
shop. This encourages consumer adoption of electric vehicles with net reductions in
carbon emissions.

Volta is partnering with Stop & Shops across the Northeast to establish on-site electric
vehicle charging kiosks that enhance the shift from combustion-powered miles to electric
miles. The charging kiosks include a digital display feature for various sponsored content,
which enables Volta to provide the vehicle charge at no cost to the driver while it is parked
on-site.

THE PARCEL & FUTURE PROPOSAL: The Petitioner is proposing to install two (2) EV
Charging/Display Kiosks in the parking lot of the Stop & Shop located at 10 Pitkin Road
(the “Parcel”) in the Town of Vernon, Connecticut.

The Parcel is currently classified within the Commercial (“C”) Zoning District and is
situated in the northeast quadrant of the intersection of Talcottville Road/Route 83 and
the Exit 63 WB Offramp from Interstate 84 (“I-84”). The Parcel is improved with a Stop &
Shop, Stop & Shop gas station and a vacant storefront.

Volta proposes to convert two (2) standard parking spaces into two (2) electric vehicle
spaces with charging kiosks located in adjacent existing landscaped islands. The kiosks are

approximately seven (7) feet tall and three (3) feet wide and include digital displays that are four (4) feet tall and 2¼ feet wide.

The EV Charging/Display Kiosks will be located in the first row of parking spaces, closest to the Stop & Shop building entrance to target pedestrian traffic. The kiosks are not intended for any off-site visibility. The digital displays themselves have an auto-dimming feature and are equipped to display subtle motion with sponsored content changing at a maximum of 8-second intervals. Concept drawings and renderings of the proposed EV Charging/Display Kiosks are annexed hereto as **Exhibit D**.

IN FURTHERANCE OF THE TOWN OF VERNON'S 2021 DRAFT PLAN OF CONSERVATION AND DEVELOPMENT, THE PROPOSED EV CHARGING/DISPLAY KIOSKS WILL ENHANCE SUSTAINABILITY INITIATIVES AND PROMOTE ECONOMIC GROWTH; The proposed zoning text amendments will permit EV Charging/Display Kiosks in limited locations to serve and complement the commercial and industrial zones while also promoting sustainable practices and supporting businesses development. See Exhibit C – Zoning Text Amendments.

The Town of Vernon 2021 Draft Plan of Conservation and Development (“2021 POCD”) identifies the objectives of adopting sustainable practices, specifically citing the promotion of EV charging stations, as well as providing an attractive and supportive business environment through an efficient, updated regulatory process.¹

The proposed zoning amendments will enhance Vernon’s sustainability initiatives that specifically encourage the installation of EV charging stations, in addition to encouraging sustainable development through energy efficiency and implementing new measures to reduce emissions.² As a silver-certified member of Sustainable Connecticut, Vernon strives to implement best practice “actions”, one of which is supporting zero-emission vehicle deployment by creating EV infrastructure for residents and travelers.³ The proposed zoning amendments are integral to encouraging sustainable transportation options for Vernon’s citizens and visitors.

In addition to the promotion of sustainability objectives, kiosks permitted under the proposed zoning amendment will promote economic growth and a supportive business environment by encouraging expansion and opportunities within an appropriate commercial district, such as the one the Pitkin Road Stop & Shop is classified within.⁴ The proposed zoning amendments include criterion specifically designed to ensure that EV Charging/Display Kiosks will be compatible with surrounding land uses.

Amending the Zoning Regulations to permit EV Charging/Display Kiosks in commercial and industrial areas furthers Vernon’s goals of fostering sustainability initiatives, promoting economic growth and adopting regulations that attract new investments.

¹ See 2021 POCD, pgs. 45, 56.

² See 2021 POCD, pg. 77.

³ See Sustainable Connecticut, Action 6.4 – Support Zero Emission Vehicle Deployment, <https://sustainablect.org/actions-certifications/actions/#open/action/42>.

⁴ See 2021 POCD, pgs. 5, 6, 45, 54.

WHEREFORE, the Petitioner respectfully requests that this Petition be granted in its entirety thereby amending the Zoning Regulations of the Town of Vernon to permit EV Charging/Display Kiosks on parcels classified in Commercial and Industrial Zoning Districts subject to specific bulk, design and visibility requirements.

Dated: September 14, 2021

Respectfully submitted,



Kristen Motel

Cuddy & Feder LLP

Attorneys for Petitioners

445 Hamilton Avenue, 14th Floor

White Plains, New York 10601

Exhibit C

Exhibit C

Town of Vernon Proposed Zoning Text Amendment

Section 2: Definitions

Subsection 2.106 - Sign, Advertising:

2.106.5 – Electric Vehicle (“EV”) Charging/Display Kiosk: A combined electric vehicle charging kiosk with internally illuminated LED displays.

Section 16: Signs

Subsection 16.1 – General Requirements

All signs erected in the Town of Vernon shall comply with the requirements set forth below in addition to all other applicable regulations.

16.1.1 – Flashing, rotating, and animated signs are not permitted in any zone under any circumstances, with the exception of EV Charging/Display Kiosks permitted subject to the provisions of Section 16.3.6. Electronic Message Boards (EMBs) may be permitted when granted a Special Permit by the Planning and Zoning Commission (PZC) subject to the provisions of Section 17.3 and the requirements and criteria of section 16.3. EMBs that display only static messages of time and/or temperature or gasoline pricing shall not require a special permit. For purposes of this section "static messages" or "static displays" shall mean electronic messages that change infrequently (generally fewer than two or three times within 24 hours).

16.1.1.13 – All signs must be located on the same parcel as the use to which the sign pertains, with the exception of EV Charging/Display Kiosks permitted subject to the provisions of Section 16.3.6.

Subsection 16.3 - Signs Permitted in Commercial and Industrial Districts:

16.3.6 – EV Charging/Display Kiosks subject to the following requirements and conditions:

16.3.6.1 – EV Charging/Display Kiosks shall not exceed 21.5 square feet in size and 7.5 feet in height.

16.3.6.2 – EV Charging/Display Kiosks display screen shall not exceed 9 square feet.

16.3.6.3 – EV Charging/Display Kiosks shall be equipped with an auto-dimming feature.

16.3.6.4 – EV Charging/Display Kiosks shall limit content refresh rates to no more than every eight (8) seconds.

16.3.6.5 – EV Charging/Display Kiosks shall not be visible from public rights of way.

Exhibit D

VOLTA

STOP & SHOP #613 VERNON

10 PITKIN ROAD
VERNON, CT 06066
TOWN OF VERNON

VOLTA

155 DE HARO STREET
SAN FRANCISCO, CA 94103

Kimley»Horn

1 N LEXINGTON AVE, SUITE 505
WHITE PLAINS, NY 10601
Main: 914.368.9200 | www.kimley-horn.com
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ITEM	TASK	YES	NO	N/A
1	CONTACT 811 UTILITY PRIOR TO EXCAVATION WORK.			
2	NOTIFY VOLTA & KIMLEY-HORN OF ANY DISCREPANCIES W/ PLANS OR POTENTIAL CONFLICTS.			
3	VERIFY ALL FIELD CONDITIONS PRIOR TO START OF CONSTRUCTION IN ACCORDANCE WITH THESE PLANS.			
4	INSTALL WORK AREA PROTECTION MEASURES.			
5	FIELD LOCATE EXISTING UTILITIES AND CROSSINGS & VERIFY NO CONFLICTS W/PROPOSED INFRASTRUCTURE.			
6	FIELD VERIFY ALL STALL DIMENSIONS AND EQUIPMENT LOCATIONS.			
7	CONFIRM ALL ADA AND LOCAL REQUIREMENTS ARE MET.			
8	ESTABLISH TEMPORARY CONSTRUCTION ACCESS(ES).			
9	IMPLEMENT AND MAINTAIN EPSC CONTROL MEASURES PER LOCAL REQUIREMENTS.			
10	LOCATE VERTICAL AND HORIZONTAL UTILITIES PRIOR TO BORING.			
11	PROVIDE PROPOSED LIMITS OF ASPHALT OVERLAY SKETCH TO KIMLEY-HORN & VOLTA (IF NEEDED).			
12	SEED & STABILIZE ALL DISTURBED AREAS AFTER FINAL GRADING.			

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE BUILDING/DWELLING, STRUCTURAL, PLUMBING, MECHANICAL, ELECTRICAL, AND FIRE/LIFE SAFETY CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THE LOCAL GOVERNING AUTHORITIES CODES.

VOLTA PROPOSES:

- (2) STANDARD PARKING SPACES ARE TO BE CONVERTED INTO (2) STANDARD ELECTRIC VEHICLE (EV) PARKING SPACES. (2) ELECTRIC VEHICLE CHARGING STATIONS IS/ARE TO BE INSTALLED IN LANDSCAPE ISLANDS ADJACENT TO THE EV PARKING STALL(S). ELECTRICAL CONDUITS WILL BE EXTENDED FROM THE EXISTING BUILDING TO THE ELECTRIC VEHICLE CHARGING STATION. VOLTA WILL ALSO PAINT AND MARK ALL EV CHARGING PARKING SPACES AND INSTALL NECESSARY PARKING SIGNS.

APPLICANT:

VOLTA
155 DE HARO STREET
SAN FRANCISCO, CA 94103
CONTACT: RYAN GRAM
PHONE: (615)-564-2865
EMAIL: RYAN.GRAM@KIMLEY-HORN.COM
PHONE: (610)-570-9756
EMAIL: EVA.ABENIACAR@VOLTACHARGING.COM

PROGRAM MANAGER:

KIMLEY-HORN & ASSOCIATES
CONTACT: RYAN GRAM
PHONE: (615)-564-2865
EMAIL: RYAN.GRAM@KIMLEY-HORN.COM

CIVIL ENGINEER:

KIMLEY-HORN & ASSOCIATES
CONTACT: MIKE JUNGHANS
PHONE: (914)-368-9189
EMAIL: MIKE.JUNGHANS@KIMLEY-HORN.COM

ELECTRICAL ENGINEER:

KIMLEY-HORN & ASSOCIATES
CONTACT: JEFFREY SALLEE
PHONE: (757)-213-8635
EMAIL: JEFFREY.SALLEE@KIMLEY-HORN.COM

SITE PARTNER:

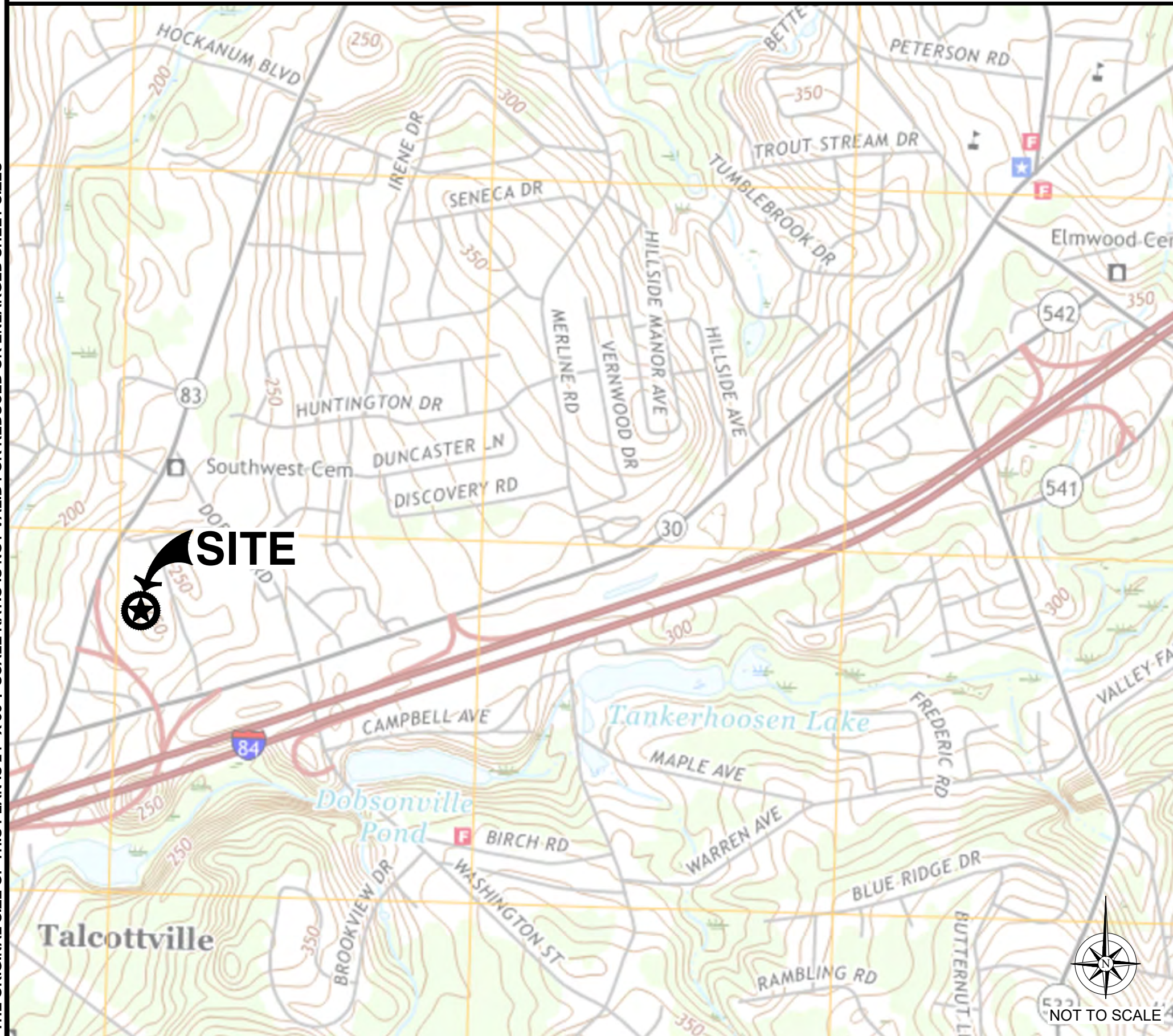
STOP & SHOP
1385 HANCOCK ST
QUINCY, MA 02169
CONTACT: LINDA CAMARA
PHONE: (508)-654-6851
EMAIL: LCAMARA@STOPANDSHOP.COM

CONTRACTOR VERIFICATION CHECKLIST

CODE BLOCK

PROJECT DESCRIPTION

PROJECT TEAM



VICINITY MAP



LOCAL MAP

Sheet Number	Sheet Title
C0-00	COVER SHEET
C0-01	GENERAL NOTES
C0-02	VOLTA STATION OVERVIEW
C1-00	OVERALL SITE PLAN
C2-00	ENLARGED SITE PLAN
C3-00	SITE DETAILS
C3-01	SITE DETAILS
C3-02	SITE DETAILS
C3-03	SITE DETAILS
E1-00	ELECTRICAL ONE LINE DIAGRAM & PANEL SCHEDULE
E2-00	ELECTRICAL NOTES & DETAILS

SHEET INDEX



DIG ALERT

CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING LOCATIONS, CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME

Know what's BELOW.
CALL before you dig.

CALL AT LEAST TWO WORKING
DAYS BEFORE YOU DIG

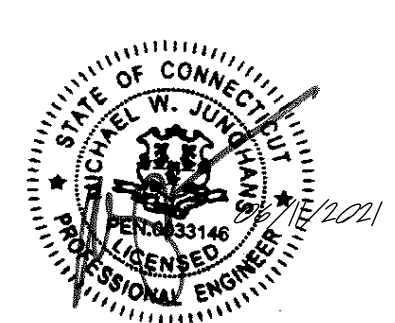
CALL BEFORE YOU DIG

ISSUE DATE

06/11/2021

ISSUED FOR

PERMIT



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

**STOP & SHOP #613
VERNON**

**10 PITKIN ROAD
VERNON, CT 06066**

SHEET TITLE

COVER SHEET

SHEET NUMBER

C0-00

NOTE: THE ORIGINAL SIZE OF THIS PLAN IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES

GENERAL NOTES:

- VOLTA WILL PROVIDE AN INSTALLATION GUIDE AND OTHER SUPPORTING DOCUMENTS AT TIME OF CONSTRUCTION.
- ALL EXISTING CONDITIONS SHOWN ARE APPROXIMATE. EXISTING UTILITY LOCATIONS AND CROSSINGS ARE TO BE LOCATED IN THE FIELD. CONTRACTOR IS TO CONTACT 811 UTILITY PRIOR TO BEGINNING ANY EXCAVATION WORK.
- ALL PAVEMENT, LANDSCAPING, UTILITIES, AND OWNER PROPERTY THAT IS DAMAGED OR AFFECTED BY CONSTRUCTION SHALL BE RETURNED TO EXISTING CONDITIONS OR BETTER AT THE CONTRACTOR'S EXPENSE.
- PROPOSED PAVEMENT STRIPING SHALL LINE UP WITH EXISTING STRIPING WHEREVER POSSIBLE. ADDITIONAL PAVEMENT STRIPE IS NOT NECESSARILY PARALLEL TO THE CONSTRUCTED CHARGING ISLAND.
- THIS ACCESSIBILITY REVIEW WAS UNDERTAKEN TO IDENTIFY DESIGN FEATURES OF THE PROJECT THAT MAY BE CONSIDERED BY GOVERNMENTAL AGENCIES OR DEPARTMENTS, OR NON-GOVERNMENTAL GROUPS TO BE NON-COMPLIANT WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, REVISED 2010 ADA REGULATIONS AND STANDARDS. THE AMERICANS WITH DISABILITIES ACT OF 1990 IS A FEDERAL CIVIL RIGHTS LAW. THERE IS NO FEDERAL REVIEW PROCESS TO ENSURE FULL COMPLIANCE WITH THE GUIDELINES, EXCEPT THROUGH THE FEDERAL COURT SYSTEM. THE DEPICTIONS, NOTES, AND RECOMMENDATIONS, EXPRESSED ON THIS PLAN ARE BASED ON PROFESSIONAL JUDGEMENT GAINED FROM PAST EXPERIENCE WITH ACCESSIBILITY LAWS, CODES, AND STANDARDS AND THE WORKING INVOLVEMENT TO DEVELOP ACCESSIBILITY STANDARDS THAT WILL MEET OR EXCEED THE APPLICABLE FEDERAL GUIDELINES. ACCORDINGLY, NO CLAIMS OR WARRANTIES, EXPRESSED OR IMPLIED, ARE MADE THAT IN PREPARING THIS PLAN AND PROPOSING RECOMMENDATIONS, THAT ALL POSSIBLE BARRIERS TO ALL PEOPLE HAVE BEEN IDENTIFIED.
- CONTRACTOR SHALL ACHIEVE A MINIMUM OF 1% BUT NO MORE THAN A 2% SLOPE IN ANY DIRECTION WITHIN ADJACENT ACCESSIBLE SPACE AND BLEND ASPHALT OVERLAY TO EXISTING GRADES AS REQUIRED. CONTRACTOR SHALL PROVIDE A SKETCH TO VOLTA OF PROPOSED LIMITS OF ASPHALT OVERLAY TO ACHIEVE THIS REQUIREMENT PRIOR TO BEGINNING PAVEMENT WORK.
- ACCESSIBLE EV STALLS WERE DESIGNED BASED ON EXISTING CONDITIONS AND WITHOUT THE BENEFIT OF SURVEY DATA. ALL ADA AND LOCAL REQUIREMENTS INCLUDING BUT NOT LIMITED TO SLOPE AND SPACING SHALL BE CONFIRMED BY THE CONTRACTOR AND MET AT THE TIME OF CONSTRUCTION.
- CONTRACTOR TO NOTIFY THE ENGINEER OF ANY DISCREPANCIES IN ACCESSIBILITY PRIOR TO CONSTRUCTION.
- UNDER NO CIRCUMSTANCE IS THE CONTRACTOR TO DISRUPT ANY OPERATIONS AT THE SITE HOST LOCATION, INCLUDING BUT NOT LIMITED TO CUSTOMER DISRUPTION, UTILITIES, AND INFRASTRUCTURE.
- CONTRACTOR SHALL BE RESPONSIBLE TO PROTECT WORK AREAS WITH CONES AND/OR BARRICADES AT ALL TIMES.

EROSION CONTROL & GRADING NOTES:

- ADDITIONAL EROSION CONTROL DEVICES TO BE USED AS REQUIRED BY LOCAL INSPECTOR.
- DISTURBED AREAS LEFT IDLE FOR FIVE DAYS, AND NOT TO FINAL GRADE, WILL BE ESTABLISHED TO TEMPORARY VEGETATION. MULCH, TEMPORARY VEGETATION OR PERMANENT VEGETATION SHALL BE COMPLETED ON ALL EXPOSED AREAS WITHIN 14 DAYS AFTER DISTURBANCE. ALL AREAS TO FINAL GRADE WILL BE ESTABLISHED TO PERMANENT VEGETATION UPON COMPLETION.
- WHEN HAND PLANTING, MULCH (HAY OR STRAW) SHOULD BE UNIFORMLY SPREAD OVER SEEDED AREA WITHIN 24 HOURS OF SEEDING. IF UNABLE TO ACCOMPLISH, MULCH SHALL BE USED AS A TEMPORARY COVER. CONCENTRATED FLOW AREAS AND ALL SLOPES STEEPER THAN 2.5:1 AND WITH A HEIGHT OF TEN FEET OR GREATER (DOES NOT APPLY TO RETAINING WALLS), AND CUTS AND FILLS WITHIN BUFFERS, SHALL BE STABILIZED WITH THE APPROPRIATE EROSION CONTROL MATTING OR BLANKETS.
- THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND-DISTURBING ACTIVITIES.
- EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION CONTROL AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
- SEED ALL DISTURBED AREAS UNLESS OTHERWISE NOTED AS PART OF THIS CONTRACT.
- THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT RESULT FROM THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY UNDERGROUND UTILITIES TO REMAIN. THE CONTRACTOR IS TO NOTIFY ENGINEER IMMEDIATELY OF ANY DISCREPANCIES AND/OR CONFLICTS WITH EXISTING OR PROPOSED UTILITIES PRIOR TO PROCEEDING.
- STOCKPILED TOPSOIL OR FILL MATERIAL IS TO BE TREATED SO THE SEDIMENT RUN-OFF WILL NOT CONTAMINATE SURROUNDING AREAS OR ENTER NEARBY STREAMS. STOCK PILE LOCATIONS SHALL BE COORDINATED WITH THE ENGINEER PRIOR TO GRADING ACTIVITIES. EROSION & SEDIMENT CONTROL SHALL BE INSTALLED PRIOR TO STOCKPILE PILE OPERATIONS.
- CONSTRUCT SILT BARRIERS BEFORE BEGINNING GRADING OPERATIONS.
- MULCH AND SEED ALL DISTURBED AREAS AS SOON AS POSSIBLE AFTER FINAL GRADING IS COMPLETED (WITHIN 15 DAYS OF ACHIEVED FINAL GRADES) UNLESS OTHERWISE INDICATED. CONTRACTOR SHALL TAKE WHATEVER MEANS NECESSARY TO ESTABLISH PERMANENT SOIL STABILIZATION. STEEP SLOPES (GREATER THAN 3:1) SHALL BE STABILIZED WITHIN 7 DAYS OF FINAL GRADING.
- PROVIDE TEMPORARY CONSTRUCTION ACCESS(ES) AT THE POINT(S) WHERE CONSTRUCTION VEHICLES EXIT THE CONSTRUCTION AREA. MAINTAIN PUBLIC ROADWAYS FREE OF TRACKED MUD AND DIRT.
- DO NOT DISTURB VEGETATION OR REMOVE TREES EXCEPT WHEN NECESSARY FOR GRADING PURPOSES.

ADA COMPLIANCE:

- CURB RAMPS ALONG PUBLIC STREETS AND IN THE PUBLIC RIGHT-OF-WAY SHALL BE CONSTRUCTED BASED ON THE CITY STANDARD CONSTRUCTION DETAILS AND SPECIFICATIONS.
- PRIVATE CURB RAMPS ON THE SITE (I.E. OUTSIDE PUBLIC STREET RIGHT-OF-WAY) SHALL CONFORM TO ADA STANDARDS AND SHALL HAVE A DETECTABLE WARNING SURFACE THAT IS FULL WIDTH AND FULL DEPTH OF THE CURB RAMP, NOT INCLUDING FLARES.
- ALL ACCESSIBLE ROUTES, GENERAL SITE AND BUILDING ELEMENTS, RAMPS, CURB RAMPS, STRIPING, AND PAVEMENT MARKINGS SHALL CONFORM TO ADA STANDARDS FOR ACCESSIBLE DESIGN, LATEST EDITION.
- BEFORE PLACING PAVEMENT, CONTRACTOR SHALL VERIFY THAT SUITABLE ACCESSIBLE PEDESTRIAN ROUTES (PER ADA AND FHA) EXIST TO AND FROM EVERY DOOR AND ALONG SIDEWALKS, ACCESSIBLE PARKING SPACES, ACCESS AISLES, AND ACCESSIBLE ROUTES. IN NO CASE SHALL AN ACCESSIBLE RAMP SLOPE EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPE EXCEED 2.0 PERCENT. IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPE EXCEED 5.0 PERCENT. ACCESSIBLE PARKING SPACES AND ACCESS AISLES SHALL NOT EXCEED 2.0 PERCENT SLOPE IN ANY DIRECTION.
- CONTRACTOR SHALL TAKE FIELD SLOPE MEASUREMENTS ON FINISHED SUBGRADE AND FORM BOARDS PRIOR TO PLACING PAVEMENT TO VERIFY THAT ADA SLOPE REQUIREMENTS ARE PROVIDED. CONTRACTOR SHALL CONTACT ENGINEER PRIOR TO PAVING IF ANY EXCESSIVE SLOPES ARE ENCOUNTERED. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR ADA SLOPE COMPLIANCE ISSUES.

SITE NOTES:

- HORIZONTAL DIRECTIONAL DRILLING (HDD) OR OTHER TRENCHLESS METHODS AS APPROVED BY SITE HOST ARE THE PREFERRED METHOD TO INSTALL CONDUIT BENEATH EXISTING PARKING LOTS AND PAVED AREAS.
 - CONDUIT SHALL BE INSTALLED AT A MINIMUM DEPTH OF TWO AND ONE-HALF FEET (2.5') OR BELOW THE FREEZE LINE, WHICHEVER IS DEEPER. CONDUIT TYPE AND DESIGN TO BE SPECIFIED BY EV CHARGING STATION VENDOR AND MEET ALL LOCAL REQUIREMENTS. CONDUIT DIAMETER SHALL BE NO LARGER THAN TWO (2) INCHES.
 - THE RECEIVING PIT SHALL BE LOCATED AS CLOSE AS REASONABLY POSSIBLE TO THE PROPOSED WALL PENETRATION TO LIMIT THE LENGTH OF BUILDING-MOUNTED CONDUIT. LOCATE RECEIVING PIT WITHIN ASPHALT PAVED AREA OR CONCRETE SIDEWALK AREA; RECEIVING PIT SHALL NOT BE LOCATED WITHIN THE UNLOADING PAD [SIX TO TEN INCH (6-10") REINFORCED CONCRETE SLAB AT THE REAR OF THE STORE]. RECEIVING PIT LOCATION AND WORK AREA SHALL NOT AFFECT SITE HOST CUSTOMER OR DELIVERY TRAFFIC. SEE SUPPLEMENTAL DOCUMENTS, RECEIVING AREA DIAGRAM.
 - THE RECEIVING PIT SIZE SHALL BE LIMITED TO THREE FEET (3') BY THREE FEET (3') AND SHALL NOT UNDERMINE THE BUILDING FOUNDATION, ENCLOSURES OR CONCRETE UNLOADING PAD.
 - BACKFILL EXCAVATIONS AND REPAIR PAVEMENT PER SPECIFICATIONS BELOW.
 - WHERE CONCRETE PAVEMENT, SIDEWALK, ASPHALT PAVEMENT, CURBING, OR CURBING GUTTER IS REMOVED, THE WIDTH OF THE REMOVAL SHALL EXCEED THE ACTUAL WIDTH AT THE TOP OF THE TRENCH BY TWELVE INCHES (12") ON EACH SIDE OF THE TRENCH, OR A TOTAL OF TWO FEET (2') WIDER THAN THE TRENCH.
 - TRENCHING THROUGH THE CONCRETE RECEIVING PAD AT THE REAR OF THE STORE OR THE DRIVE-THRU SLAB IS NOT ALLOWED. ONLY TRENCHING THROUGH MINOR CONCRETE INSTALLATIONS SUCH AS SIDEWALKS WILL BE PERMITTED.
 - EXCAVATE TRENCHES TO A DEPTH FOUR INCHES (4") DEEPER THAN BOTTOM OF FINISHED PIPE ELEVATION.
 - THE BOTTOM WIDTH OF THE TRENCH SHALL BE AS REQUIRED TO PERMIT CONDUIT TO BE PROPERLY LAIN AND BACKFILL TO BE PLACED AND PROPERLY COMPACTED.
 - REMOVED PAVEMENT, CONCRETE AND EXCAVATED MATERIALS UNSUITABLE FOR USE AS BACKFILL SHALL BE DISPOSED OFFSITE.
 - BEDDING AND BACKFILL MAY BE MATERIAL EXCAVATED FROM THE TRENCH PROVIDED THAT IT IS FREE FROM DEBRIS AND ROCKS LARGER THAN ONE AND ONE-HALF INCHES (1-1/2").
 - OVER THE PIPE, IN LAYERS NOT EXCEEDING FOUR INCHES (4"), PLACE AND COMPACT SUITABLE FILL MATERIAL TO NINETY-FIVE PERCENT (95%) DRY DENSITY AS DETERMINED BY ASTM D698.
 - COMPACTING EQUIPMENT SHALL BE OF SUCH DESIGN, WEIGHT, AND QUALITY AS IS REQUIRED TO OBTAIN THE DENSITIES SPECIFIED HEREIN OR INDICATED ON THE DESIGN DRAWINGS. AREAS INACCESSIBLE TO SELF-PROPELLED COMPACTING EQUIPMENT SHALL BE COMPACTED OR CONSOLIDATED BY HAND-OPERATED MECHANICAL TAMPERS OR VIBRATORS.
 - RESTORE GRASS, LANDSCAPING, IRRIGATION AND ALL FEATURES TO THEIR PRECONSTRUCTION CONDITION.
- ANY UTILITIES, PAVEMENT, IRRIGATION, LANDSCAPING OR OTHER SITE FEATURES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED BY EV CHARGING STATION VENDOR TO SITE HOST SPECIFICATION.
 - WHERE LANDSCAPING IS IMPACTED, IT IS THE RESPONSIBILITY OF EV CHARGING STATION VENDOR TO REPOSITION OR PROVIDE NEW LANDSCAPING WITHIN THE SITE HOST PROPERTY TO ENSURE COMPLIANCE WITH ANY CODE REQUIREMENTS.
 - WHERE PARKING LOT, SIDEWALK OR OTHER PAVED AREAS ARE IMPACTED OR DAMAGED, IT IS THE RESPONSIBILITY OF THE EV CHARGING STATION VENDOR TO REPAIR THE AREA TO LIKE NEW CONDITION, REPAIR SHOULD EXTEND BEYOND DAMAGED AREA TO NEAREST CLEAN BREAK THAT ALIGNS WITH ARCHITECTURAL BREAKS, MATERIAL JOINTS, PAVEMENT MARKINGS, ETC.
- WHERE APPLICABLE, UTILITY SERVICE PROVIDER TO USE SITE HOST APPROVED ROE (RIGHT OF ENTRY) AGREEMENT. SITE HOST PROGRAM MANAGER WILL PROVIDE TEMPLATE WHEN NECESSARY.
- ASPHALT PAVEMENT REMOVAL AND REPLACEMENT
 - SAW CUT THE PAVEMENT TO NEAT, STRAIGHT LINES TO THE FULL DEPTH OF THE PAVEMENT. PAVEMENT REMOVAL SHALL EXTEND A MINIMUM OF TWELVE INCHES (12") BEYOND THE EDGES OF THE REMOVAL AREA. ANY OTHER PAVEMENT AREAS DAMAGED DURING REMOVAL SHALL ALSO BE REPAIRED OR REPLACED AS NECESSARY
 - REMOVE THE PAVEMENT WITHOUT DAMAGING THE PAVEMENT THAT IS TO REMAIN IN-PLACE.
 - IF BASE REPLACEMENT IS REQUIRED, COMPACT THE IN-SITU SOILS TO NINETY-FIVE PERCENT (95%) ASTM D698 AND PLUS OR MINUS TWO PERCENT (2%) OF OPTIMUM MOISTURE CONTENT. REMOVE AND REPLACE ANY UNSUITABLE IN-SITU SOILS.
 - PLACE AND COMPACT BASE MATERIAL TO NINETY-FIVE PERCENT (95%) OF ASTM D698.
 - APPLY PRIME COAT TO AGGREGATE BASE IN COMPLIANCE WITH THE DOT SPECS. PRIME COAT SHALL NOT BE APPLIED MORE THAN TWENTY-FOUR (24) HOURS BEFORE ASPHALT PAVEMENT IS PLACED. APPLICATION RATE TO BE PER THE DOT SPEC.
 - CLEAN AND APPLY TACK COAT TO THE ENDS OF CURBS, EDGES OF CONCRETE SURFACES, EDGES OF MANHOLES AND INLETS AND EDGES OF SAW CUT PAVEMENT THAT WILL REMAIN IN-PLACE.
 - PLACE AND COMPACT HOT-MIX ASPHALT. HOT-MIX ASPHALT THICKNESS SHALL BE THE GREATER OF THE IN-PLACE ASPHALT OR THREE AND ONE-HALF INCHES (3.5"). ASPHALT MIX DESIGN SHALL BE BY THE CONTRACTOR.
 - PLANT MIXED ASPHALT BASE/BINDER COURSE: PROVIDE ONE COURSE LAID TO A MINIMUM COMPACTED THICKNESS OF TWO INCHES (2").
 - PLANT MIXED ASPHALT SURFACE COURSE: PROVIDE ONE COURSE LAID TO A MINIMUM COMPACTED THICKNESS OF ONE AND ONE-HALF INCHES (1-1/2").
 - FOR SMALLER JOBS, IT MAY NOT BE FEASIBLE TO INSTALL BINDER AND SURFACE COURSES, IN WHICH CASE SURFACE COURSE, PLACED AND COMPACTED IN TWO LIFTS, WILL BE ACCEPTED.
 - IF PLACING HOT MIX ASPHALT WITH A SHOVEL, BEGIN PLACING HMA AGAINST THE EDGES OF THE PATCH AND WORKING INWARD. HMA SHOULD NOT BE PLACED IN THE CENTER OF THE PATCH AND RAKED TOWARDS THE EDGES.
 - THE FIRST PASS OF THE ROLLER OR COMPACTION EQUIPMENT SHOULD BE ALONG THE EDGES OF THE PATCH TO PROPERLY FORM THE JOINT. THE ROLLER WHEEL OR COMPACTION EQUIPMENT SHOULD OVERHANG THE EXISTING PAVEMENT ONTO THE PATCH BY SIX INCHES (6"). AFTER THE PERIMETER OF THE PATCH HAS BEEN COMPACTED BEGIN TO WORK TOWARDS THE CENTER OF THE PATCH WITH SUCCESSIVE PASSES OFFSET BY SIX INCHES (6").
 - THE CONTRACTOR SHALL UTILIZE THE APPROPRIATE HEAVY COMPACTION EQUIPMENT TO ACHIEVE THE REQUIRED COMPACTION OF THE ASPHALT.
 - SEAL THE AREA AROUND THE EDGES WITH AN ELASTOMERIC LIQUID ASPHALT SEALER TO PROTECT AGAINST WATER INFILTRATION, INCLUDING ANY INADVERTENT OVERCUTS DURING THE SAW CUTTING PROCEDURE.

PROJECT LEGEND:
(SCALE VARIES PER SHEET)

	DETAIL NO. SHEET NO.
	BREAK LINE
	PROPERTY LINE
	EXISTING CURB AND GUTTER
	EXISTING CURB
	EXISTING PARKING STRIPE
	EXISTING CONCRETE PAD
	EXISTING TREE
	EXISTING SHRUB
	EXISTING FIRE HYDRANT
	EXISTING CURB INLET
	EXISTING INLET
	EXISTING CATCH BASIN
	EXISTING MANHOLE
	EXISTING POWER POLE
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING ELECTRICAL ROOM
	PROPOSED ELECTRICAL CONDUIT
	PROPOSED ELECTRICAL JUNCTION BOX
	PROPOSED COMMUNICATIONS CONDUIT
	PROPOSED COMMUNICATIONS JUNCTION BOX
	PROPOSED CURB AND GUTTER
	PROPOSED CURB
	PROPOSED PARKING STRIPE
	PROPOSED CONCRETE PAD
	PROPOSED CONCRETE WHEEL STOP
	PROPOSED TREE PROTECTION
	PROPOSED VOLTA CHARGING STATION
	EVCS FOUNDATION W/ 4" PIPE BOLLARDS
	EVCS FOUNDATION W/ 6" PIPE BOLLARDS
	PCS FOUNDATION
	PCS FOUNDATION W/ 6" BOLLARDS
	REMOTE HOLSTER RAISED FOUNDATION WITH 6" CURB
	REMOTE HOLSTER FLUSH FOUNDATION
	PROPOSED SIGN POST
	PROPOSED SIGN POST W/ BOLLARD
	PROPOSED POST INSTALLED SIGN POST
	PROPOSED POST INSTALLED SIGN POST W/ BOLLARD
	PROPOSED 4" ISOLATED PIPE BOLLARD

VOLTA

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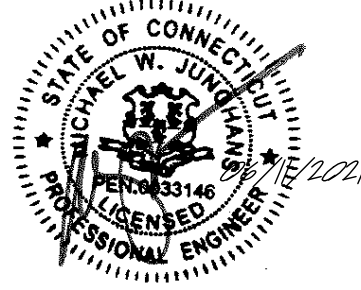
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	06/11/2021	CD100 REVISIONS PER VOLTA COMMENTS	TAS

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**STOP & SHOP #613
VERNON**

**10 PITKIN ROAD
VERNON, CT 06066**

SHEET TITLE

GENERAL NOTES

SHEET NUMBER

C0-01

Volta Gen4 L2 Station

Volta provides turn-key Electric Vehicle (EV) charging services for premium retail and entertainment destinations. We install and maintain the charging amenity at no cost to site partners as well as EV drivers, driving increased property value and attracting more customers who stay longer.

VOLTA STATION BENEFITS

- Installation, equipment and maintenance is paid by Volta
- Charges all electric vehicles
- Free electricity supported through third party content on displays
- Volta stations are occupied 80% of the retail day
- Volta has provided 88M free sponsored electric miles, delivered 25 gigawatt hours and eliminated over 39M pounds of CO2 emissions

CHARGING UNIT INFORMATION *(Single Charging Units)*

- Size: H 85.0" x W 36.5" x D 15.5"
- Display Size: H 48" x W 27
- Power Type: 208/240VAC, 48A, 10kW max; UL 2202
- Plug: SAE J1772 compliant connector

POWER REQUIREMENTS

- Charging unit: 60A/2P, 208/240 breaker
- Display/connectivity: 20A/1P, 120V breaker

INSTALLATION REQUIREMENTS

- Wire Diameter: #6 AWG minimum. Larger for longer conduit runs
- Conduit Diameter: 1.5" minimum per station. Larger conduit required for runs over 250'



55" Media Display

Charges up to 30miles per hour

Universal J1772 connections

Cable Management

Fully Networked

volta

Proprietary & Confidential - Do Not Distribute

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SHEET TITLE

VOLTA STATION
OVERVIEW

SHEET NUMBER

C0-02

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OVERALL SITE PLAN

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CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL FIELD CONDITIONS AND IS TO ALERT THE ENGINEER AND VOLTA OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION. CONTRACTOR TO COORDINATE WITH VOLTA PM FOR ALL FINAL PLACEMENTS OF INFRASTRUCTURE.

CONSTRUCTION NOTES:

- CONTRACTOR RESPONSIBILITIES CONSISTS OF, BUT NOT LIMITED TO, CHARGING STATION MOUNTING, FOUNDATION CONSTRUCTION, CONDUIT INSTALLATION, AND WIRING.
- CONTRACTOR TO PAINT PROPOSED EV PARKING SPACES PER JURISDICTIONAL REQUIREMENTS.
- CONTRACTOR TO INSTALL TREE PROTECTION FENCING PRIOR TO ANY CONSTRUCTION ACTIVITY. SEE SHEET C3-01 FOR DETAILS.
- EXACT STATION PLACEMENT AND ROTATION ANGLE MAY VARY SLIGHTLY UPON INSTALLATION DEPENDING ON SITE CONDITIONS.
- CONTRACTOR TO FIELD VERIFY ALL STALL DIMENSIONS AND ALL EQUIPMENT LOCATIONS TO ENSURE SUFFICIENT SPACE IS AVAILABLE.
- CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS WHEN DRILLING INTO EXISTING CIP SLAB AND CIP DROP PANELS TO AVOID DAMAGE TO ANY REINFORCING AND EXISTING STRUCTURAL COMPONENTS.
- USE APPROVED ASTM METHOD (X-RAY, PACOMETER, GPR, ETC.) TO LOCATE MILD STEEL AND PRE-STRESSING TENDONS PRIOR TO DRILLING. DO NOT CUT OR DRILL THROUGH ANY EXISTING REINFORCING. ADJUST LOCATION AS NECESSARY TO AVOID EXISTING REINFORCING. ENSURE 1" GAP MIN. BETWEEN REBAR AND ANCHORAGE.
- VOLTA WILL MAKE EVERY EFFORT TO FOLLOW, WITH THEIR PROPOSED CONDUIT, AN EXISTING CONDUIT ROUTE FROM ELECTRICAL ROOM TO PROPOSED STATION PLACEMENTS. WHEN AN EXISTING ROUTE IS NOT AVAILABLE, VOLTA WILL MAKE EVERY EFFORT TO CONCEAL/HIDE, PAINT AND MINIMIZE VISUAL IMPACT OF CONDUITS ANYWHERE THEY MAY BE VISIBLE TO THE PUBLIC.
- CONTRACTOR IS RESPONSIBLE TO LOCATE ALL VERTICAL AND HORIZONTAL UTILITIES PRIOR TO DIRECTIONAL BORING. ANY ALTERATIONS TO THE PROPOSED CONDUIT ROUTE ARE TO BE COORDINATED WITH THE PROFESSIONAL ENGINEER(S) PRIOR TO CONSTRUCTION.
- ANY ITEMS TO REMAIN THAT ARE DAMAGED BY THE CONTRACTOR SHALL BE REPLACED TO THE EXISTING CONDITION OR BETTER AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR TO LOCATE JUNCTION BOX OR APPROVED ALTERNATIVE FOR SITE SPECIFIC RUN LENGTHS AND BENDS.

PARKING NOTE:

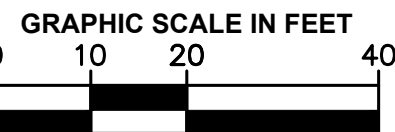
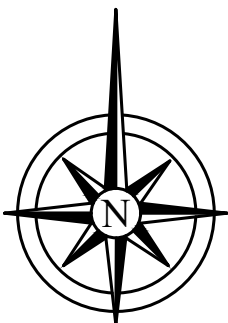
- FOR THE PURPOSE OF THIS PLAN IT IS ASSUMED THERE IS ADEQUATE PARKING IN EXISTING CONDITIONS TO CONVERT 2 PARKING SPACES TO 2 EV PARKING SPACES.

REFERENCE NOTE:

- SEE PROJECT LEGEND ON SHEET C0-01 FOR SYMBOLS AND LINE TYPE DESCRIPTIONS.

IMAGE REFERENCE:

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VOLTA

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SAN FRANCISCO, CA 94103

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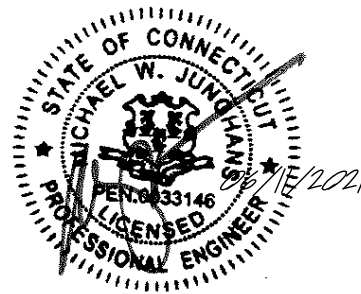
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SHEET TITLE

**OVERALL SITE
PLAN**

SHEET NUMBER

C1-00

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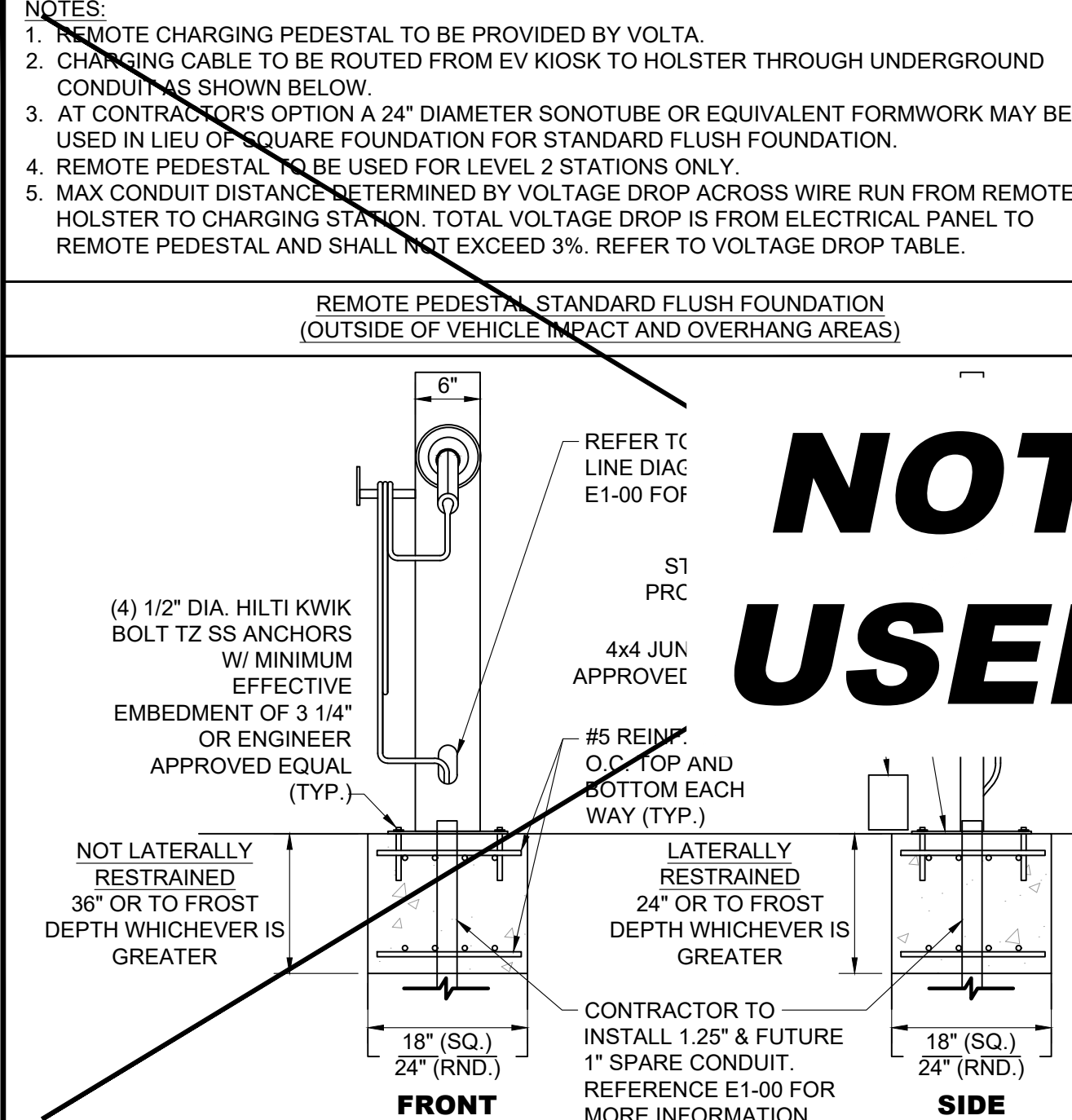
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VERNON**

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SHEET TITLE
**ENLARGED SITE
PLAN**

SHEET NUMBER
C2-00

- NOTES:**
1. PRECAST CONCRETE WHEEL STOPS SHALL BE LOCATED AS SHOWN ON THE PLANS, THEN SECURED IN PLACE WITH TWO (2) NO. 7 REINFORCEMENT BARS PER WHEEL STOP.
 2. COST OF THE REINFORCEMENT BARS WILL BE INCIDENTAL TO THE CONTRACT UNIT PRICE BID PER EACH FOR THE WHEEL STOPS.
 3. WHEEL STOPS TO BE PAINTED WHITE IN ACCORDANCE WITH STRIPING GUIDELINES.



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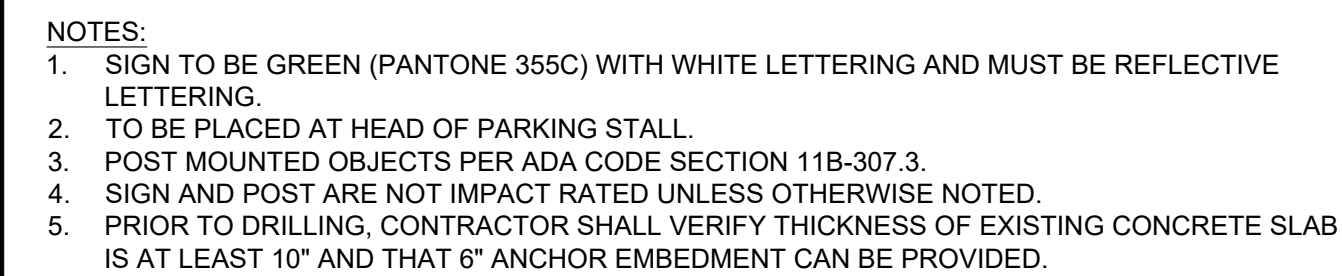
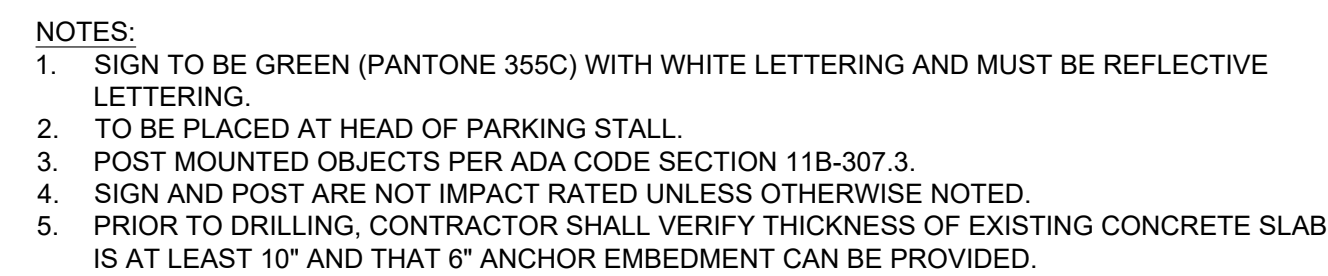
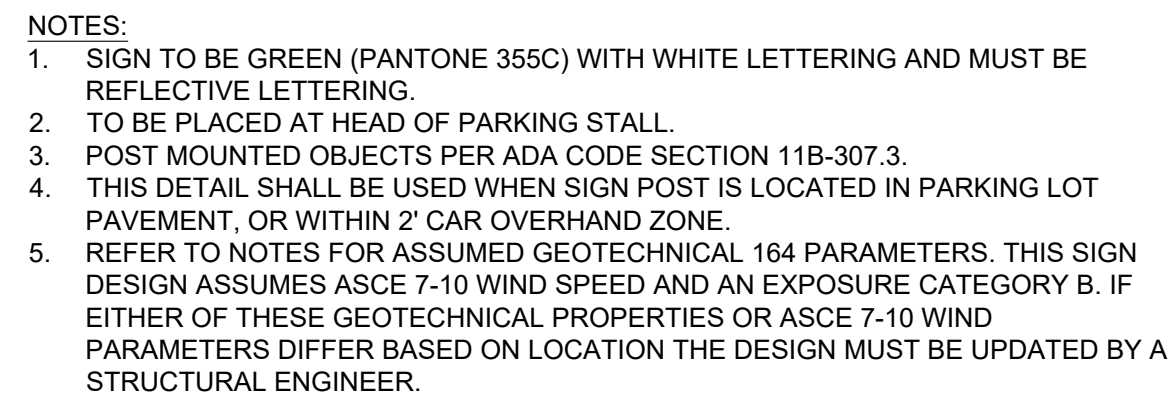
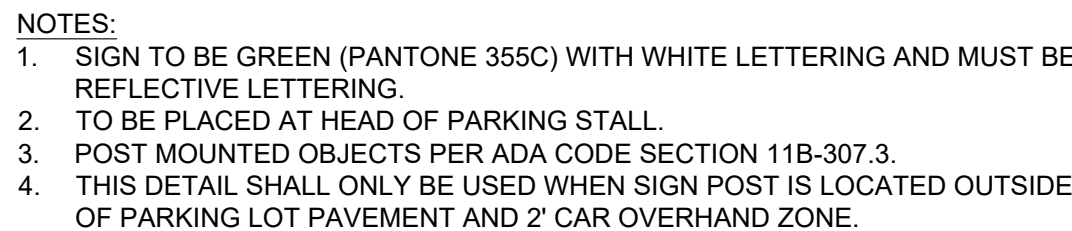
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C3-00

1 of 3

2 of 3

3 of 3

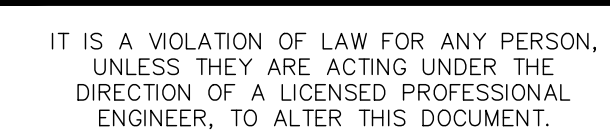


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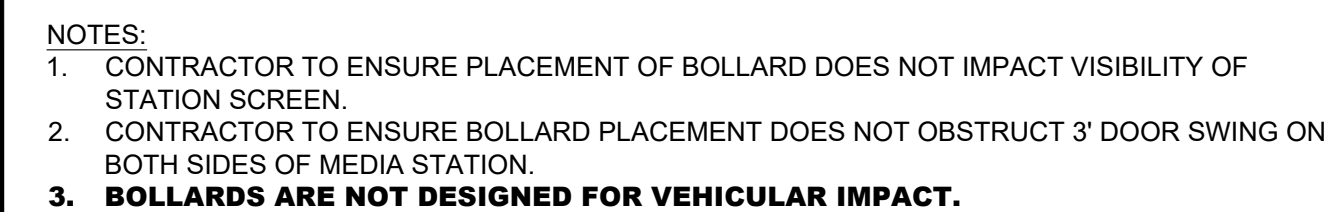
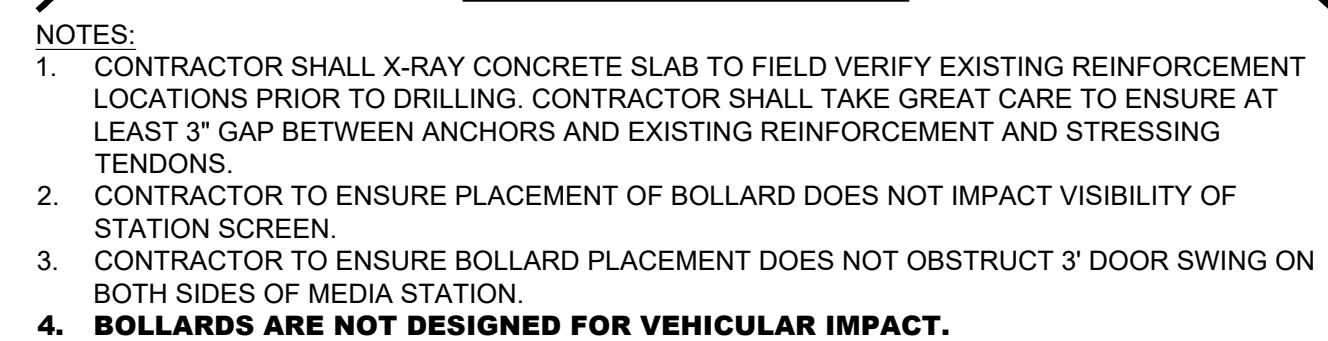
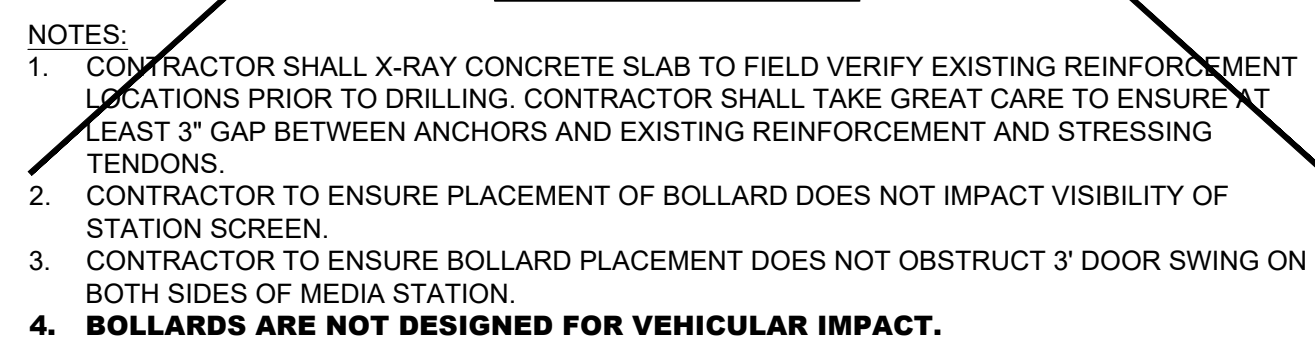
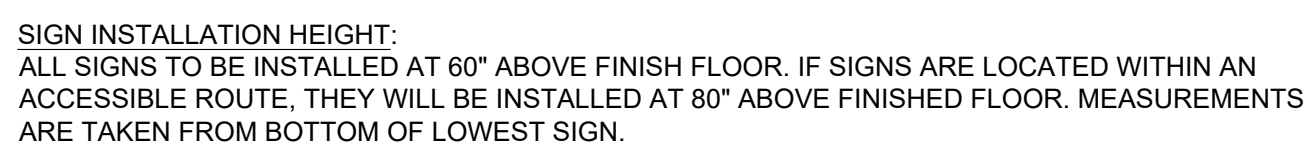
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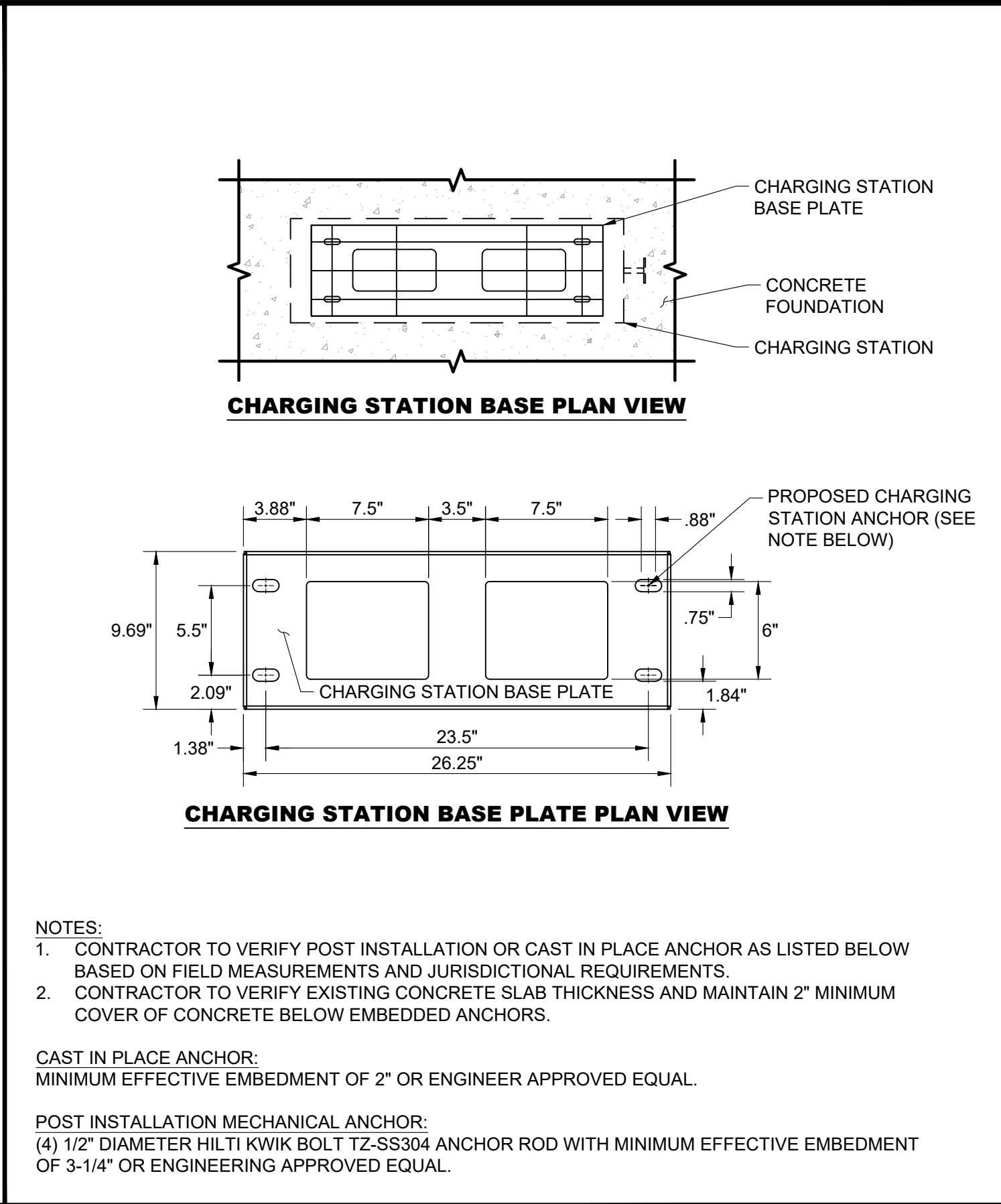
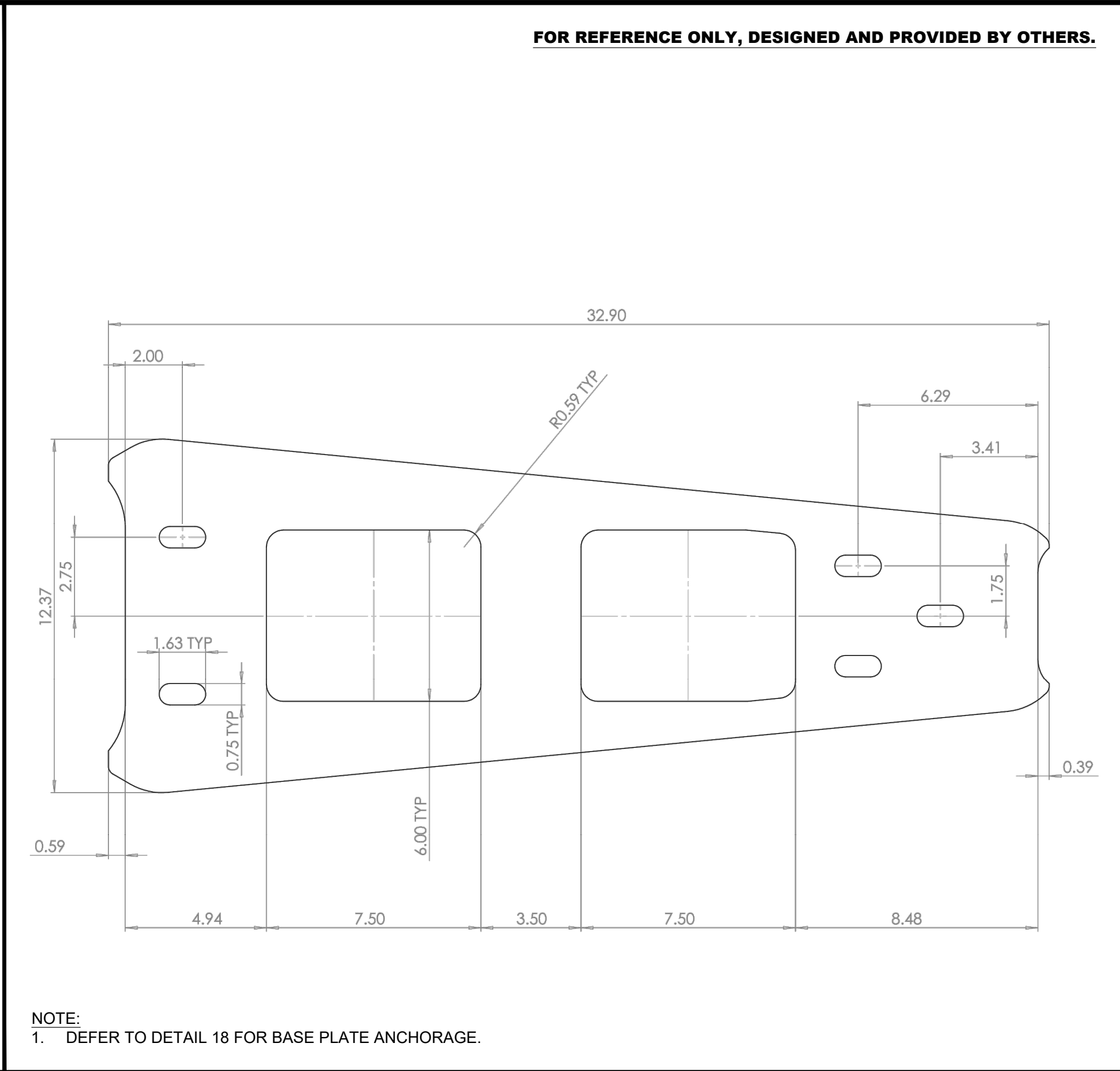
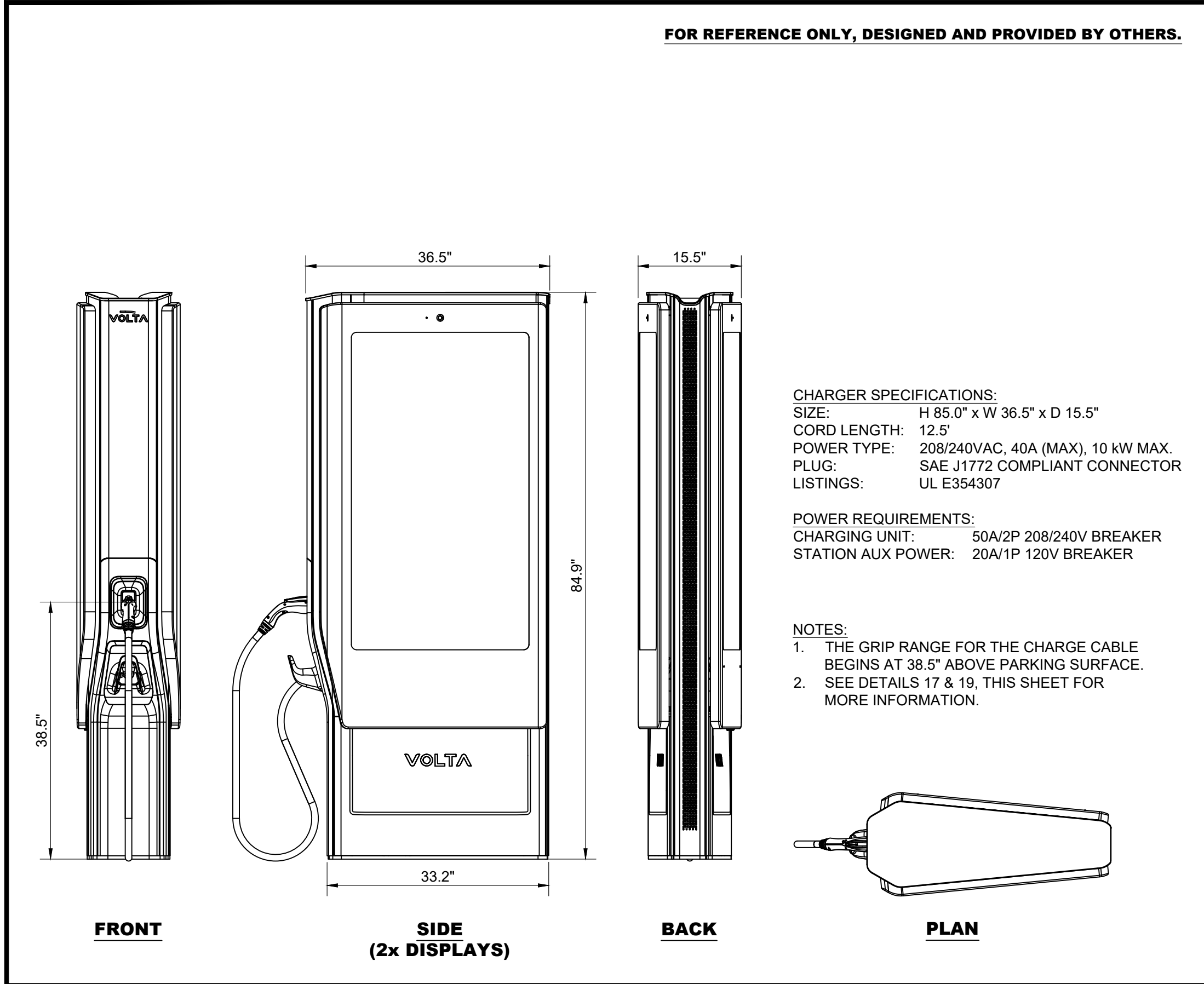
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SITE DETAILS

C3-01



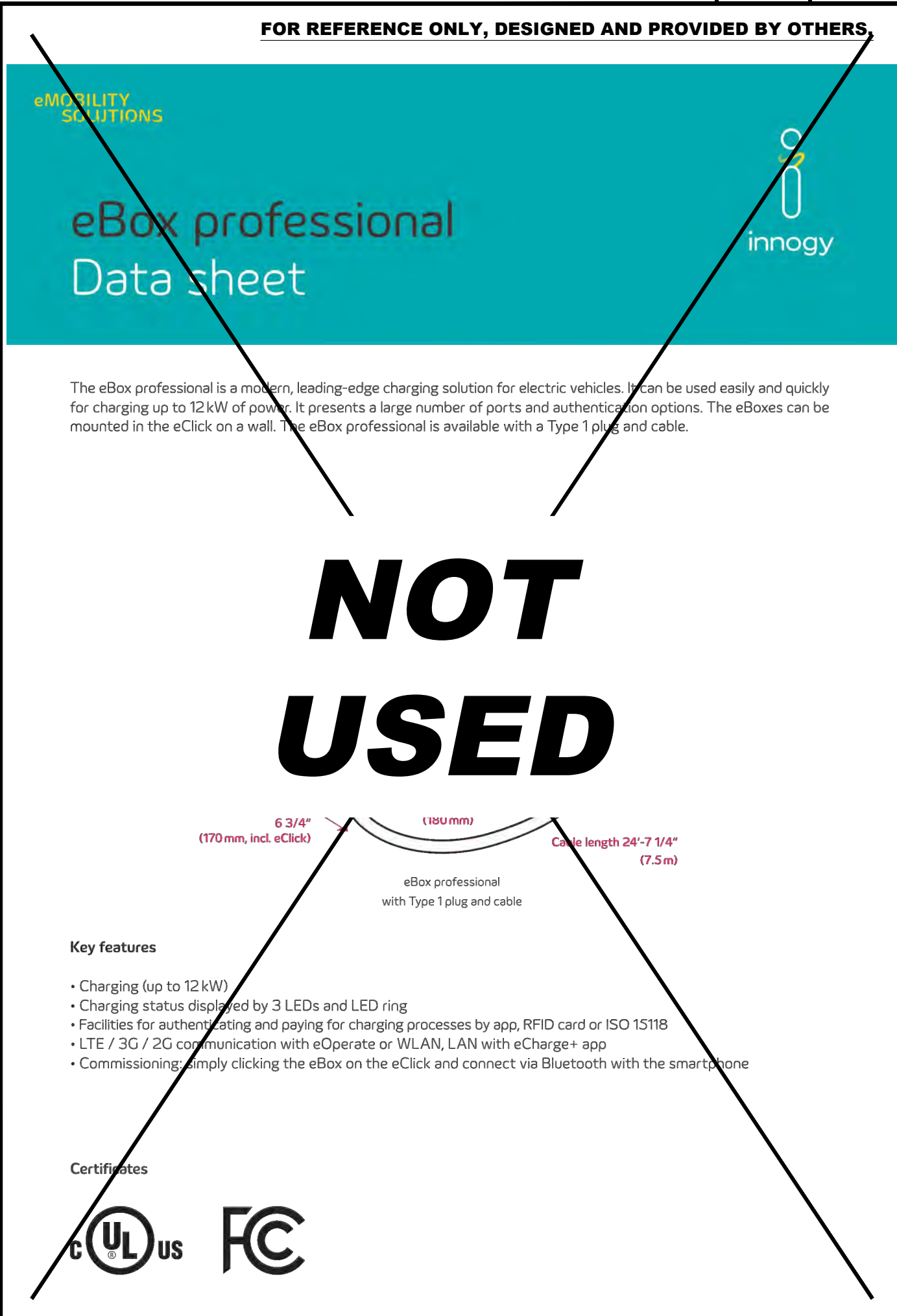
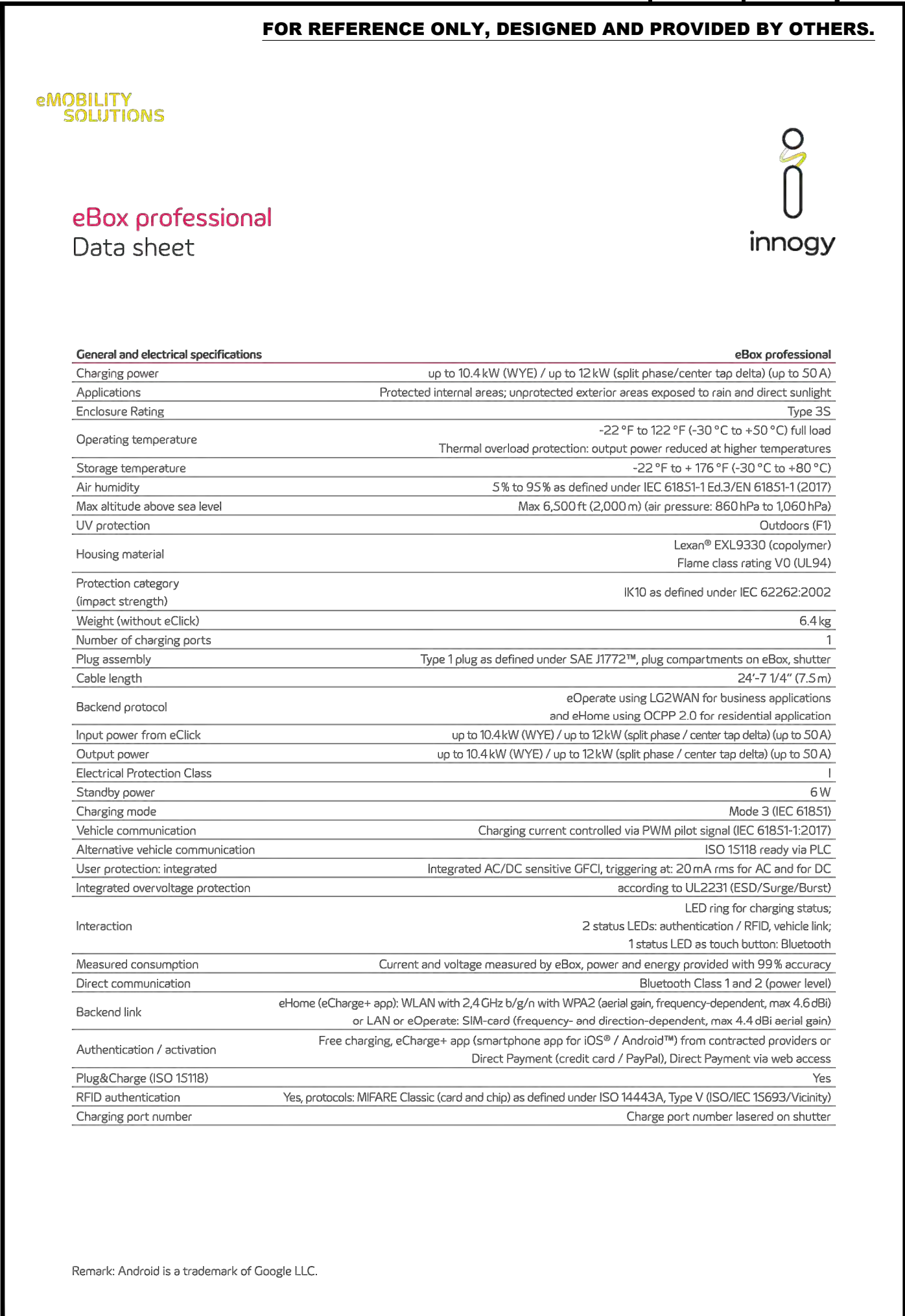
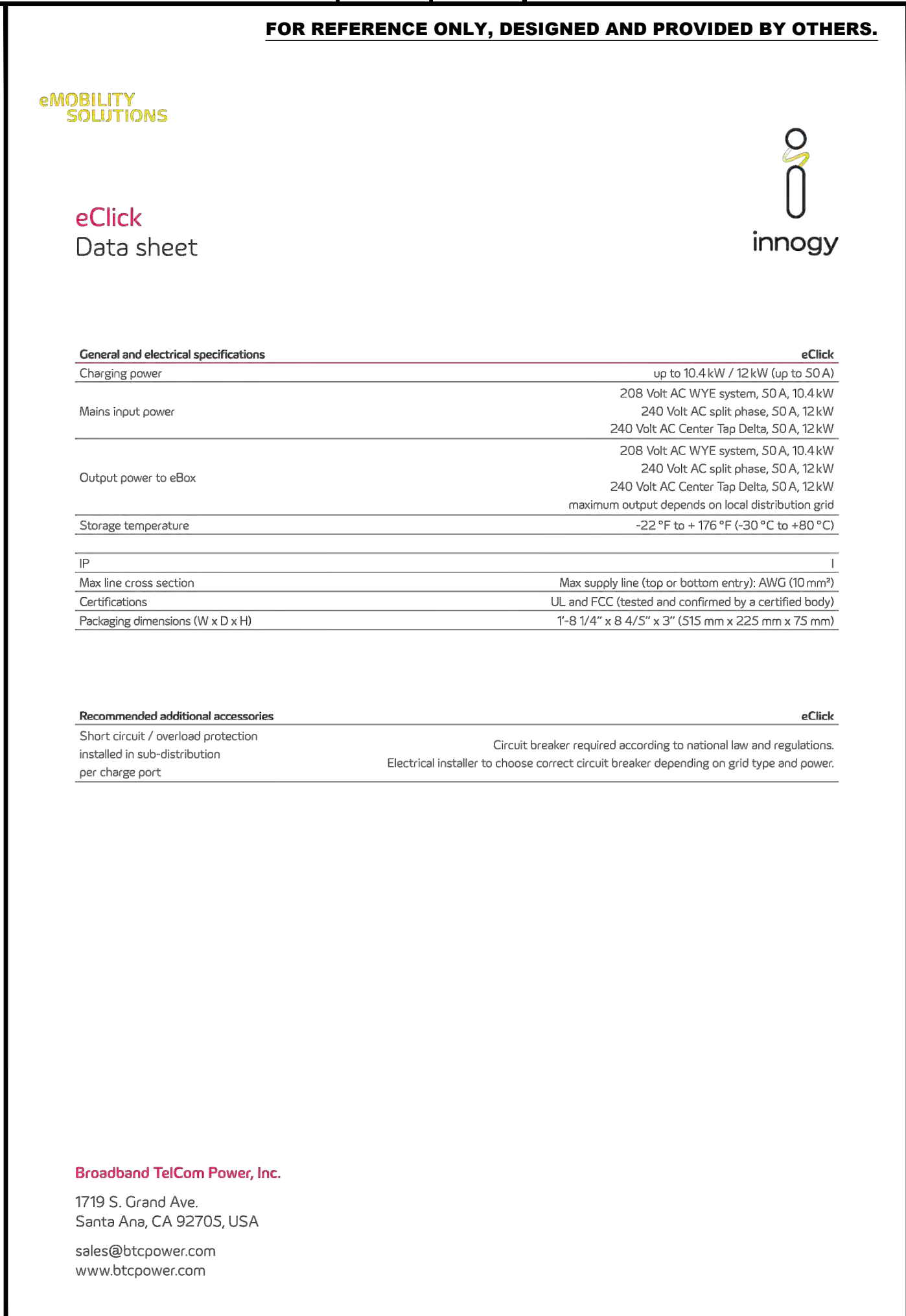
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VOLTA V4 L2 EVCS SCALE N.T.S. 16

VOLTA V4 BASE PLATE SCALE N.T.S. 17

VOLTA BASE PLATE ANCHORAGE SCALE N.T.S. 18



VOLTA V4 EVCS CUT SHEET SCALE N.T.S. 19

ECLICK DATA CUT SHEET SCALE N.T.S. 20

EBOX DATA CUT SHEET SCALE N.T.S. 21

EBOX DATA CUT SHEET SCALE N.T.S. 22

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STATE OF CONNECTICUT
REGISTERED PROFESSIONAL ENGINEER
No. 33146
EXPIRATION DATE 12/31/2021

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STOP & SHOP #613 VERNON

10 PITKIN ROAD VERNON, CT 06066

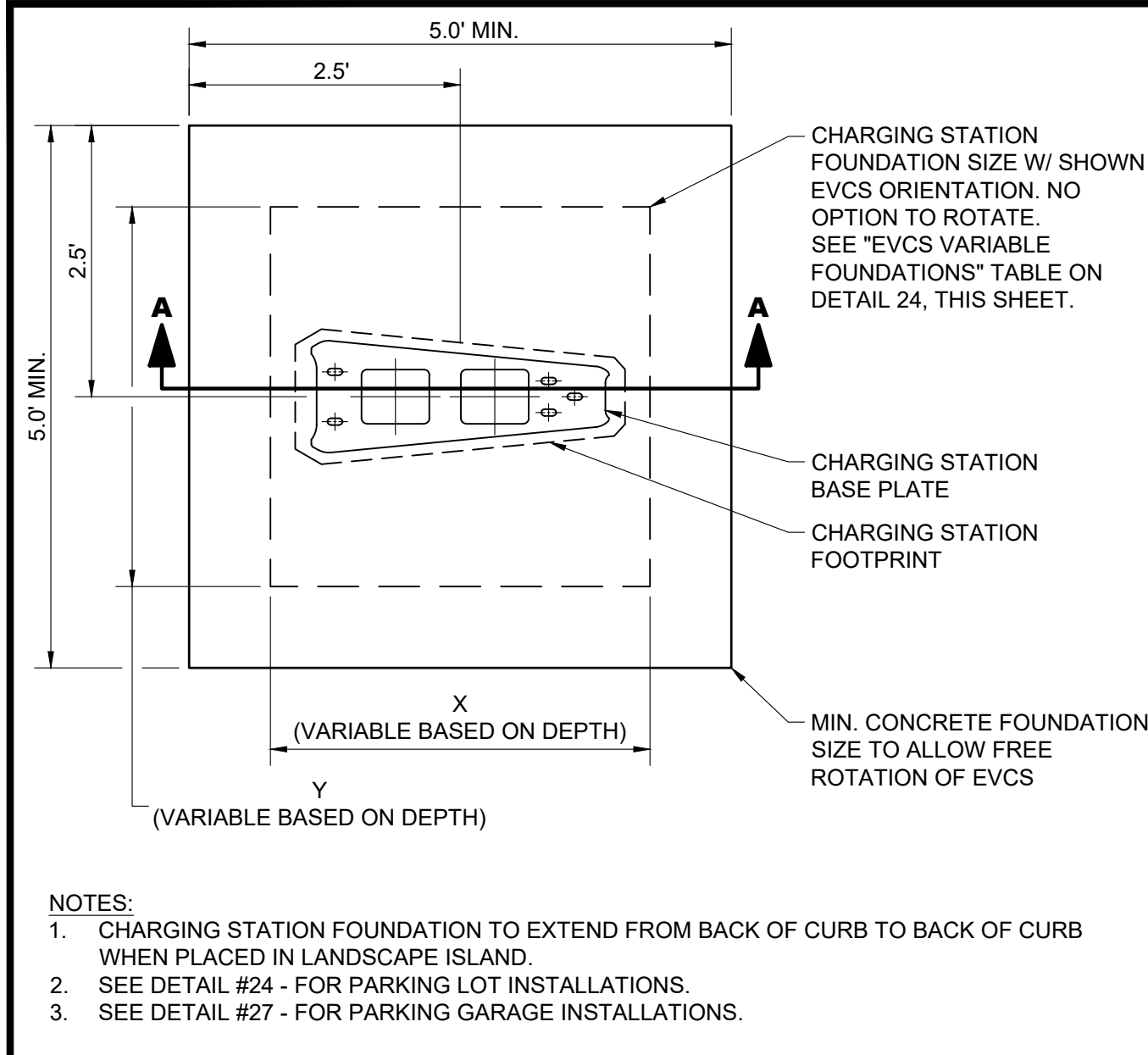
SHEET TITLE

SITE DETAILS

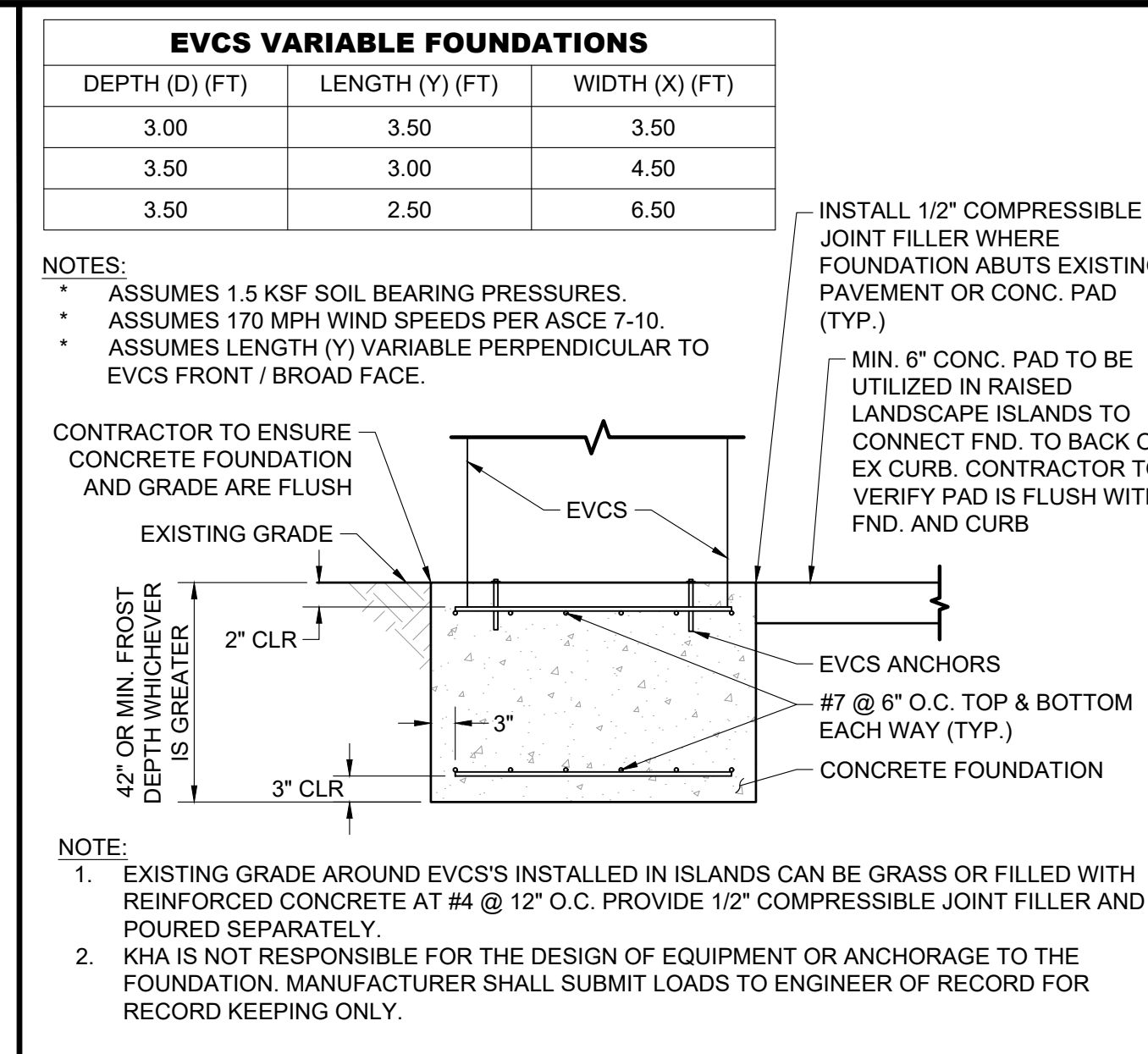
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C3-02

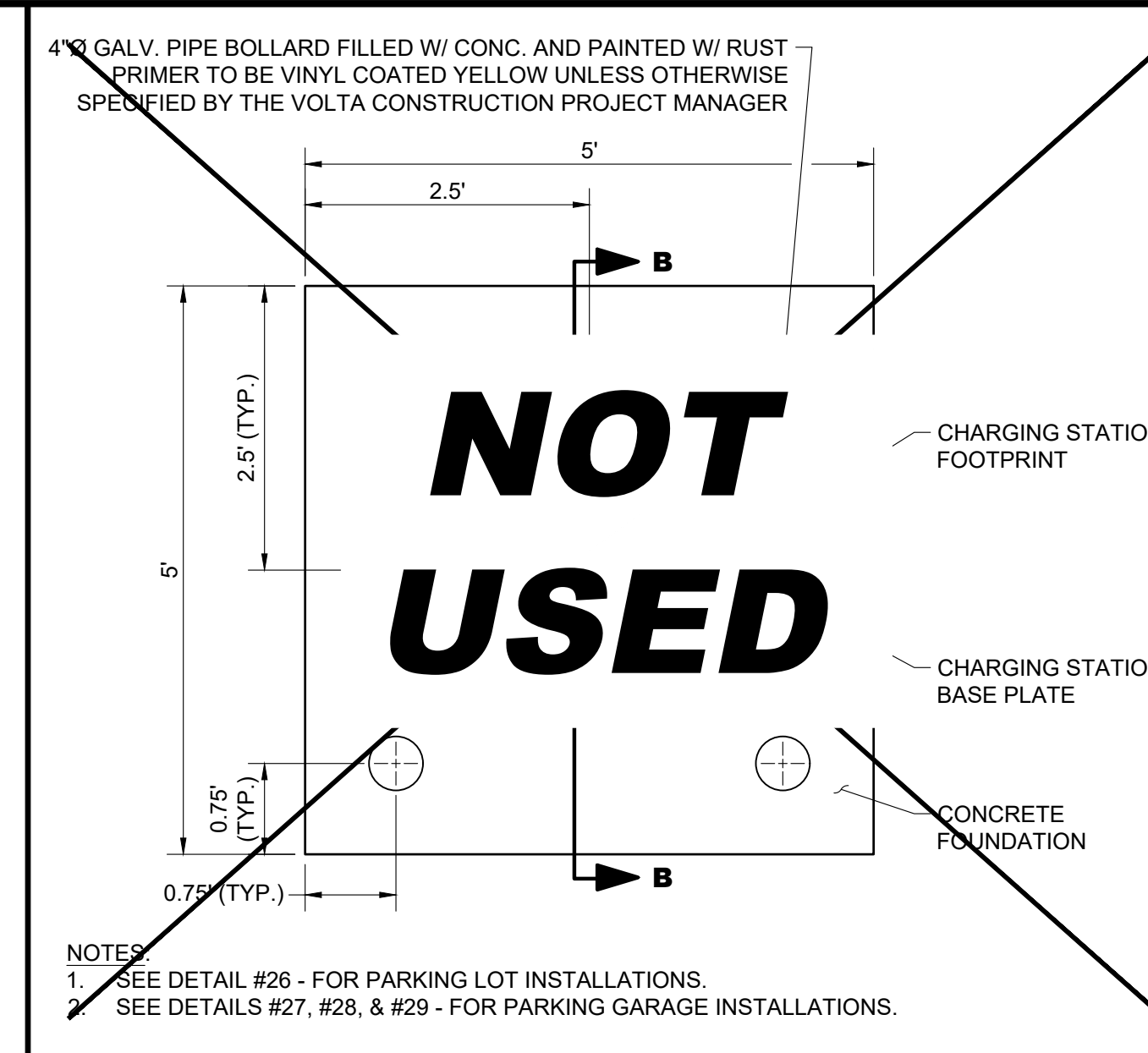
NOTE: THE ORIGINAL SIZE OF THIS PLAN IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES



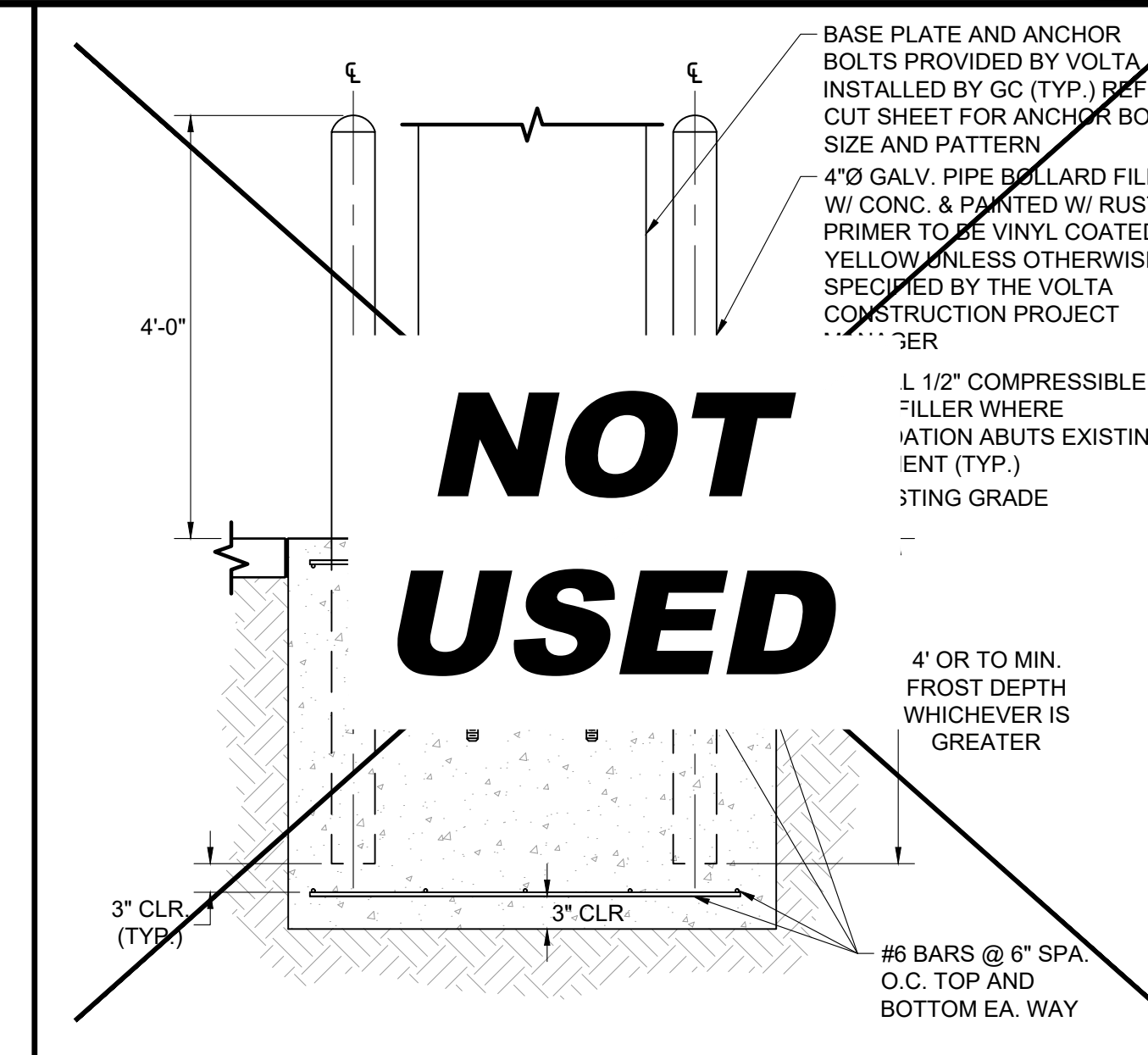
V4 EVCS FOUNDATION SCALE N.T.S. 23



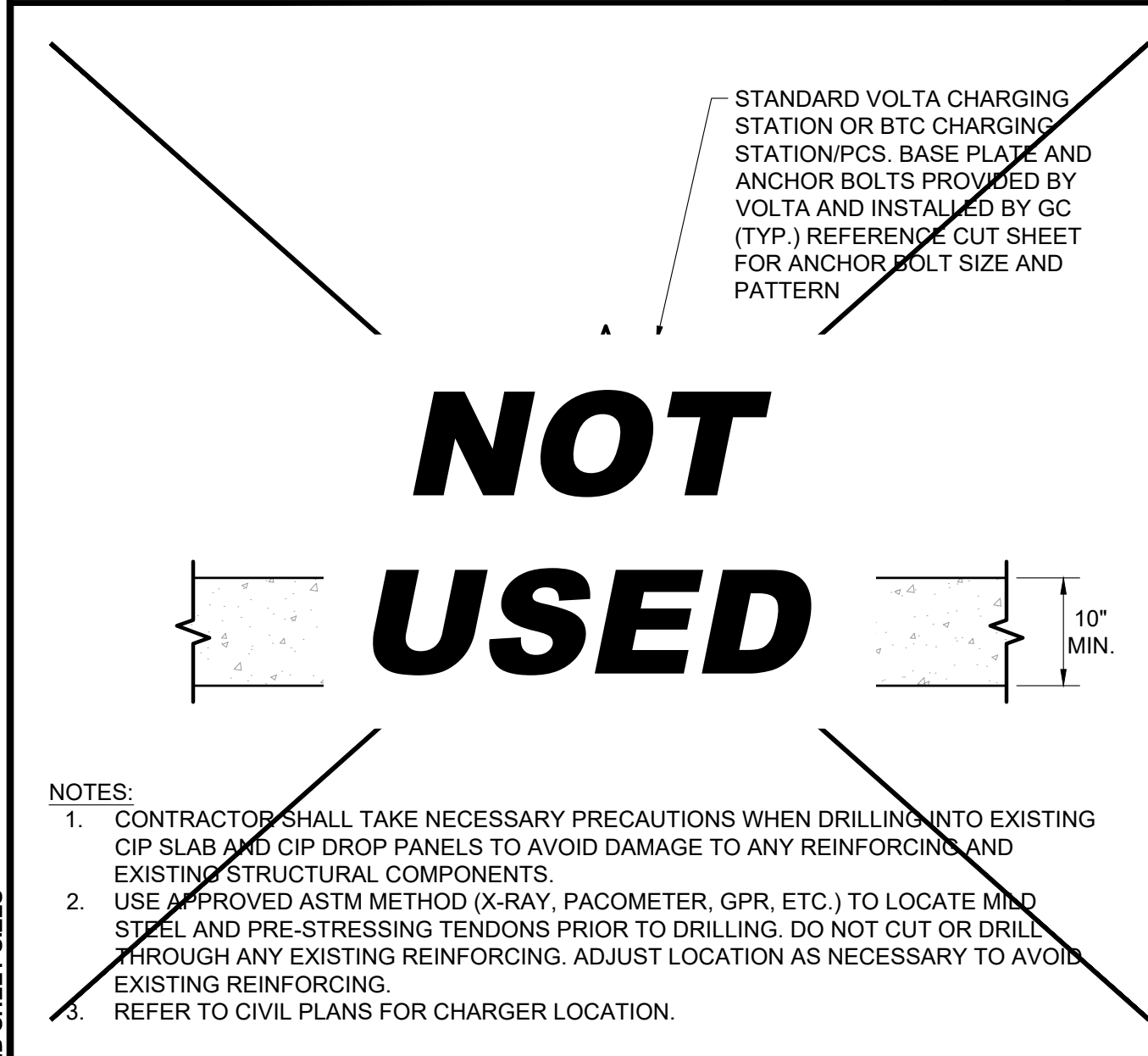
V4 EVCS FOUNDATION SECTION A-A SCALE N.T.S. 24



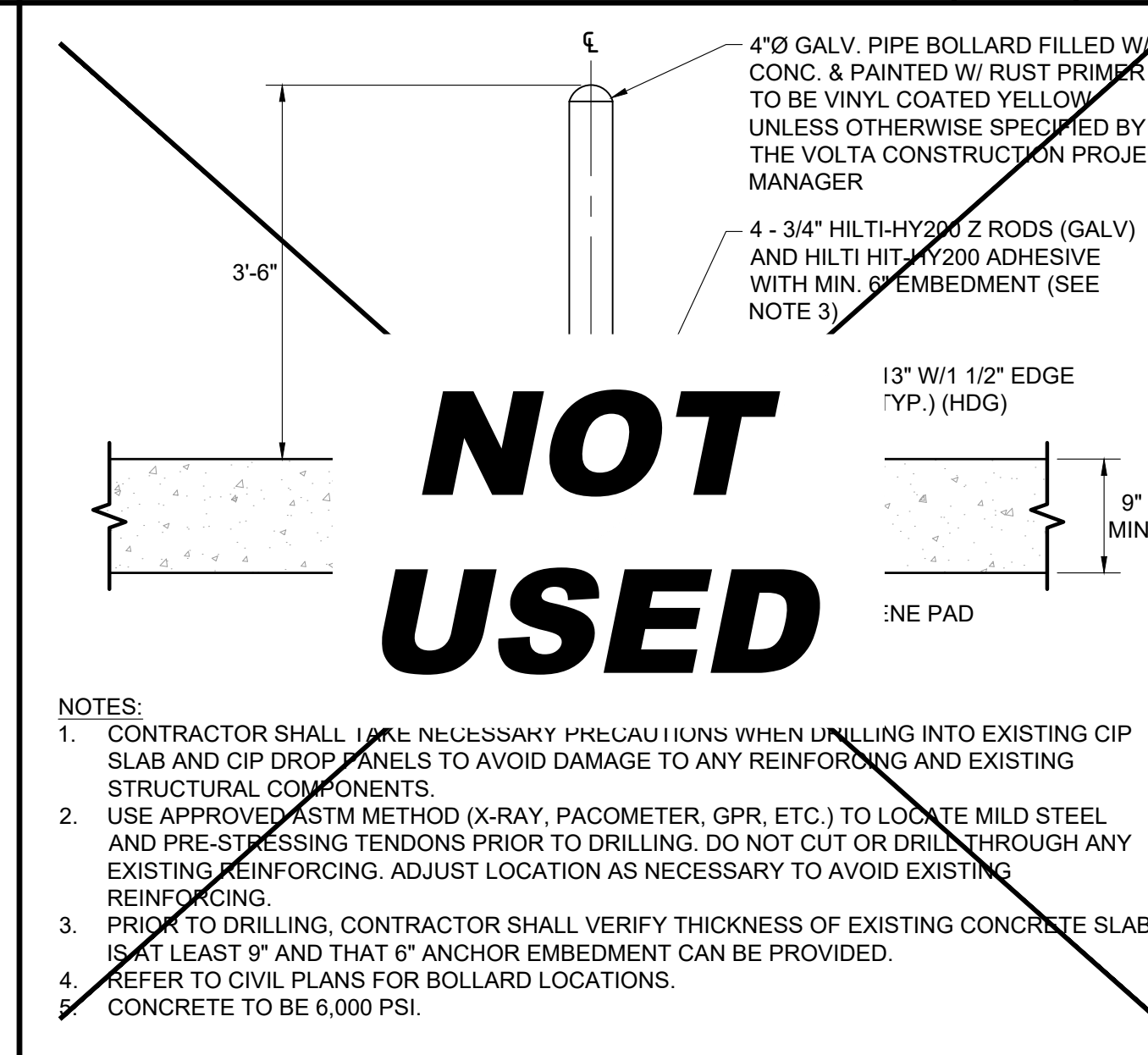
V4 EVCS FOUNDATION W/ 4" PIPE BOL. SCALE N.T.S. 25



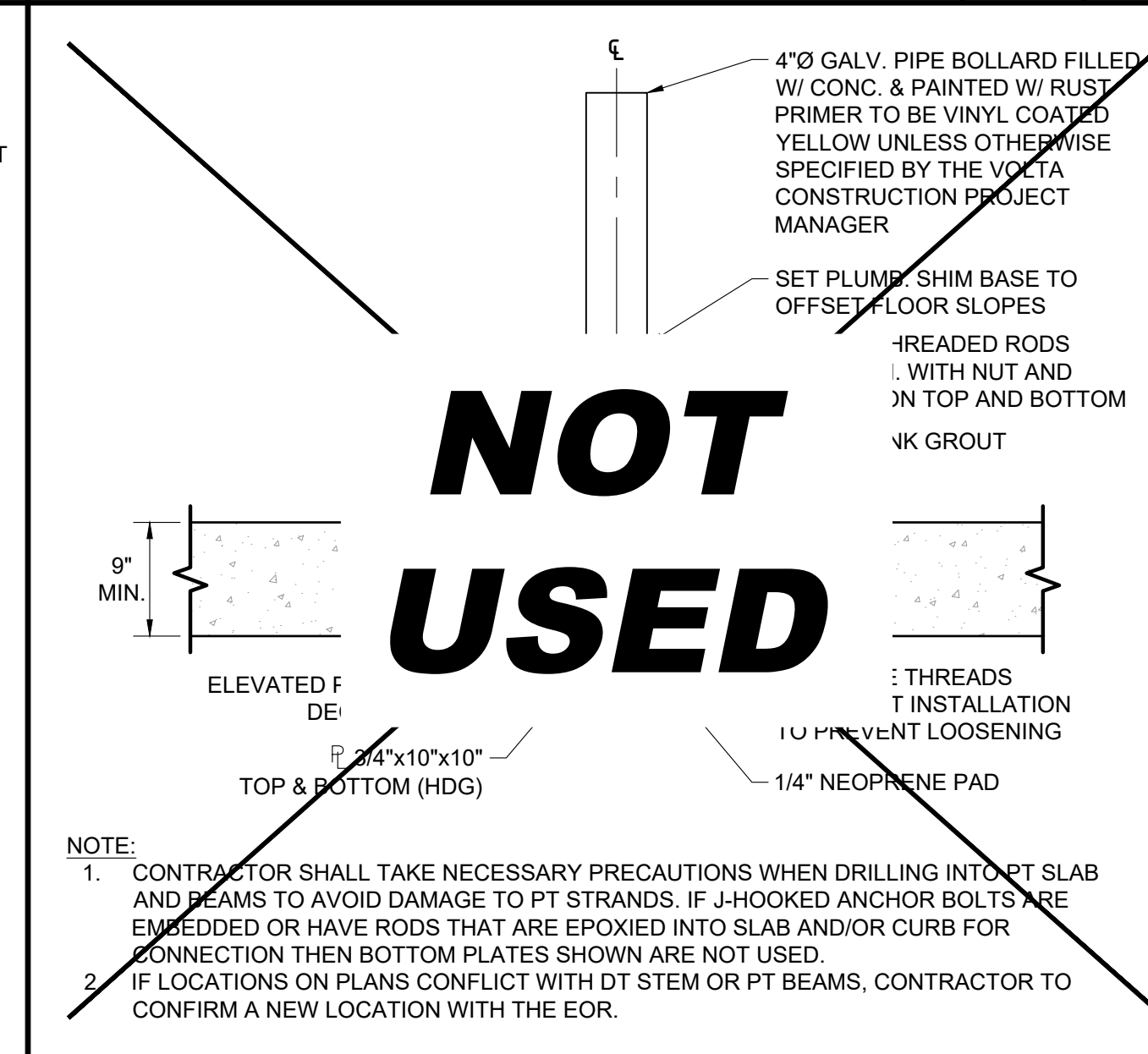
EVCS FOUNDATION SECTION B-B SCALE N.T.S. 26



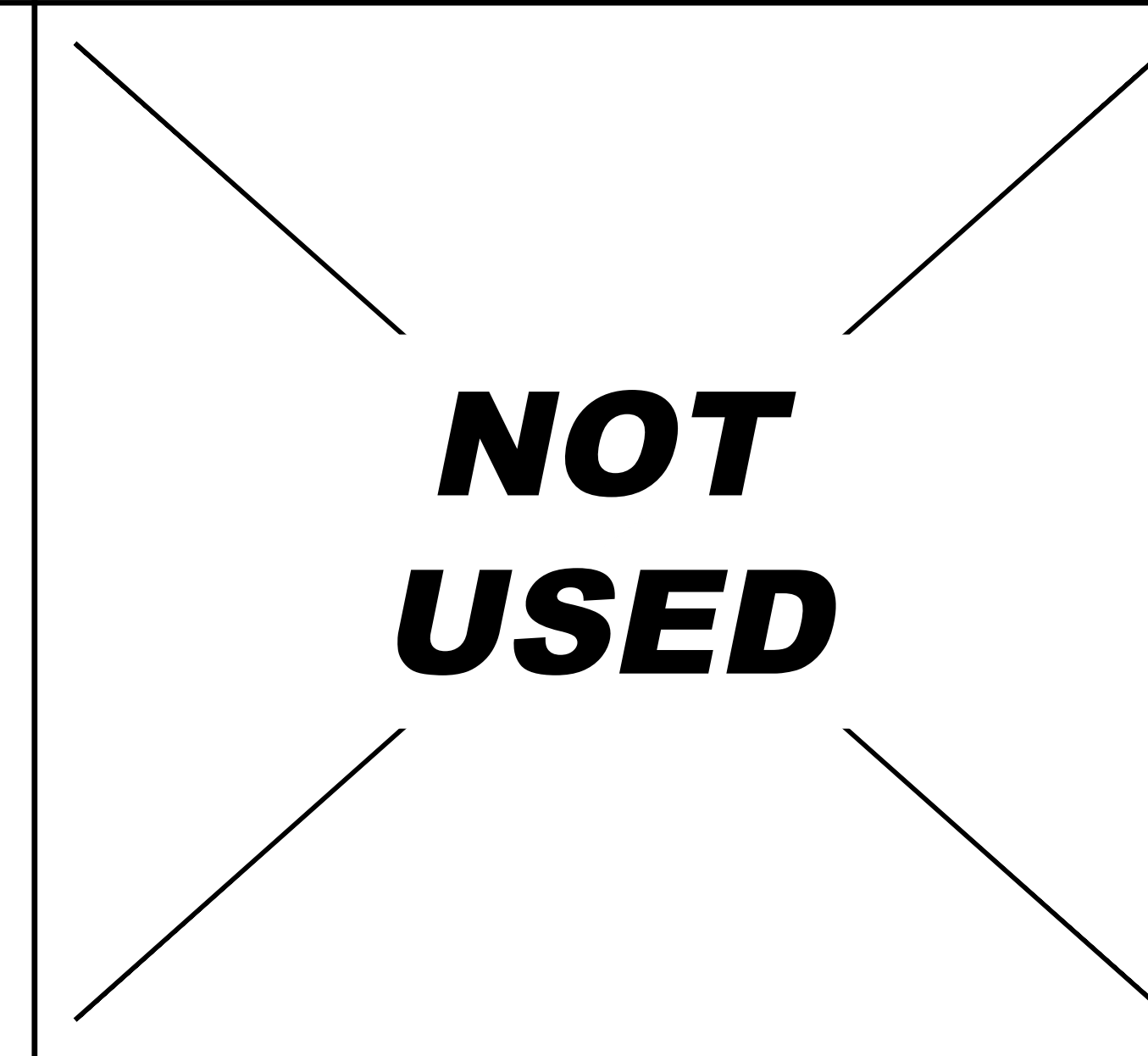
POST INSTALLED AT ELEVATED SLAB EVCS SCALE N.T.S. 27



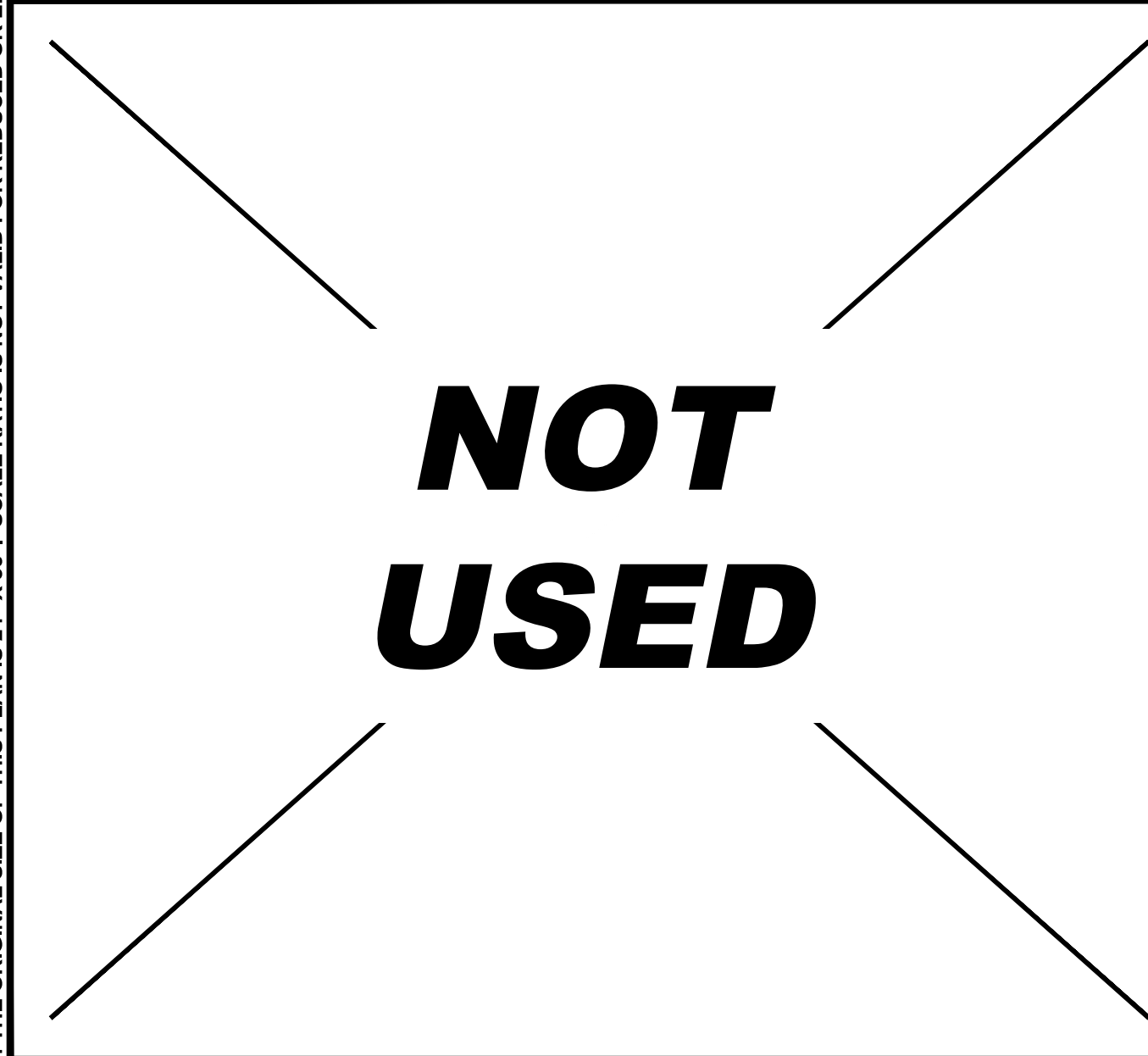
POST INSTALLED BOLLARD SCALE N.T.S. 28



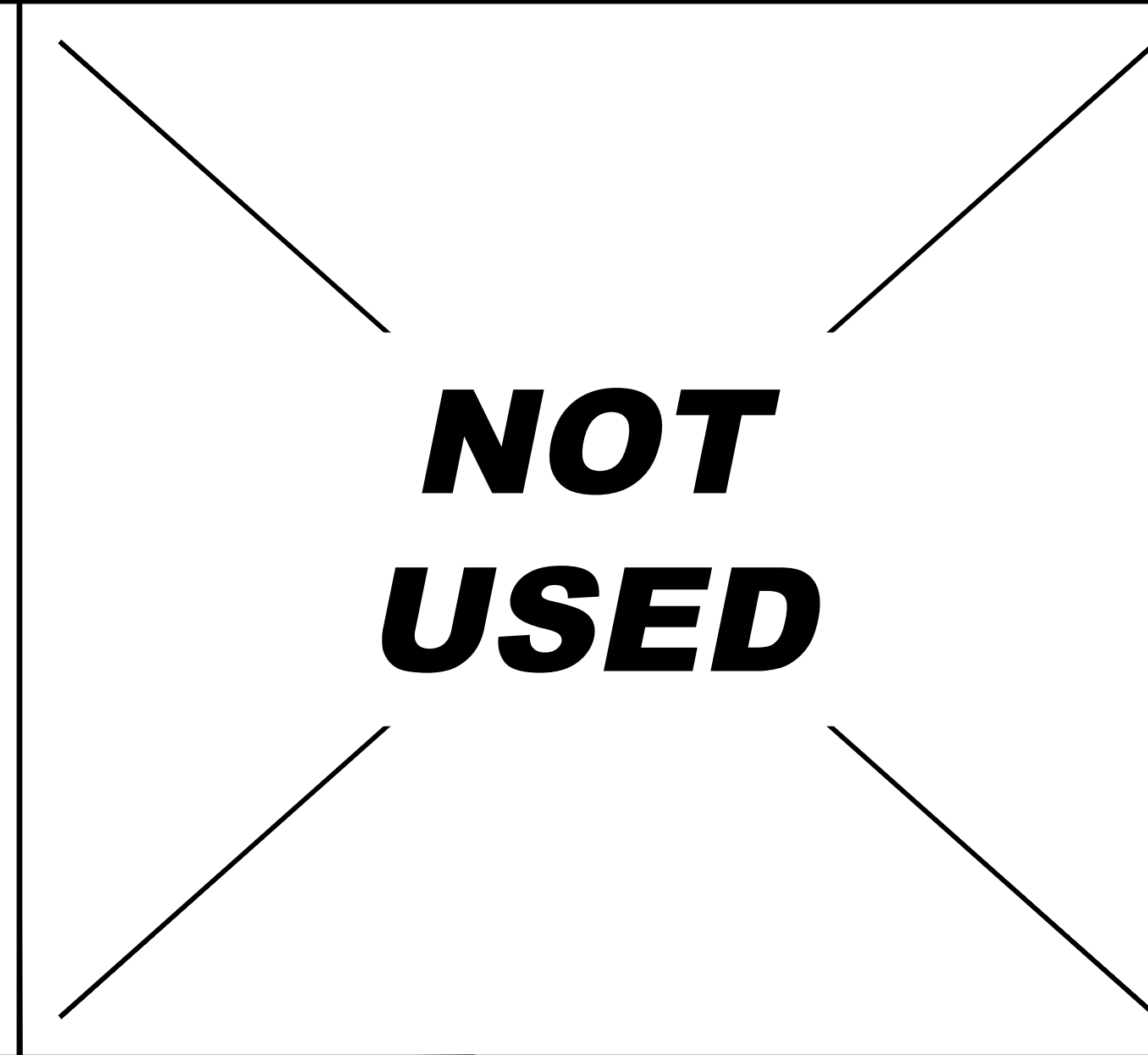
BOLLARD CONNECTION-SLAB MOUNT SCALE N.T.S. 29



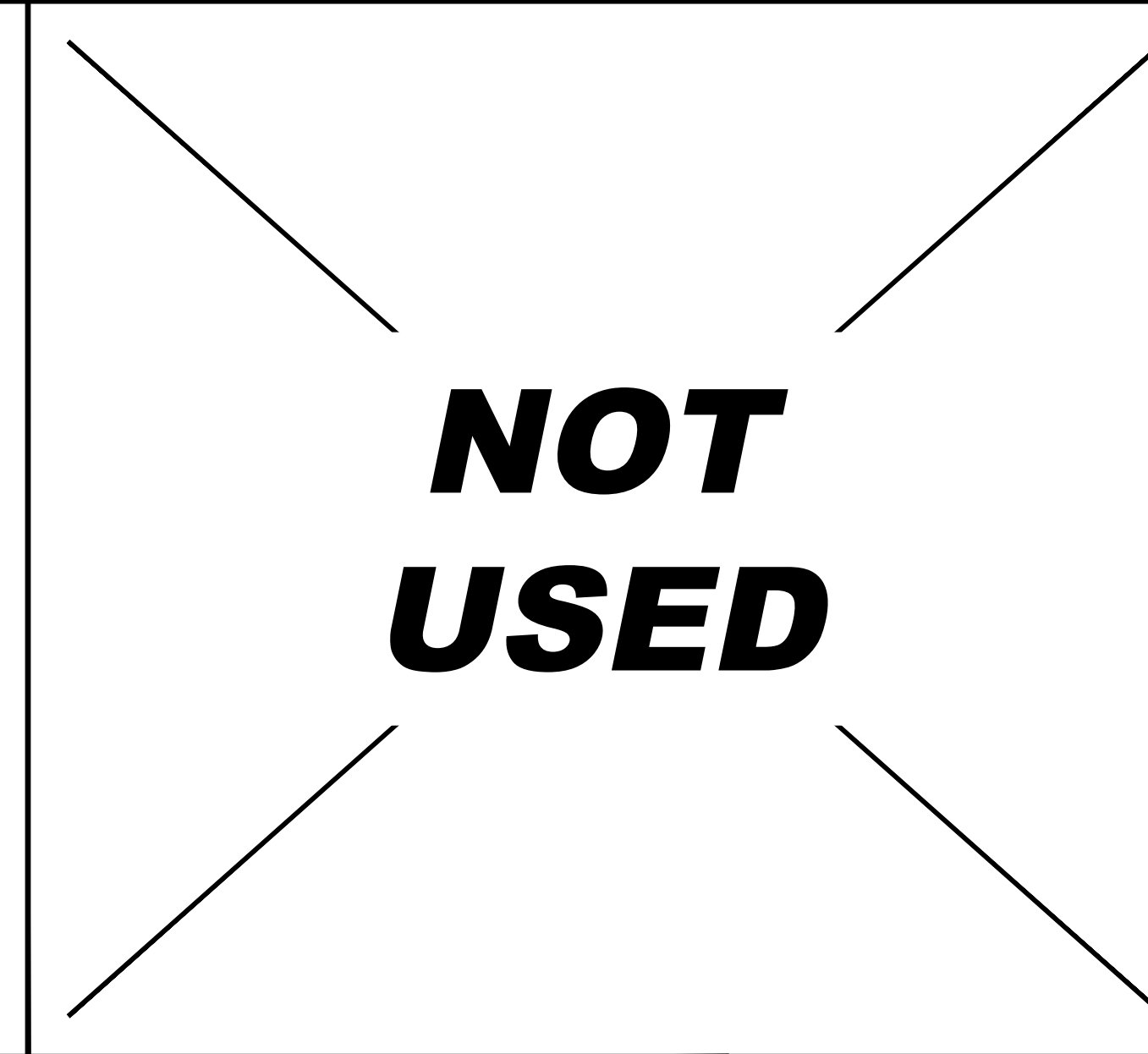
NOT USED SCALE N.T.S. 30



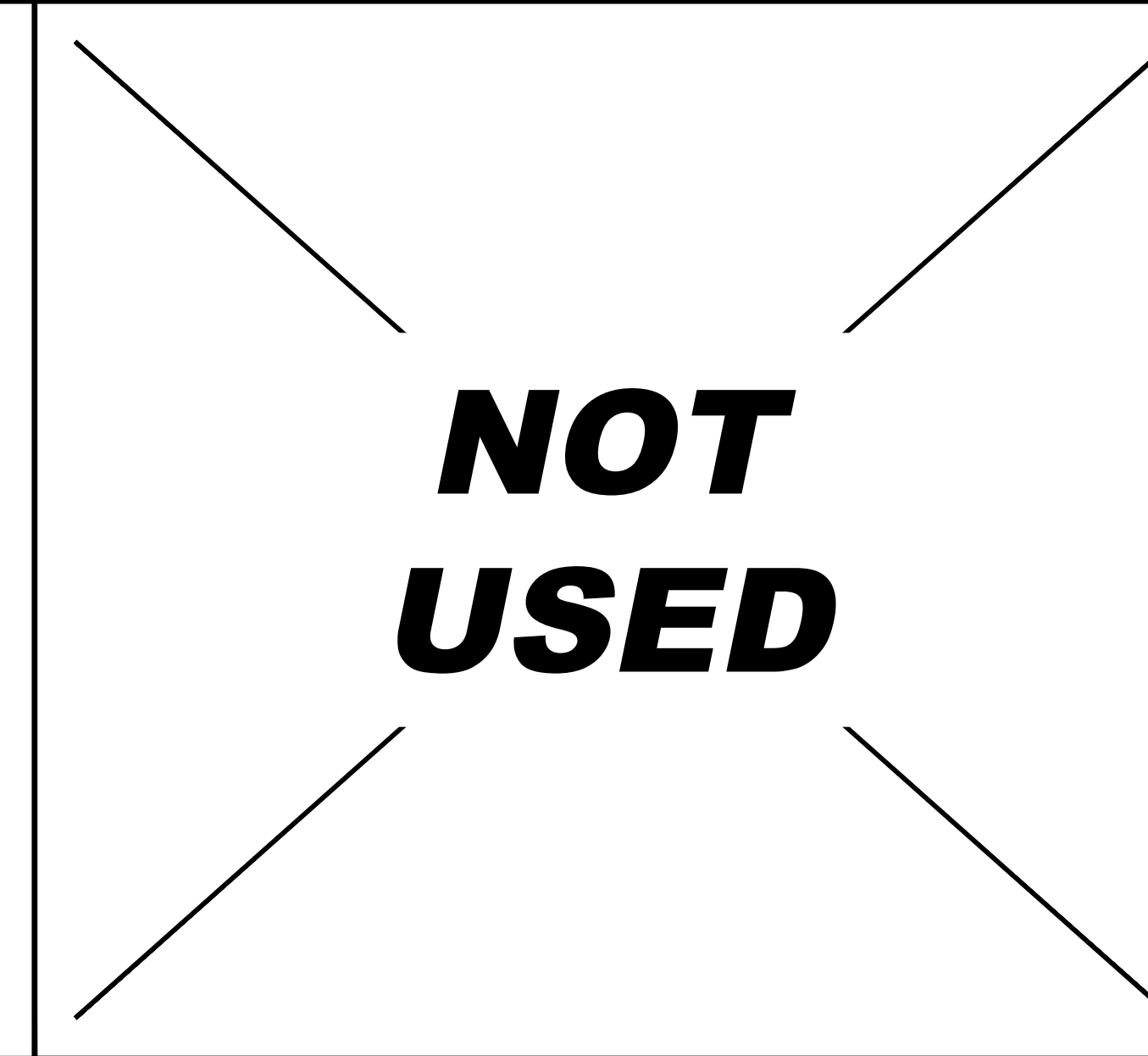
NOT USED SCALE N.T.S. 31



NOT USED SCALE N.T.S. 32



NOT USED SCALE N.T.S. 33



NOT USED SCALE N.T.S. 34

VOLTA

155 DE HARO STREET
SAN FRANCISCO, CA 94103

Kimley»Horn

1 N LEXINGTON AVE, SUITE 505
WHITE PLAINS, NY 10601
Main: 914.368.9200 | www.kimley-horn.com
© 2021 Kimley-Horn and Associates, Inc.

REV	DATE	DESCRIPTION	BY
1	01/21/2021	CD90s	TAS
2	03/18/2021	CD100s	TAS
3	06/11/2021	CD100 REVISIONS PER VOLTA COMMENTS	TAS

ISSUE DATE
06/11/2021

ISSUED FOR
PERMIT

STATE OF CONNECTICUT
REGISTERED PROFESSIONAL ENGINEER
No. 33146
EXPIRATION DATE 12/31/2021

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

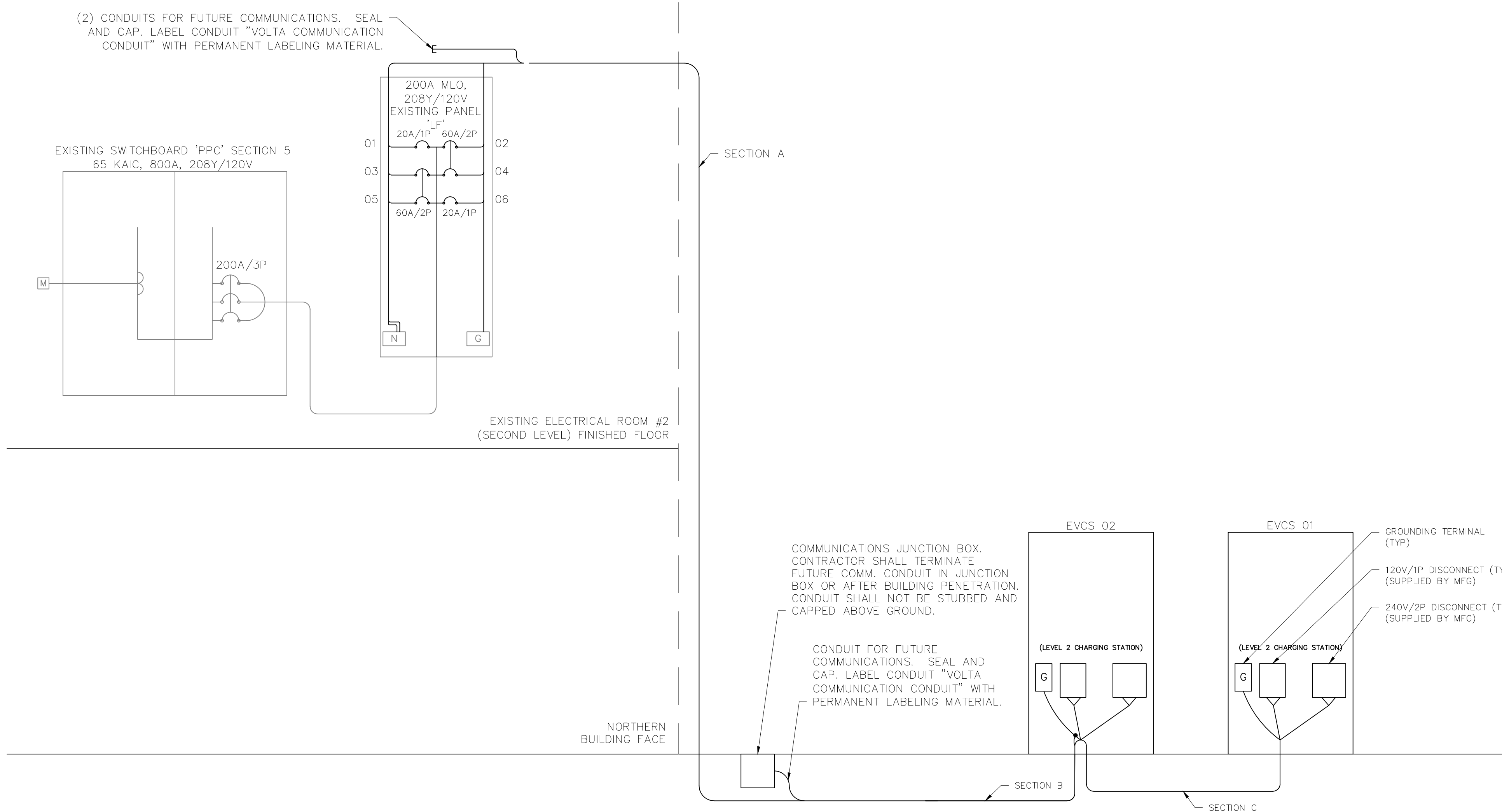
STOP & SHOP #613 VERNON

10 PITKIN ROAD
VERNON, CT 06066

SHEET TITLE
SITE DETAILS

SHEET NUMBER
C3-03

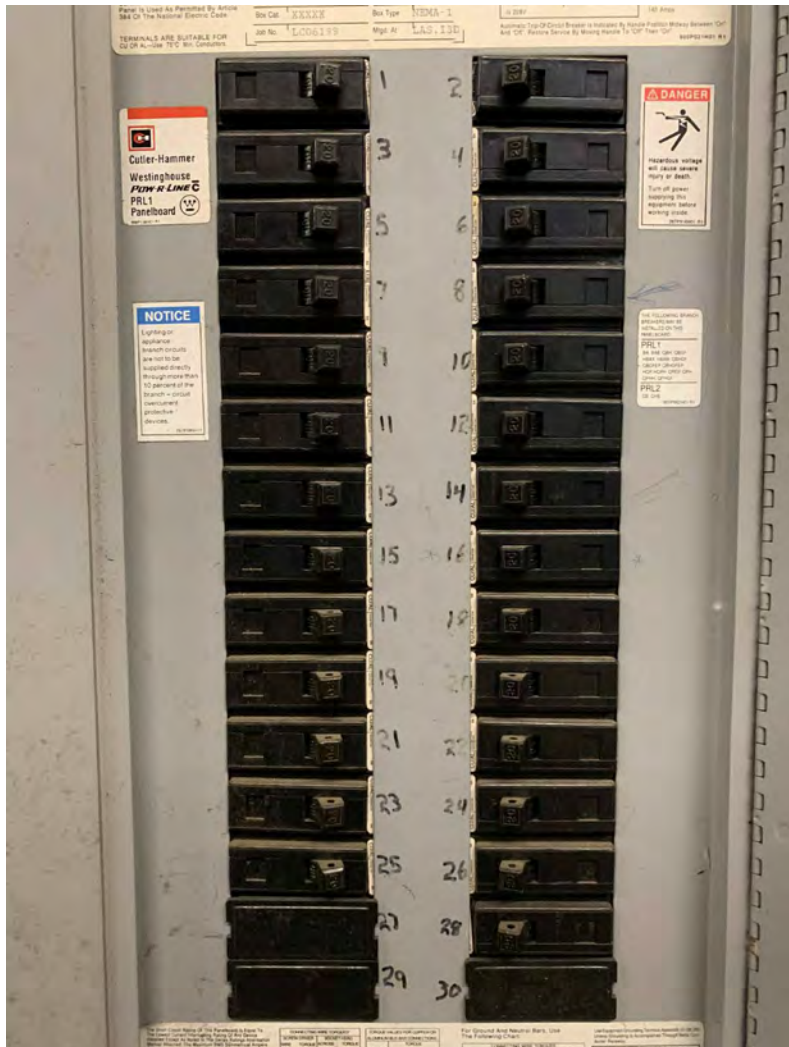
NOTE: THE ORIGINAL SIZE OF THIS PLAN IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES



NOTES:

- ALL ELECTRICAL WORK AND RELATED ACTIVITIES PERFORMED ON SITE SHALL BE DONE IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE (NEC) STANDARDS BEING ENFORCED BY ALL APPLICABLE JURISDICTIONAL REQUIREMENTS AT THE TIME OF CONSTRUCTION.
- ANY PAVEMENT DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR TO PRE-CONSTRUCTION CONDITIONS OR BETTER.
- CONTRACTOR SHALL USE THWN COPPER CONDUCTORS.
- CONTRACTOR SHALL USE EMT INSIDE AND OUTSIDE ABOVE GRADE WHERE NOT SUBJECT TO DAMAGE. CONTRACTOR SHALL RGS INSIDE AND OUTSIDE ABOVE GRADE WHERE SUBJECT TO DAMAGE. CONTRACTOR SHALL USE PVC SCHEDULE 80 BELOW GRADE.
- SEE SHEETS C1-00 AND C2-00 FOR CONDUIT STUB UP LOCATIONS.
- CONTRACTOR TO LOCATE JUNCTION BOX, CONDUIT PULLING POINT, OR APPROVED ALTERNATIVE FOR SITE SPECIFIC RUN LENGTHS AND BENDS.

Conduit Schedule				
Conduit Section	Conduit #	Conduit Size	Conductors	Installation Method
A	1	2"	(See Voltage Drop Table)	Interior Mount / Surface Mount / Directional Bore
	2	3/4" Min	Future Communications w/ Pull String	
B	1	2"	(See Voltage Drop Table)	Directional Bore
	2	3/4" Min	Future Communications w/ Pull String	
C	1	2"	(See Voltage Drop Table)	Directional Bore
	2	3/4" Min	Future Communications w/ Pull String	



EXISTING ELECTRICAL PANEL "LF"

Panel Schedule															
Existing Panel "LF": Location: Existing Electrical Room #2 (2nd Floor) Volts: 208Y/120V Phase: 3 Wire: 4 Hertz: 60															
200A MLO Main AIC: N/A Branch AIC: (See Note 3) ENCL (NEMA): 1 MTG: Surface															
225 Amp Frame - Ground Bar, Locking Cover, Panel Card															
Description of Load Served	Breaker		Wire	A/Phase			CKT No	A/Phase			Wire	Breaker		Description of Load Served	
	Amp	Pole		A	B	C		A	B	C		Amp	Pole		
CHARGING STATION EV01	20	1	See Note 5	5.0			1	2	48.0		See Note 5	60	2	CHARGING STATION EV02	
CHARGING STATION EV01	60	2	See Note 5		48.0		3	4		48.0		See Note 5	20	1	CHARGING STATION EV02
SPARE	20	1		-		48.0	5	6		5.0	See Note 5	20	1	SPARE	
SPARE	20	1			-		7	8	-			20	1	SPARE	
SPARE	20	1				-	9	10		-		20	1	SPARE	
SPARE	20	1				-	11	12		-		20	1	SPARE	
SPARE	20	1		-			13	14	-			20	1	SPARE	
SPARE	20	1			-		15	16		-		20	1	SPARE	
SPARE	20	1				-	17	18		-		20	1	SPARE	
SPARE	20	1		-			19	20	-			20	1	SPARE	
SPARE	20	1				-	21	22		-		20	1	SPARE	
SPARE	20	1			-		23	24		-		20	1	SPARE	
SPARE	20	1		-			25	26	-			20	1	SPARE	
SPACE					-		27	28		EX	EXIST	20	1	BK RM DELI 4 DR	
SPACE							29	30						SPACE	
Total A/Phase				5.0	48.0	48.0	48.0 48.0 5.0			Total A/Phase					
Notes: 1. Connected KVA (New): 24.2 2. Demand KVA (New): 30.3 3. Contractor shall match existing AIC Rating. 4. Where load is labeled "EX" the load is unknown. 5. See Voltage Drop Table for conductor sizing.															

L2 Conductor Voltage Drop Table Per Charging Station									
<175FT	175FT-200FT	200FT-255FT	255FT-275FT	275FT-320FT	320FT-400FT	400FT-440FT	440FT-510FT	510FT-635FT	635FT-700FT
(2) #4 AWG + (2) #12 AWG + (1) #6 AWG GND	(2) #4 AWG + (2) #10 AWG + (1) #6 AWG GND	(2) #3 AWG + (2) #10 AWG + (1) #4 AWG GND	(2) #2 AWG + (2) #10 AWG + (1) #4 AWG GND	(2) #2 AWG + (2) #8 AWG + (1) #4 AWG GND	(2) #1 AWG + (2) #8 AWG + (1) #4 AWG GND	(2) #1/0 AWG + (2) #8 AWG + (1) #3 AWG GND	(2) #1/0 AWG + (2) #6 AWG + (1) #3 AWG GND	(2) #2/0 AWG + (2) #6 AWG + (1) #2 AWG GND	(2) #3/0 AWG + (2) #6 AWG + (1) #1 AWG GND

VOLTAGE DROP TABLE NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR DE-RATING CONDUCTORS WHEN 4 OR MORE CURRENT CARRYING CONDUCTORS ARE CARRIED IN THE SAME CONDUIT PER THE NEC.
- THE DISTANCES IN THIS TABLE ARE TOTAL DISTANCES, NOT HORIZONTAL DISTANCES. INCLUDE VERTICAL RUNS AND JUNCTION BOX COIL LENGTH IN THE TOTAL CONDUCTOR DISTANCE.
- WHEN MORE THAN ONE CHARGING STATION CIRCUIT CONDUCTORS ARE IN A CONDUIT, USE ONLY ONE SHARED EQUIPMENT GROUND CONDUCTOR.
- WHEN THERE IS A REMOTE HOLSTER, INSTALL (2) #6 AWG + (1) #8 AWG GND + (1) #14 AWG COMM IN THE CONDUIT FROM EVCS TO REMOTE HOLSTER.
- WHEN INSTALLING #1/0 AWG OR LARGER CONDUCTORS FROM THE POWER SOURCE TO EVCS, INCLUDE MULTICONDUCTOR TAPS IN THE CLOSEST JUNCTION BOX PRIOR TO ENTERING THE EVCS OR IN THE EVCS ITSELF SO THAT #6 AWG CONDUCTORS CAN BE TERMINATED IN THE EVCS.

VOLTA

155 DE HARO STREET
SAN FRANCISCO, CA 94103

Kimley»Horn

1 N LEXINGTON AVE, SUITE 505
WHITE PLAINS, NY 10601
Main: 914.368.9200 | www.kimley-horn.com
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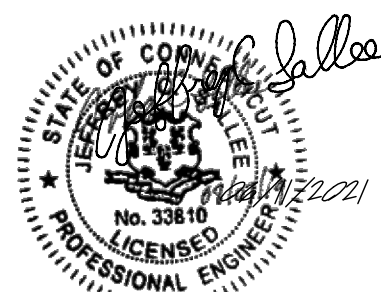
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ISSUE DATE

06/11/2021

ISSUED FOR

PERMIT



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

**STOP & SHOP #613
VERNON**

10 PITKIN ROAD
VERNON, CT 06066

SHEET TITLE

**ELECTRICAL ONE
LINE DIAGRAM &
PANEL SCHEDULE**

SHEET NUMBER

E1-00

posted 9/16/2021
sbmch

USE THIS FORM ONLY IF THE REQUIREMENTS OF
8.3(a)/22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

TO: VERNON TOWN CLERK
FROM: VOLTA CHARGING, LLC
REFERENCE: Zoning Text Amendment Application
DATE: September 14, 2021

RECEIVED
VERNON TOWN CLERK
21 SEP 16 PM 12:22

The attached documents, consisting of:

Cover Letter
Exhibit A: Application to Amend the Zoning Regulations;
Exhibit B: Petition for Zoning Text Amendment;
Exhibit C: Proposed Zoning Text Amendments; and
Exhibit D: Site Plans prepared by Kimley-Horn, P.C. dated January 21, 2021, last revised June 11, 2021.

Are being submitted for public inspection under CGS 8-3(a)/22a-42a (b).

Received: Zoning Text Amendment Appl. - Volta Charging LLC

Vernon Town Clerk Shuang Lin
Signature

Date: 9/16/2021

Kristen Motel, Esq.
(Attorney for the Applicant)

* See Town Clerk for full text

STAFF COMMENTS



OFFICE OF THE
TOWN PLANNER
GEORGE K. MCGREGOR, AICP

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066-3291

Tel: (860) 870-3640

E-mail: gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Town of Vernon Planning & Zoning Commission

FROM: George K. McGregor, AICP

SUBJECT: PZ-2021-14, Volta Charging, LLC

DATE: November 4, 2021

Request

An Application of Volta Charging, LLC, for a Zoning Regulation Text Amendment to permit **electric charging station/display kiosks** in the Commercial and Industrial Zoning Districts. The Applicant proposes to amend Section 16-Signs, of the Town Zoning regulations to permit electric charging stations with display kiosks. Typically, the Town would view the charging stations as accessory uses, permissible by site plan approval. Due to the fact that the Volta Charging LLC model includes commercial messaging in the manner of electronic display signs, a text amendment is necessary. Volta's charging station is free to the public; the signage defrays the cost of the free service.

Volta currently plans to place these electronic charging stations at the Shop Right on 10 Pitkin Rd, Vernon. A full submission package, including site details (note action on the amendment does not constitute site plan approval) is included in the agenda packet.



Staff Review

The amendment is necessary as the zoning regulations are silent on new technology such as this. Electronic vehicle charging stations advance Vernon's sustainability effort and support our economic development initiatives.

Draft Motions

MOVED, the Planning & Zoning Commission **APPROVE** PZ-2021-14, Electric Charging/Display Kiosks, subject to Exhibit C, upon a finding that the amendment is consistent with the Plan of Conservation and Development and its efforts to support economic development and sustainability initiatives in the community.

Or

Alternative Motion

September 24, 2021

TO: VERNON PLANNING AND ZONING COMMISSION

REPORT ON ZONING REFERRAL Z-2021-108: Proposed zoning amendment pertaining to electric vehicle charging stations with LED display kiosks as an accessory use in Commercial and Industrial Zoning Districts.

COMMISSIONERS: Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Policy and Planning Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

COMMENT: The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this zoning referral and finds no apparent conflict with regional plans and policies or the concerns of neighboring towns.

The public hearing date has been scheduled for 11/4/2021.

In accordance with our procedures this letter will constitute final CRCOG action on this referral. Questions concerning this referral should be directed to Christopher Henchey.

DISTRIBUTION: Planner: Tolland, Ellington, South Windsor, Manchester, Bolton, Coventry

Respectfully submitted,

Jennifer Bartiss-Earley, Chairman
Regional Planning Commission

Brendan Malone, Vice Chairman
Regional Planning Commission



Christopher Henchey
Transportation Planner

APPLICATION

4



TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)
APPLICATION
(Revised March 2021)

The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project. Provide all the information requested.

APPLICANT (S)

NAME: Matthew Bayne Director of ReStore Operations
COMPANY: Habitat for Humanity North Central Connecticut
ADDRESS: PO Box 1933 - Hartford, Ct. 06144
TELEPHONE: (860) 906-6574 E-MAIL: matte@hartfordhabitat.org

PROPERTY OWNER (S)

NAME: MARCEL BIZIER
ADDRESS: 1440 CAXCAMPUS CT
TELEPHONE: MARCO Island, FL 34145 EMAIL: mobizier2002@yahoo.com

If the applicant is not the property owner, include a letter from the property owner authorizing the applicant to seek approval by the PZC, if no signature accompanies the application. (ZR Section 2.3)

PROPERTY

ADDRESS: 369 Talcottville Rd. - Vernon
ASSESSOR'S ID CODE: MAP # 04 BLOCK # 001 LOT/PARCEL # 0006A
LAND RECORD REFERENCE TO DEED DESCRIPTION: VOLUME: 2264 PAGE 32

DOES THIS SITE CONTAIN A WATERCOURSE AND/OR WETLANDS? (SEE THE INLAND WETLANDS MAP AND REGULATIONS)

☒ NO ☐ YES

☐ NO REGULATED ACTIVITY WILL BE DONE

☐ REGULATED ACTIVITY WILL BE DONE

☐ IWC APPLICATION HAS BEEN SUBMITTED

ZONING DISTRICT SED

IS THIS PROPERTY LOCATED WITHIN FIVE HUNDRED (500) FEET OF A MUNICIPAL BOUNDARY?

☒ NO
☐ YES: _____

CHECK IF HISTORIC STATUS APPLIES:

☐ LOCATED IN HISTORIC DISTRICT: _____

☐ INDIVIDUAL HISTORIC PROPERTY

PROJECT SUMMARY

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

PURPOSE: SEE ATTACHED

GENERAL ACTIVITIES: ① Purpose and overview
② Business Plan ③ showroom layout
④ Floor space & view of building ⑤ what is a Restoe

APPROVAL REQUESTED

 SUBDIVISION OR RESUBDIVISION

- SUBDIVISION (SUB. SEC. 4, 5, 6)
 RESUBDIVISION (SUB. SEC. 4, 5, 6)
 MINOR MODIFICATION OF SUBDIVISION OR RESUBDIVISION (SUB. SEC. 4.6)
 AMENDMENT OF SUBDIVISION REGULATIONS (SUB. SEC. II)

SEE SUBDIVISION REGULATIONS SEC. 4 FOR APPLICATION FEE SCHEDULES.

 SOIL EROSION AND SEDIMENT CONTROL PLAN (ESCP) (ZR SEC. 2.117; 18) (SUB. 6.14)

 SITE PLAN OF DEVELOPMENT (POD) (ZR SEC. 14)

- POD APPROVAL (ZR SEC. 14.1.1.1; 14.1.2)
 MODIFICATION OF AN APPROVED POD (ZR SEC. 14.1.1.1)
 MINOR MODIFICATION OF A SITE POD (ZR SEC. 14.1.1.2)

✓ SPECIAL PERMIT(S) (ZR SECTION 17.3) SECTION:

 OTHER SPECIAL PERMIT(S). CITE ZR SECTION AND DESCRIBE ACTIVITY:

4.20.4.4 / 4.20.4.7 / 4.20.4.10 / 4.20.4.11

 ZONING:

- SITE SPECIFIC CHANGE OF ZONING DISTRICT AND MAP (ZR SEC. 1.2; 1.3; 4)
 AMENDMENT OF ZONING REGULATIONS (SEC. 1.2; 1.3; 4)

CERTIFICATION AND SIGNATURE

The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations" and completed the application with complete and accurate information:

Property Owner, Applicant, or Applicant's Agent:

Matthew Bayne
APPLICANT OR AGENT SIGNATURE

Matthew Bayne
PRINTED NAME

9.29.2021
DATE

Eric A. Liebeskind
OWNER'S SIGNATURE, IF DIFFERENT

ERIC A. LIEBESKIND
PRINTED NAME

9.29.2021
DATE



P.O. Box 1933
Hartford, CT 06144-1933
Phone: 860-541-2208
Fax: 860-541-2211
www.hartfordhabitat.org

Purpose

Office to house Habitat for Humanity of North Central Connecticut and their ReStore for Tolland County.

Habitat for Humanity of North Central Connecticut was formally Hartford Area Habitat for Humanity, who served Hartford County. Expansion into Tolland County changed the name of the organization and the need for an office in the county to offer our many services. Those services include:

- Family Services – education, application
- Brush of Kindness – helps neighborhoods
- Veterans Repair – helps veterans
- Critical Home Repair – helps keep aging population in homes with basic repairs
- Rehabs – helps lower income families purchase homes
- New Construction – building home from the ground up

All of these services give people a decent place to live.

ReStore sells gently used or new home goods. The profit from the store goes towards funding our many services. The items donated come from our community, including homes, businesses, municipalities, churches, etc. These gracious donations are then sold to the public.

The money raised at ReStore will stay in Tolland County whether it funds Brush of Kindness, veteran repairs, rehabs or new constructions. We plan on offering services before rehabs and new constructions in Tolland County. We will gain trust and grow slowly, then build homes.

Staffing

The office will be staffed with one Habitat employee and volunteers Tuesday through Saturday. The ReStore will be staffed with two Habitat employees and volunteers.

Traffic and Parking

This is a small office and ReStore that will not affect traffic. Parking is ample and underutilized. There are plenty of parking spaces.

Renovation Needed

A second door to the space will be added where the existing window is on the northeast corner of the building. It will be a Stanley Access door. Purchased product will exit through this door. Processed donations will arrive from the Bloomfield ReStore and be placed on the floor through this door. The door will allow handicap access as well.

Donations

Donations will be picked up and processed by the Bloomfield ReStore from homes and businesses in Tolland County. Donations that arrive via drop-offs will be placed in the ReStore truck or container to be brought to Bloomfield ReStore for processing. No processing will be done in Vernon. Donation drop-off hours will be shortened compared to regular store hours.

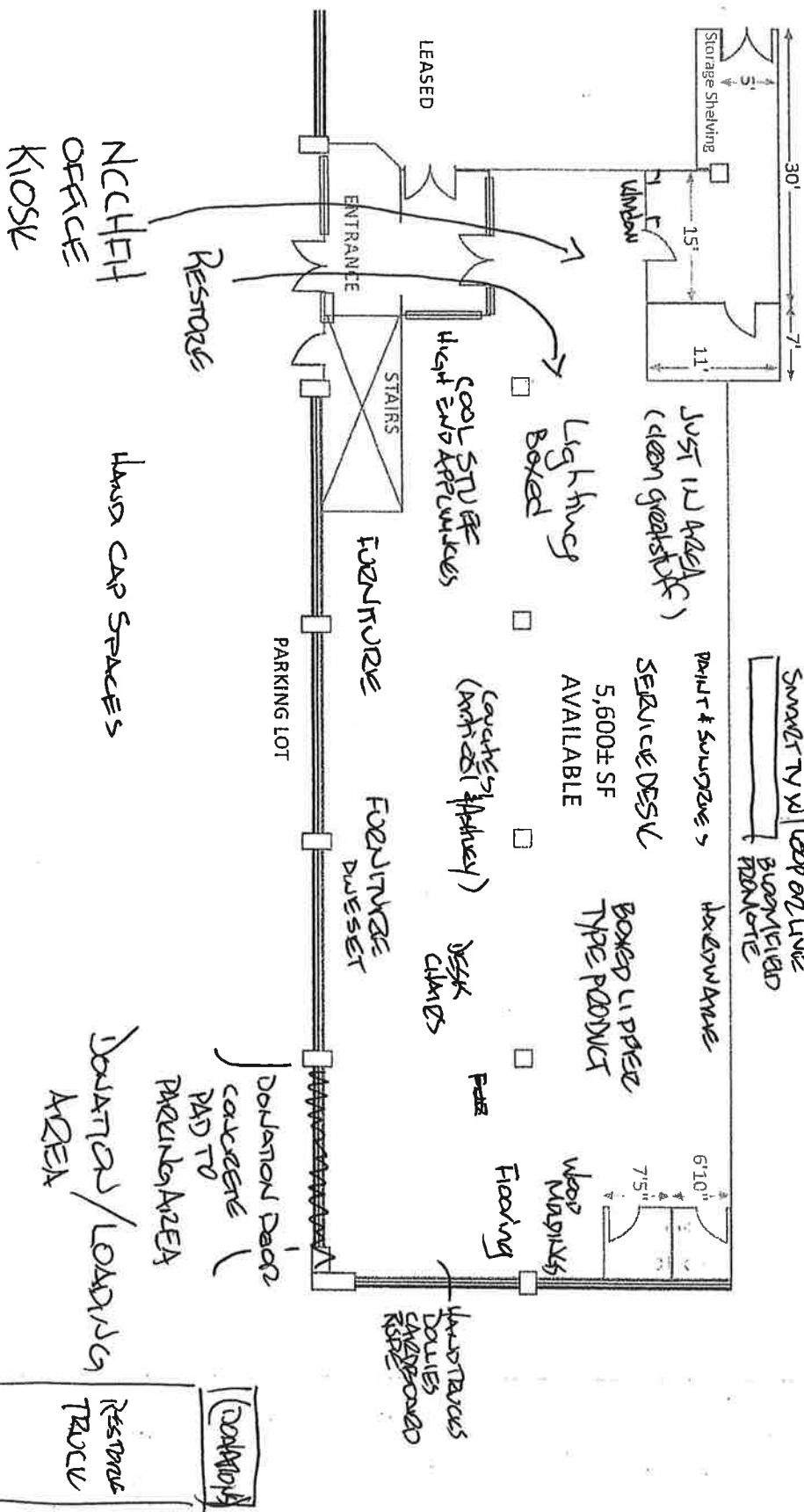
Everyone deserves a decent place to live. Habitat offers that with a hand up, not a hand out. We engage our community through volunteers, programs, donors and homes.

Come Together. Build Together.

2 containers @ Vernon
1 truck

More @ other
Restore, ReStore,

2 in residence @ Bloomfield



FOR LEASE | 5,600± SF SHOWROOM / COMMERCIAL SPACE

SIGNALIZED INTERSECTION | HIGH TRAFFIC COUNT: 26,469 ADT | GROUND FLOOR SPACE
YARD SPACE AVAILABLE (PAVED AND FENCED IN)

369 Talcottville Road, Vernon, CT 06066

LEASE RATE: \$6,000/MO MODIFIED GROSS



Ranked in Top 50
Commercial Firms in U.S.

BUILDING INFORMATION

GROSS BLD. AREA 64,548± SF
AVAILABLE AREA 5,600± SF
NUMBER OF FLOORS 2
CONSTRUCTION Steel Frame, Masonry
ROOF TYPE Flat, Slate/Tile
YEAR BUILT 1990
RESTROOMS 2
CLEAR HEIGHT 11'5"

SITE INFORMATION

SITE AREA 5.19 acres
ZONING SED
PARKING Ample
SIGNAGE On-building
VISIBILITY Excellent
UNIT FRONTAGE 130'
HWY.ACCESS I-84, Exit 64/65
TRAFFIC COUNT 26,469 ADT

MECHANICAL EQUIPMENT

AIR CONDITIONING Central Air
TYPE OF HEAT Gas, Forced Air
SPRINKLERED Yes
ELECTRIC SERVICE 200 amp

OTHER TENANTS Marco Awards Group

AREA RETAIL Spare Time, Aldi's, Flooring
America, Tractor Supply, Dollar
General, Planet Fitness

COMMENTS High Visibility with Building Signage

DIRECTIONS I-84, Exit 64-65. Turn right onto Route 83/Talcottville Road. Property is 1 mile on the left.

UTILITIES

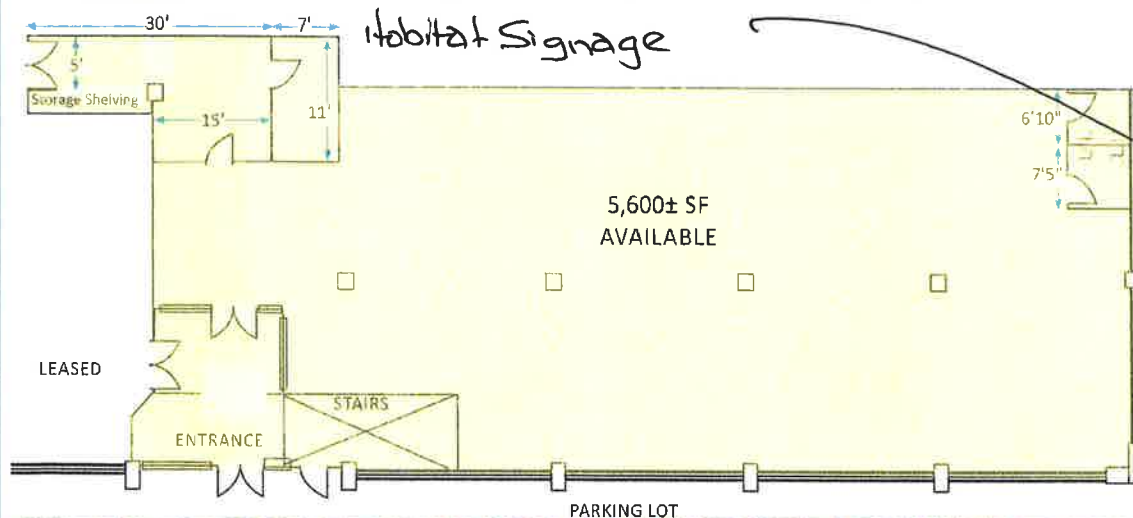
SEWER/WATER Public
GAS Yes

EXPENSES

RE TAXES ☐ Tenant ☒ Landlord
UTILITIES ☒ Tenant ☐ Landlord
INSURANCE ☐ Tenant ☒ Landlord
MAINTENANCE ☐ Tenant ☒ Landlord
JANITORIAL ☒ Tenant ☐ Landlord

Property Highlights

- 5,600± SF Available
- 64,548± SF Building
- 5.19 Acres
- 11'5" Clear Height
- Unit Frontage: 130'
- 29 Parking Spaces
- Signalized Intersection
- Signage: On Building
- Traffic: 26,469 ADT
- Zoning: SED
- I-84, Exit 64/65
- Many area amenities
 - Shopping, Banking, Dining



Scan the QR Code below with a
barcode scanner on your smart
phone to access our website.



Connect with Us



For more information contact:

Andrew Hale | 860.761.6005 | ahale@orlcommercial.com

O,R&L Commercial Integrated Real Estate Services | www.orlcommercial.com

2 Summit Place, Branford, CT 06450 • Tel: (203) 488-1555 • Fax: (203) 315-4046 | 2340 Silas Deane Highway, Rocky Hill, CT 06067 • Tel: (860) 721-0033 • Fax: (860) 721-7882

While the information contained herein has been obtained from sources deemed to be reliable, no guarantee is made as to its accuracy.

1. Executive Summary

Hartford Habitat is a successful affiliate having served over 400 families since its inception in 1987. It has a wide variety of effective programs and has built or rehabilitated 300 houses. Hartford Habitat recently expanded its territory to include Tolland County.

Hartford Habitat has profitably operated a large ReStore in western Hartford County for seven years. Revenue at the store has expanded each year for the existing store. There is no ReStore to serve the eastern portion of Hartford County and Tolland County (new territory). There is a favorable demographic in the new territory. The proposed store location is central to the new territory. The facility is a quarter the size of the existing store and well suited for a branch location. The rental terms are favorable and capital investment small. The proforma financials show the store is profitable in year one with profits increasing in future years.

Donations are the life blood of any ReStore. Current successful marketing programs to individual households will be expanded to the new territory to bring in donations. The existing store has developed an extensive list of business donors and will seek out and develop potential donors in the new territory. Habitat has found that there is significant brand loyalty to the Habitat name and donors regularly choose it first, so any competitors in the area have not presented an issue for securing donations.

Existing store personnel will pick up donations in the new territory as well as donations dropped off at the new store using existing equipment. Donation pickups will be expanded to five days per week from the current four-day per week schedule. All donations will be processed at the existing store. Merchandise for sale at the new store will be delivered to the store from the existing store. In addition to expanding ads in local newspapers to the new territory, current marketing programs using social media will pick up donors in the new territory once the store opens.

The new store will be staffed with a manager and supported by a great group of experienced volunteers. Hartford Habitat has a large number of volunteers already living in the new territory who volunteer at the existing store. The new store will operate five days per week on the same hours as the existing store. Merchandise carried by the new store will be limited to high turnover, new and like-new items suited to the more affluent demographic of households in the new territory. Merchandise for sale will include lighting, tools, paint, appliances, dining sets, wall art, windows and flooring.

2. Background

Hartford Habitat is a Connecticut corporation founded in 1987 that operates in Hartford and Tolland County. Hartford Habitat has constructed or rehabilitated 300 houses since its inception and typically builds or rehabilitates 8-10 houses per year. CY2020 was an exception due to the COVID-19 pandemic. Hartford Habitat sponsors many events to raise funds for its mission including Women Build, Corporate builds, a golf tournament, a Build-a-thon and Building on Faith.

Hartford Habitat implemented a Build Green program in 2019 that maximizes energy efficiency, ensures indoor air quality and conserves natural resources. New houses will be Zero Energy Ready Homes as certified by the Department of Energy. This will include healthy indoor air quality, extremely efficient heating and cooling systems, low utility bills, reduced environmental impact and safety and durability.

Hartford Habitat also runs a program called A Brush with Kindness (ABWK) that assists low-income families in repairing and renovating their homes so they can continue to live in safe, decent homes. The focus is on assisting elderly, veteran families and those with limited mobility. Habitat has served nearly forty families since its inception.

In addition to its building ministry, Hartford Habitat operates a ReStore and a Financial Freedom Center. The ReStore takes in donations of primarily furniture, appliances and construction supplies and sells them to the general public. Earnings from the ReStore are used to further Habitat's mission with most of the funds used to rehabilitate blighted and abandoned houses. The Financial Freedom Center provides classes at no charge to Habitat homeowners and the wider community in budgeting and financial planning. Since its inception over thirty individuals have taken classes at the Center not including Habitat family members. The Center is also used by the community for other educational functions.

Hartford Habitat relies on over 9,000 volunteers to accomplish its mission. Total revenue per the audited financial statements for the fiscal year ended June 30, 2020 was \$4,683,774. Hartford Habitat has twenty-four employees including those that work in its ReStore.

Hartford Habitat opened its ReStore in October 2014. The store grossed \$1,040,000 in FY2021 while operating only 215 days. Sales in FY2021 and FY2020 were significantly reduced due to the closure of the store for a period of time due to the pandemic. Sales (represented by sales per day) have grown every year. Sales per square foot adjusted for the number of days the store was closed due to the COVID-19 pandemic was \$52 in FY2021. Net profit from the ReStore supplements amounts raised from other sources to provide the funds necessary to construct new houses and to rehabilitate existing houses.

Background of Habitat ReStores:

Habitat ReStores are retail stores that sell new and gently used donated goods from individuals, distributors, manufacturers, and dealers, which are then sold to the public. Most stores sell home improvement goods such as furniture, home accessories, building materials of all types and appliances.

The first ReStore opened in 1991 by the affiliate in Winnipeg, Canada. A student who partnered with the affiliate developed the concept of a Habitat ReStore.

The mission of a Habitat ReStore is to further the ministry of Habitat for Humanity by providing additional funding through the sale of merchandise so that a local Habitat affiliate can help more families build, renovate or repair their homes.

Additionally, Habitat ReStores benefit local communities by providing affordable merchandise to low-income families, by diverting waste from landfills, and by adding employment & volunteer opportunities to members in the community.

This Habitat ReStore will be owned and operated by the parent Habitat affiliate Hartford Area Habitat for Humanity. The net profits earned by the store are undesignated funds that can be used for anything the affiliate leadership deems fit, including both program and administrative expenses. As with other social enterprises, Habitat ReStores are designed to make a profit; however, they are considered a “non-profit” business because all ReStore “profit” goes towards the Habitat mission of eliminating poverty housing. For a full list of the items our ReStore will sell, please see the Operations section on page ____.

3. Real Estate

Hartford Habitat has identified a 5,600 square foot section of an existing warehouse in Vernon, CT for its ReStore expansion.

- Vernon is central to Tolland County and the portion of Hartford County east of the Connecticut River.
- Location is on a main road proximate to a signaled intersection.
- Rent is \$12.85 per square foot gross with a 3% annual escalator with an initial term of ten years.
- The ReStore floor space will be 5,000 square feet with 11.5-foot ceilings.
- There are two handicapped-accessible rest rooms located in the back of the showroom floor.
- There is an existing office accessed through the front door that will provide the Family

Services department with a base east of the Connecticut River.

- There is parking for twenty cars in the front of the building and ample, secure lot space behind the building for storage trailers and box trucks.
- The space is climate controlled.
- A portion of the front of the building will be removed and a large access, breakaway four-panel door installed. This will provide a secure entrance to the building for donation drop-offs and the transfer of product in and out of the showroom floor.
- Owner will install a sign to Habitat's specifications on the front of the building. Tear drop banners will be purchased and installed in the front of the building near the road.
- All renovations will be completed in the fourth quarter of 2021 in preparation for a soft opening at the end of January 2022.

4. Financial Planning / Capital Acquisitions Plan

Hartford Habitat is well capitalized. The current ReStore is profitable with FY2022 cash flow estimated at 24% of sales. The three-year projection for the ReStore expansion to a new site shows cash flow increasing each of the first three years reaching 23% of sales in year three. The attached pro-forma plan best estimates the financial results of the proposed ReStore. See Appendix A

Financial Planning Documents- Appendix A

1. Three Year Projections
2. Salaries and Benefits
3. Insurance
4. Capital Expenses
5. Demographic Analysis

Capital Acquisition Plan –The Capital Acquisition plan is based on the projected numbers contained in the Financial Pro-forma (Appendix A). Habitat expects to fund any initial opening costs internally from its cash flow. This includes construction of the new entrance and signage as well as operating costs for several months until the store breaks even. Much of the construction of the new entrance will come from donations of time and materials. Construction of the counter in the store which will contain the POS system will be constructed by volunteers. The purchase of the two budgeted storage trailers will be on an as needed basis using store cash flow.

5. Donations

The lifeblood of any ReStore is a steady flow of quality donations. Hartford Habitat has seven

years of experience running a successful ReStore and a successful record of securing donations. Initially, the new store will be stocked with merchandise from the existing store. As donation activity expands in Tolland County and also with the move to donation pick up five days per week system-wide from the current four-day schedule, the new store will have an ample amount of product to sell.

How many donations do we need?

- Sales consists of donated items and purchased product. Excluding purchased product, for the existing ReStore the source of donations is split 55% from businesses and 45% from individuals.
- It is expected that donations dropped off at the new store will amount to 50 per week. The existing store takes in about 85 drop-off donations per week. Of this amount about 10 drop-off donations come from east of the Connecticut River.
- The presence of a store east of the Connecticut River and the ease of local donation should make this figure attainable. Using a sales value of \$100 per donation (Habitat International estimate) yields \$5,000 per week (\$250,000 annually). About 80% of these donations will represent donations from new donors.
- All donations will be processed at the Bloomfield store. Donations both picked-up from households east of the Connecticut River and dropped off at the new store, will be delivered to the Bloomfield store. Product designated for the Vernon store will then be transported there.

Competitors –

- Savers, Goodwill and Salvation Army operate in Tolland County.
- Goodwill and Salvation Army pick up donations.
- For the most part they do not sell the same merchandise as the ReStore and for similar items, their product is well used.
- Habitat has found that there is significant brand loyalty to the Habitat name and donors regularly choose it first.
- Most towns in Tolland County pick up bulk trash for free.

Potential Partners –

- Habitat currently partners with many partners for its existing ReStore.
- Home Depot and Lowe's are valued partners. There are two Home Depot's and one

Lowe's in the Vernon service area.

- There are a number of hotels and large service businesses in the Vernon service area that will be contacted. Such businesses have historically provided large donations to the ReStore.
- Lumber yards have been a great source of building materials including windows, doors and flooring. There are a number of large lumber yards in Tolland County. These will be solicited for donations.

Market Potential-

- There are eight counties in the state of Connecticut. There are currently ReStores in all counties except Tolland County. The Vernon ReStore will service the eastern part of Hartford County (East of the Connecticut River) and all of Tolland County. It is believed that given the demographics of the State and the location of the existing and contemplated ReStores, that the market potential will be satisfied.

Potential Residential Donors

- Studies have shown that households with higher Area Median Income who own their own homes not only donate more product, but donate higher value product.
- As indicated in the attached table of selected demographics for the service area of the new store, the area median income and percentage of residents owning their own homes is very solid.
- A large number of residential donations come from the unsold items from estate sales. As noted earlier, the well-recognized and respected Habitat name often leads to the ReStore receiving the first call.

Potential Business Donors

- As noted above, Hartford Habitat currently partners with a number of businesses that provide significant continuing donations.
- Since the existing ReStore has been open, marketing programs to businesses have concentrated west of the Connecticut River. Prior to and after the Vernon ReStore opens, marketing emphasis will shift to east of the River.
- Donors to be targeted include manufacturers and distributors of lighting, tools, paint, windows, appliances and flooring.
- In addition to the above, businesses that use products suitable for donation such as hotels and service businesses will be targeted for desks, tables, chairs and sofas.

- While some donated items such as tables, chairs and sofas may not be sold in the Vernon, store, they will provide valuable product for the existing store.
- The fact that the Restore offers free pick up of donations is a valuable service to most businesses.
- The ReStore provides a valuable service to businesses by giving them an outlet to dispose of unwanted and excess inventory and the knowledge that their product will be recycled and not discarded into a land fill.

Donation Procurement

- The ReStore director and select volunteers will be tasked with identifying and soliciting donations from potential business donors in the Vernon service area.
- Weekly targets will be set by the director.
- Existing marketing programs will be expanded to include residents and businesses
- Word of mouth into the Vernon service area from new store volunteers and drop off donors will help to promote the new Restore and encourage donations.

Donation Pickups

- All donation pickups will be handled by the existing store's trucks and subcontractors.
- The existing store has an established donor contact person who answers the phone, vets the donations and schedules the pick-ups. The Restore has a direct phone number for donations.
- Currently donations are picked up four days per week. Once the new store opens the plan is to expand the number of pick-up days to five.
- All personnel who make pickups and come in direct contact with donors receive training by experienced Hartford Habitat staff in basic customer service and Habitat 101.

Donation Drop-off Area

- The donation drop-off area in the new store will be staffed by trained volunteers.
- It will be open for donations during normal store operating hours.
- The drop off area will be well marked and there is ample parking close to the donor entrance.

Donations prior to opening

- The new store will be stocked with merchandise from the existing store.
- There is currently on hand enough merchandise to stock the new store with the designated product categories.
- The move to a five-day pick-up schedule combined with the number of drop-offs expected once the store opens will provide for a store fully stocked with merchandise.

6. PR and Marketing plan

Like any small business, a ReStore needs to promote itself to the public to be recognized and drive donations. Leveraging the well-respected Habitat brand, mission and reputation through public relations will help increase awareness in the community.

- The new Vernon store plans to invest \$2,500 in the first year in marketing and advertising. The majority of the ReStore promotion will be done through public relations and supplemented with paid advertising to maximize the advertising dollars.
- Given the recognition of the Habitat ReStore brand has already achieved by seven years of marketing in Hartford County and to a lesser degree in Tolland County, it is anticipated that expenditures for advertising in local papers and social media will be sufficient to drive the level of donations and sales necessary to meet the budget.
- There will be a modest grand opening campaign mostly centered on social media and local newspapers as well as signage at the new store.
- The current ReStore has made extensive use of social media platforms including Facebook and Instagram to promote the store and to showcase new products. The new Vernon store will be added to these platforms.
- The existing ReStore has made use of radio spots, attended local home and car shows and other events, printed t-shirts and other marketing techniques to gain name recognition and explain the Habitat mission. These will be used when thought beneficial.

7. Staff

Paid staff are essential to the direction and sustainability of a ReStore.

- Hartford Habitat plans to promote a staff member for its existing store to be the new manager at the Vernon ReStore. This individual has been with the ReStore since its inception seven years ago and is thoroughly familiar with all aspects of managing the day-to-day operations of a successful ReStore and the Habitat mission.

- The Vernon store manager will report to the ReStore director.
- The ReStore director will devote half of his time to the new ReStore for the first year of its operation.
- The manager will be the only paid staff person at the new store.
- The opening of the new store will require the hiring of an additional material processor at the existing location. This person will handle the increased donation activity occasioned by the move to five-day pick-ups and drop off donations at the new store.
- In the first year of operation, the new ReStore manager will be expected to get the store up and running as quickly and efficiently as possible. The balance of the year he will spend managing the store operations to maximize customer and volunteer satisfaction and work with the director to produce the budgeted profit.
- Since the Vernon store is essentially a branch location of the main store and of a much smaller size, no competition between stores is expected.

The manager hired will attend the first available Restore University 201: ReStore Fundamentals and complete ReStore 101: Introduction to the ReStore, trainings and resources by Habitat International that teach skills specific to ReStore. He will continue to attend additional training offered by HFHI as he continues in his ReStore career.

8. Volunteers

The best Habitat ReStores find that volunteers can be the driving force behind creating an engaging, enthusiastic and fun culture; building community; and building on the core Habitat mission within the Habitat ReStore.

- The existing ReStore has built an extensive network of volunteers during its seven years in existence. Many of these volunteers at the existing ReStore reside east of the Connecticut River and will be thrilled to have a new store in their area.
- Hartford Habitat has a Volunteer Coordinator and an online volunteer system for managing the volunteer experience from sign up to scheduling. The Volunteer Coordinator manages both construction and ReStore volunteers.
- Volunteers at the new ReStore will handle loading and unloading merchandise going to and from the existing ReStore, moving merchandise around the sales floor, greeting customers, taking in drop-off donations and cashing out customers.
- Hartford Habitat has a volunteer hub as mentioned earlier. The hub data base manages information and scheduling of all volunteers including ReStore volunteers. Among other activities, the hub keeps track of volunteer hours for those that require it including students and those working off court ordered community service.
- Hartford Habitat has an extensive data base of ReStore volunteers built up over the last seven years. Many of the volunteers currently working at the existing store live east of

the River and are looking forward to volunteering at the new store.

- The everyday activities of the store volunteers will be supervised by the store manager and by experienced volunteers.
- The ReStore appreciates its volunteers and regularly holds activities to show its appreciation. These include individual recognition for jobs well done, cookouts, holiday parties and the presentation of gifts including Habitat T-shirts and hats.

9. Operations:

Hours of Operation:

Monday:	Closed	
Tuesday:	9:00 am to 5:00 pm	Friday: 9:00 am to 5:00 pm
Wednesday:	9:00 am to 5:00 pm	Saturday: 9:00 am to 5:00 pm
Thursday:	10:00 am to 7:00 pm	Sunday: Closed

In a normal year, allowing for holidays and employee development, the ReStore will be open 240 days.

Merchandise

ReStores are unique in that every store does not necessarily carry the same merchandise. The merchandise mix of a ReStore is mainly dictated by customer demand and also by what materials are readily available and what the local laws dictate as far as resale materials. The following categories represent the merchandise mix selected for the Vernon ReStore. The mix will necessarily evolve over time as customer wants and needs are recognized. All items will be new or like-new.

<input type="checkbox"/> Building Materials	<input checked="" type="checkbox"/> Tools / Hardware	<input type="checkbox"/> Home Goods
<input checked="" type="checkbox"/> High quality dining sets	<input checked="" type="checkbox"/> Paint – new and recycled	<input checked="" type="checkbox"/> Windows
<input checked="" type="checkbox"/> Light fixtures and bulbs	<input checked="" type="checkbox"/> Appliances	<input type="checkbox"/> Doors
<input type="checkbox"/> Home Décor	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Cabinets
	<input type="checkbox"/> Clothing	<input checked="" type="checkbox"/> Wall art
		<input checked="" type="checkbox"/> Flooring

A complete list of items accepted and not accepted by the Restore will be compiled and reside in the Operations Manual. The limitations of what a Restore cannot sell are limited to those things that are illegal, immoral or dangerous. Immoral items include all forms of pornography and weapons. Dangerous items include baby toys, cribs, toxic chemicals, unframed glass and unframed mirrors. Questionable items will be checked against the Consumer Product Safety Commission.

Pricing

For pricing of merchandise, the Restore rule of thumb for pricing is simple: sell the merchandise as fast as you can while getting as much money for it as you can in your market. There are many variables that will be taken into consideration when pricing merchandise. Some of those variables are: current supply, size of the store, empty space on the sales floor, how much national retailers are selling similar items for and income of shoppers. A lot of ReStore pricing in the first few months is established through trial and error. The measurement as to the accuracy of pricing will be how long merchandise stays in the store. If the merchandise sells as soon as it arrives on the sales floor, it was too cheaply priced. If it stays on the sales floor for more than three weeks, in most cases, it was priced too high or no longer holds value. A price can always be dropped, but usually cannot be raised, so it is best to start higher and drop the price as the market demands.

Negotiating

Negotiating prices is a common practice in other resale stores, but it is the collective opinion of most Habitat ReStores that negotiating prices is a waste of the manager's and staffs' time. If the proper research was done during the pricing process, the staff and volunteers should feel confident that the price on the item is fair market value. Possibly over priced items will be identified through a regular markdown process.

Markdowns

Markdowns will be done on a regular basis to ensure that merchandise is turning and the square footage that it takes up is being fully used. A complete description of the markdown process will be included in the operations manual.

The ReStore Brand:

By operating a retail store as part of the Habitat for Humanity International organization, affiliates are required to use the registered trademark Habitat ReStore brand name. The Habitat ReStore brand is not limited to the identifier and colors but also includes a shopping experience that is safe and enjoyable to customers. Using the ReStore brand allows Habitat ReStores to be part of collective advertising, increase their recognition in the market and using existing marketing materials that other affiliates have found effective.

The ReStore Customer:

There are three different customers to Habitat ReStores: donors, shoppers and volunteers. Each have their own needs and desires that must be thought about. For the donor, a ReStore is a place that will help them solve their problem. Convenience and ease of use are the most important things to donors. Restore shoppers cannot be narrowed down into any specific, age, gender, race or income level. Store shoppers are "treasure hunters." They want to find a good deal, a unique item or an alternative shopping experience. Shoppers come from hours away to visit Restores that have reputations of having great merchandise. Volunteers are also a ReStore customer, but instead of the merchandise, they are there for the experience. Learning the

motivations of volunteers and matching them with jobs that match those needs is essential to the volunteer customer satisfaction.

Secondary Services

We do not plan to offer the following secondary services.

- Online Sales
- Delivery Services
- Deconstruction
- Consignment
- Electronics Recycling

Operations Manual:

In addition to the above outlined operations, Hartford Habitat maintains an Operations Manual as a reference document for all staff and volunteers. In conjunction with Habitat for Humanity International's best practices and guidance documents, the operations manual includes the following:

- **Core Values**
 - ✓ Core Values
 - ✓ Code of Conduct
- **Safety and Security**
 - ✓ General
 - ✓ Trainings and Equipment
 - ✓ Emergency Procedures
 - ✓ SDS Sheets
 - ✓ Opening and Closing Procedures
- **Financial Management**
 - ✓ Cash Handling Procedures
 - ✓ Register Operations
 - ✓ Bank Deposits
 - ✓ Check and Balances
- **Human Resources & Training**
 - ✓
- **Volunteers**
 - ✓ Requirements
 - ✓ Code of Conduct
 - ✓ Attendance
 - ✓ Dress Code
 - ✓ Recognition
 - ✓ Specific Volunteer Duties
 - ✓ Court Ordered CS
- **Facility**
 - ✓
- **Donations**
 - ✓ Unacceptable Donation List
 - ✓ Alternative Resource list
 - ✓ Donation Pick-up Information
 - ✓ Acknowledgement of Donors
 - ✓ Processing Procedures
 - ✓ Monetary donations
 - ✓ Non-sellable materials procedures

- **Merchandising & Sales**
 - ✓ General Guidelines
 - ✓ Sold Policies
 - ✓ Hold Policies
 - ✓ Item Delivery Policy
 - ✓ Staff & Volunteer Purchases
 - ✓ Returns & Refunds Policies
 - ✓ Negotiating Policy
 - ✓ Markdown System
 - ✓ Pricing Procedures & Resources
 - ✓ Purchased Product Guidelines
- **Customer Service**
 - ✓ Customer Service Culture
 - ✓ Customer Complaint Guidelines
- **Integrated Marketing**
 - ✓ Marketing Plan
 - ✓ Online Presence
 - ✓ Media Relations Policy
- **Collaborations and Partnerships**
 - ✓ Other Habitat ReStores
 - ✓ Other Local Organizations
- **Other Policies & Procedures**

10. Conclusion-

Siting a new ReStore branch east of the Connecticut River will enable Hartford Habitat to expand its mission into an underserved area. The ReStore will bring increased awareness of Hartford Habitat's many services to these communities as well as earn a profit to be reinvested in new housing opportunities for low- and moderate-income families in the area. It will also, provide new avenues to expand its A Brush With Kindness program to serve even more families.

The central location and the building are ideal for the new store. The lease parameters are favorable and the landlord is supportive of the Habitat mission. Hartford Habitat's seven-year experience running a thriving and profitable ReStore will go a long way toward ensuring the success of the new store. The store will be managed by an experienced current-store employee who will be supported by a group of skilled and knowledgeable local volunteers many of whom currently work at the existing store. The current ReStore director will devote half of his time the first year in support of the new manager to further ensure the success of the new store.

The new store will be stocked with higher end merchandise selected to sell well to the demographic of the area. Donations are expected to increase significantly as the ReStore expands its pick-up schedule to five days per week, leverages its existing business contacts and expands its marketing program relying on print ads and social media into the new territory.

Hartford Area Habitat for Humanity ReStore

What is ReStore?

The Hartford ReStore is a home improvement and donation center that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price. All ReStore proceeds are used to build homes, community, and hope in the Hartford area and around the world. Our ReStore is located at 500 Cottage Grove Road in Bloomfield.

Shop...Donate...Volunteer

Who Staff's ReStore?

Eight friendly and involved seasoned employees (five full-time and three part-time) working alongside hundreds of volunteers ranging from individuals, groups and ordered community service. We look to reach a common goal of revenue for our mission.

Volunteer

Who Benefits from ReStore?

Our community through donations, volunteering, or that great one-of-a-kind deal that can be gotten any day at the Bloomfield ReStore. Habitat homeowners also greatly benefit, whether that be from purchasing an item for their new home, or from building materials that help build that home.

Yes, even the Habitat Construction Department shops at the ReStore

Who Shops at ReStore?

All walks of life. Anyone and everyone!

Why shop at ReStore?

Excellent deals on treasures, whether they be new or used. Recycled goods find new purpose instead of ending up in a landfill. It is truly a community store that helps support the Hartford Area Habitat for Humanity mission.

Who is the typical ReStore volunteer?

There is not a typical type. Every volunteer has their own unique needs. Someone may have just retired and is looking to give back in their spare time, or a person may have made a mistake and is looking to get their life back. We have an amazing group that has connected to the mission in the Hartford Habitat Saints. Many retired contractors have helped on builds for years, and the group was instrumental in getting the ReStore ready to open. To this day, many of them still come in and help at the ReStore, whether that be building a new display rack or simply cleaning incoming product. We are profoundly grateful to the Saints, and all of our great volunteers!

Who is a typical donor?

Homeowners, contractors, and commercial businesses.

What is my biggest joy?

Coming to work and serving our community in support of the mission.

What are my biggest challenges?

Where do we store donations safely, or what kind of donations do we need more of. It's certainly not people.

We have a great community!

(Donors, shoppers, volunteers, and staff)

Questions?

STAFF COMMENTS



OFFICE OF THE
TOWN PLANNER

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066
(860) 870-3640
gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Planning and Zoning Commission

FROM: George K. McGregor, Town Planner

SUBJECT: PZ-2021-16 369 Talcottville Rd

DATE: November 4, 2021

Proposal:

An Application of Habitat for Humanity North Central Connecticut for four (4) Special Permits in the Special Development Zone-Economic Development Zone (Zoning regulation Section 4.20.4.4-wholesale showroom; 4.20.4.7-professional office; 4.20.4.10-retail sales of products assembled or packaged; 4.20.4.11-general contracting establishments) at 369 Talcottville Rd. (Tax Map ID: Map 04, Block 0004, Parcel 0006A). The permits are needed to establish Tolland County operations for the not-for profit. Planned at this location is a Habitat Re-Store (sale of new and used home goods), as well as offices for the services Habitat provides: family services, veterans repair, new construction services, and rehab. Habitat will occupy a portion of the former Shepard Supply building. No substantive site work is planned. The Applicant has provided a great deal of explanation and detail in its submission packet.



Relevant Considerations under Zoning

Due to the extraordinary nature of this community not-for-profit, it does not fit neatly into one particular zoning use category. Retail, office, wholesale showroom, general contracting all combine in one location so that Habitat may provide community services. Thus, four separate special permits are requested to allow the full complement of Habitat services on-site.

Special Permit Criteria:

In order to approve a special permit, the Commission must find that the applicant meets the relevant general special permit criteria of Section 17.3.1, specifically:

17.3.1.1 It shall not create a hazardous condition relative to public health and safety;

17.3.1.2 It shall be compatible with neighboring uses;

17.3.1.3 It shall not create a nuisance;

17.3.1.4 It shall not hinder the future sound development of the community;

17.3.1.5 It shall conform to all applicable sections of this ordinance;

Other Reviews

No Town Departments provided substantive referral comment.

Analysis and Recommendation

The use is appropriate for this commercial location and meets the special permit standards for each permit requested.

DRAFT MOTION(S)

- A. I move that the Planning and Zoning Commission Approve PZ-2010-16, four special permits (4.20.4.7-professional office; 4.20.4.10-retail sales of products assembled or packaged; 4.20.4.11-general contracting establishments) to allow a Habitat for Humanity Restore and Office establishment, upon a finding that the request is consistent with the special permit requirements of 17.3.**

OR

- B. I move an alternate motion**