



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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DESIGN REVIEW BOARD REGULAR MEETING MINUTES MONDAY, SEPTEMBER 16, 2024, 7:00 P.M.

MEMBERS PRESENT: Chairman Michele Beaulieu, Vice Chairman Gary Chaplin, Regular Members Ronald Stomberg (arrived at 7:26) and Katherine Heminway

MEMBER(S) ABSENT: Regular Member Landon Barlow

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

I. CALL TO ORDER: Chairman Beaulieu called the meeting to order at 7:02 P.M.

II. NEW BUSINESS:

1. Review of design elements for David Wittig, owner/applicant, to install dormers and a covered exterior stairway at 3 Jobs Hill Road, APN 072-003-0000, in a Planned Commercial (PC) Zone.

David Wittig, 95 Colton Road, Somers, CT, was present to represent the application. David is looking to construct office space on the top floor of the building, currently the space is used for storage. He would like to add dormers for additional natural light to the front and construct an outside covered stairway on the south side of the building for additional means of egress. David noted the installation of new siding has started but will not be completed until approval has been received by the Planning & Zoning Commission. The windows have been replaced and he may need to re-roof the structure after installation of the dormers. The siding is blueish-grey, and the shingles are black. He wants to install six cubicles on the second floor for his heating and cooling business. He's been in business for ten years and currently has seven employees. David said there's approximately 1,000 square feet of office space on the second floor and two offices currently located on the first floor.

Vice Chairman Chaplin noted the condition of the existing parking surface is in bad shape. David agreed to patch the unsafe areas and said he will eventually pave the lot in the future. David noted an electrician will be installing three separate electrical boxes/services for the three different office spaces. He will add wall unit lighting and more security lighting to the building. Lisa Houlihan, Town Planner, advised David there are lighting standards within the zoning regulations that need

to be considered and explained how a photometric plan may be needed. Commissioner Heminway noted there are many businesses in town that have a cupula on their building and suggested installing a cupula sized appropriately for the building at 3 Jobs Hill Road. Chairman Beaulieu asked about dumpsters and screening of them, David noted there are two USA Trash and Hauling dumpsters on the side of the building and said he is willing to put them behind the fence should it become a requirement. The commission discussed signage noting there is currently one detached sign on the corner of Maple Street and Jobs Hill Road.

The commissioners spoke in favor of the proposed plan. No one from the public spoke regarding the application.

MOVED (HEMINWAY), SECONDED (CHAPLIN) AND PASSED UNANIMOUSLY TO GRANT A POSITIVE REFERRAL WITH RECOMMENDATIONS TO THE PLANNING & ZONING COMMISSION for the installation of dormers and a covered exterior stairway at 3 Jobs Hill Road, APN 072-003-0000, in a Planned Commercial (PC) Zone.

RECOMMENDATION(S):

- Improve the parking surface.
- Add a cupula to the roof of the building.

III. ADMINISTRATIVE BUSINESS:

1. Approval of the March 18, 2024, Regular Meeting Minutes

MOVED (HEMINWAY), SECONDED (CHAPLIN) AND PASSED UNANIMOUSLY TO APPROVE MARCH 18, 2024, REGULAR MEETING MINUTES AS WRITTEN.

2. Correspondence/Discussion: **None**

IV. ADJOURNMENT:

MOVED (BEAULIEU), SECONDED (HEMINWAY) AND PASSED UNANIMOUSLY TO ADJOURN THE DESIGN REVIEW BOARD MEETING AT 7:28 P.M.

Respectfully submitted,

Barbra Galovich, Recording Clerk