

**SUFFIELD PLANNING & ZONING COMMISSION
MINUTES OF REGULAR MEETING
May 15, 2023**

Present: Mark Winne, Chairman
Ginny Bromage, Secretary
Leon Litvak
Christine Sinopoli
Jacob Byrnes, Alternate
Jeff Girard, Alternate

Absent: Erin Golembiewski, Vice Chairman
Tracy Hespelt
Ross Wilcox, Alternate

Also Present: Bill Hawkins, AICP, Director of Planning & Development
Dana Steele, P.E., Town Engineering Consultant
Ellie Binns, Administrative Assistant

I. ROLL CALL

Chairman Winne called the meeting to order at 7:00 PM as a hybrid meeting with five members in attendance and one member participating remotely on the video/teleconference call. In the absence of Ms. Golembiewski and Ms. Hespelt, Mr. Winne appointed Mr. Girard and Mr. Byrnes as voting members for this meeting.

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

II. PUBLIC COMMENT – None

III. PUBLIC HEARING

File 2023-2 – Request for a special permit/site plan modification to build a 21,600 SF multi-tenant commercial building located at 1300 East Street South.

Applicant: Kevin Deming, Map 71H, Block 58, Lot 2.

Brian Denno of Denno Land Surveying presented the application on behalf of the owner, Kevin Deming who was also in attendance to answer questions. He described the location of the property as being on the Suffield/Windsor Locks town line to the south of the HP Hood facility in the industrial zone. Currently, there is an office and garages on the property, and a large gravel area that is being used for truck storage. The septic system that serves the building would be replaced by a connection to the Windsor Locks sewer system, which is significantly closer than a connection to the Suffield system. In a letter dated May 1, 2023, the Windsor Locks Water Pollution Control Authority approved the connection to their system and the Suffield Water Pollution Control Authority is in agreement with this plan. The property is also served by public water and gas service. The proposal is for a new 12-unit building for contractors and

other small businesses that need storage and office space. Each unit will consist of a small office, bathroom, and a garage/storage space measuring 30 FT by 60FT per unit. Mr. Denno reviewed the plan showing the proposed drainage system and the detention basin. He noted that T.J. Baressi, P.E., L.S. has designed the drainage system and submitted a detailed plan as part of the application. Town Engineering Consultant, Dana Steele has reviewed the plan with Mr. Baressi and submitted detailed comments that are being addressed by the applicant. The plan allows for 5 parking spaces per unit, an additional 2 handicapped accessible parking spaces which will be reviewed by the Building Department, and a loading area will be shown. The plans also show a row of evergreen screening trees along the property line and parking area adjacent to the homes on Town Line Road in Windsor Locks.

Mr. Hawkins then read his report dated May 12, 2023 into the record. He noted that the plan will be reviewed by the Conservation Commission Consultant, Keith Morris. Mr. Hawkins reviewed the setbacks and lot coverage, utilities, parking, site lighting, screening, and the use itself. He asked the applicant for a photometric plan for the site lighting which was submitted the day of the meeting. Mr. Hawkins recommended that the hearing be continued to allow time for the applicant to address staff comments and make updates to the plans accordingly.

Mr. Winne opened the hearing to comments from the public.

Noelia Resto, 11 Town Line Road, Windsor Locks spoke in support of the project but asked if the applicant would be willing to install a fence along the shared property line. Ms. Resto explained that there has been a trespassing problem in the past.

Mr. Deming explained that he has security cameras on the property and has been able to aid the police with identification of trespassers.

With no further discussion or comments from the public, Ms. Bromage moved to continue the public hearing to the June 19th regular meeting. The motion was seconded by Mr. Litvak and passed unanimously 6-0-0.

IV. OLD BUSINESS

File 2023-2 – The public hearing for this file was continued to the June regular meeting

V. NEW BUSINESS - None

VI. REPORTS

Chairman – Mr. Winne spoke about giving an overview of the Town with examples of past development projects with property owners.

Director of Planning & Development – Mr. Hawkins reported that the recommendation made by the Commission to opt out of the parking requirements as set forth in Connecticut General Statutes Section 8-2(d)(9) will be on the agenda for the May 17th Board of Selectman meeting. He also noted that the Affordable Housing Advisory Committee would like to have a joint meeting with the Planning and Zoning Commission to discuss Zoning Regulations. June 8th is their next meeting and he suggested that the Commission members consider keeping the date

open. He will let members know of a mutual date that could be arranged after speaking with the Chair of the committee.

VII. MINUTES

Ms. Bromage moved to approve the minutes of the April 17, 2023 regular meeting with the correction of Mr. Litvak's title on Page 3. The motion was seconded by Mr. Litvak and approved unanimously 6-0-0.

VIII. CORRESPONDENCE – None

IX. ADJOURNMENT

With nothing further to come before the commission, Ms. Bromage made a motion to adjourn at 8:09 PM. The motion was seconded by Mr. Litvak and approved unanimously 6-0-0.

Submitted,

Ginny Bromage, Secretary

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