

2024 DEC 23 AM 10:40

REC'D BY:

**SUFFIELD PLANNING & ZONING COMMISSION
MINUTES OF REGULAR MEETING
December 16, 2024**

- Present:** Mark Winne, Chairman
Erin Golembiewski, Vice Chair
Ginny Bromage, Secretary
Brian Dunn
Christine Sinopoli
Scott Guilmartin
Jeff Girard, Alternate
Jacob Byrnes, Alternate
Geoffrey Kaplan, Alternate
- Also Present:** Bill Hawkins, AICP, Director of Planning & Development
Ellie Binns, Administrative Assistant

The proceedings of this meeting were recorded and are available on the Town website, along with the application materials.

I. ROLL CALL

Chairman Winne called the meeting to order at 7:00 PM as a hybrid meeting with eight members in attendance and one member remote.

Ms. Bromage made a motion to add the following to the agenda under Old Business:
File 2024-4 – Request from Ann Marie Kimmett, James Kimmet and Terry Durkin for a ninety day extension to file the approved subdivision plans for the two (2)-lot resubdivision located at 1071 River Boulevard. Map 84H, Block 54, Lot 14. Applicants- Ann Marie Kimmett, James Kimmett, and Terry Durkin. The motion was seconded by Mr. Dunn and approved unanimously.

II. PUBLIC COMMENT - None

III. PUBLIC HEARING - None

IV. OLD BUSINESS

File # 2024-6: Request for site plan approval for the 32-unit Phase II of the Eastwoods age restricted condominium development located off Juniper Lane. Map 78H, Block 47, Lot 91. Applicant: MJL Realty Investments, LLC. (Tabled from November Meeting)

The applicant has requested that the application be tabled to the January meeting since the Conservation Commission has not yet ruled on it and their decision is needed before the Planning & Zoning Commission can make a decision. Mr. Guilmartin moved to table the application to the January 27th meeting. The motion was seconded by Ms. Bromage and passed unanimously 6-0-0.

File 2024-4 – Request from Ann Marie Kimmett, James Kimmet and Terry Durkin for a ninety day extension to file the approved subdivision plans for the two (2)-lot resubdivision located at 1071 River Boulevard. Map 84H, Block 54, Lot 14. Applicants- Ann Marie Kimmett, James Kimmett, and Terry Durkin

Mr. Hawkins explained that State Statutes allow the applicant to request two ninety day extensions on the requirement to file the approved plans on the land records. Ms. Bromage moved to approve a ninety day extension to file the subdivision plans for File 2024-4 to March 18, 2025. The motion was seconded by Mr. Guilmartin and approved unanimously 6-0-0.

V. NEW BUSINESS

File 2024-7 – Request for a text amendment to Section 1300 of the Subdivision Regulations pertaining to sidewalks. Applicant – Planning and Zoning Commission.

Mr. Guilmartin moved to accept the application and set the public hearing for the next regular meeting on January 27th. The motion was seconded by Ms. Bromage and approved unanimously 6-0-0.

Town Center/West Suffield Center Village District Design Review Board (DRB) subcommittee appointments.

Mr. Hawkins explained that the DRB is an advisory board to the Planning and Zoning Commission that reviews applications for new signage, new construction, substantial reconstruction, and rehabilitation to properties or other site improvements in the two village district zones. The members are appointed by the PZC. There are five citizens who have volunteered to serve on the DRB, one of which, Ray Wilcox, has already been on the board for a number of years.

Ms. Bromage moved to approve the following appointments to the DRB:

Reappoint Ray Wilcox through 9/30/2028, appoint Laura Webber through 9/30/2028, appoint Robin Zatony through 8/31/2028, appoint Michael Grandfield through 3/30/2028, and appoint H. Earl Waterman through 9/30/2026. The motion was seconded by Ms. Golembiewski and approved unanimously 6-0-0.

2025 Meeting Calendar

The 2025 meeting calendar was presented which continues the regular meetings on the third Monday of the month at 7:00 PM, except when it falls on a holiday and therefore will be held on the following Monday. Mr. Guilmartin moved to accept the 2025 meeting calendar as presented. The motion was seconded by Ms. Golembiewski and approved 6-0-0.

VII. REPORTS

Chairman – None

Director of Planning & Development – Mr. Hawkins distributed copies of the “Affordable Housing Committee Recommendations to Support Affordable Housing in Suffield” and the “Draft Affordability Plan” that were submitted to the Board of Selectman (BOS) by the Town’s Affordable Housing Committee. Mr. Winne suggested that the commission members listen to the recording of the discussion with the BOS on 9/4/24, 11/6/24, 11/20/24 and 12/4/24.

Within the report are six recommendations that the Affordable Housing Committee made specifically to the PZC that Mr. Hawkins reviewed. After discussion of the report, it was the consensus of the Commission that they would review this material further and decide on which, if any of the recommendations might be appropriate for the Commission to pursue. Discussion took place regarding when the Commission would review the material and whether it could be done as part of a regular meeting, a special meeting, or possibly a Saturday morning. It was suggested that a joint meeting with members of the Affordable Housing Committee would be helpful and getting public input may also be helpful. Mr. Hawkins will send out information on possible dates for a special meeting.

Mr. Hawkins noted that Suffield Academy is in the planning stages of installing a second solar array on property they own located off Hill Street. After a brief discussion, he will ask them for a site plan application to come before the Commission rather than staff review.

Mr. Guilmartin asked for a discussion on reciting the Pledge of Allegiance at the beginning of each Planning and Zoning Commission meeting. There was discussion in favor of and opposed to doing so after which a motion was made, seconded, and voted on with the Chairman declaring the motion failed.

VIII. MINUTES

Ms. Golembiewski moved to approve the November 21, 2024 regular meeting minutes. The motion was seconded by Mr. Dunn and approved 6-0-0.

IX. CORRESPONDENCE – None

X. ADJOURNMENT

With nothing further to come before the commission, Mr. Guilmartin made a motion to adjourn at 8:17 PM. The motion was seconded by Ms. Bromage and passed 6-0-0.

Submitted,

Ginny Bromage, Secretary

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

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