



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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## **DESIGN REVIEW BOARD SPECIAL MEETING MINUTES TUESDAY, JANUARY 7, 2025, 7:00 P.M.**

**MEMBERS PRESENT:** Chairman Michele Beaulieu, Vice Chairman Gary Chaplin, Regular Members Ronald Stomberg, Katherine Heminway, and Landon Barlow

**MEMBER(S) ABSENT:** None

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

### **I. CALL TO ORDER:**

Chairman Michele Beaulieu called the Design Review Board meeting to order at 7:01 P.M.

### **II. PUBLIC COMMENTS (On Non-Agenda Items): None**

### **III. NEW BUSINESS:**

1. Review of design elements for Z202413 – BJJM, LLC, owner/Joseph Teixeira, applicant, request for modification to Special Permit for office and Site Plan Modification to construct an approximate 4,200 square foot addition and associated site improvements at 160 West Road, APN 046-003-0001, in a Planned Commercial (PC) zone.

Joe Teixeira, 160 West Road, was present to represent the application. Joe is the owner of Data Capture Solutions, Inc., a barcoding technology business. Joe explained that the business is not a manufacturing company, but more of assembly production with sales and service. Joe stated the company is growing and needs additional space. The proposed 4,200 sf building addition will have a full basement for storage. The exterior of the entire structure will be replaced with antique white shakes, black framed windows, and stone along the bottom of the building. Joe represented samples of the shakes and stone. Copper gutters will also be installed, and Joe provided a picture of what the gutters will look like.

Vice Chairman Chaplin asked about the parking with the additional square footage being added. Joe Teixeira stated there are ample parking spaces and they will not be hiring any additional staff at this time; additional space is needed for current employees and mold development. Commissioner Barlow asked about any proposed signage. Joe explained there will not be any signage on the building and the Data Capture Solutions globe (detached sign) in front of the building near the

driveway will not be replaced. Lisa Houlihan asked about the roof, Joe replied that roof shingles will all match. Chairman Beaulieu inquired about the redwood timber accent for the main entrance and the mechanicals for the building addition. Joe is working with Barnyard on the timber accents and there will be no mechanical units attached to the roof of the new addition. Joe noted a heating pump will be installed and the proposed wall mounted lights will be fully shielded. Chairman Beaulieu asked Joe to consider adding fencing around the dumpsters during the construction, and after discussion noted the dumpsters are not visible from the street due to changes in topography. Commissioner Heminway asked what Joe's intentions are with the landscaping on the property. The existing fruit trees were reviewed as well as the landscaping to the north of the main entry. Joe agreed to add plantings along the left side of the entry but stated no additional peach trees will be planted.

**MOVED (HEMINWAY), SECONDED (CHAPLIN) AND PASSED UNANIMOUSLY TO GRANT A POSITIVE REFERRAL WITH RECOMMENDATIONS TO THE PLANNING & ZONING COMMISSION** Review of design elements to construct an approximate 4,200 square foot addition and associated site improvements at 160 West Road, APN 046-003-0001, in a Planned Commercial (PC) zone.

**RECOMMENDATION(S): ADD LANDSCAPING TO THE FRONT OF THE BUILDING ON THE LEFT SIDE OF THE MAIN ENTRANCE.**

**IV. ADMINISTRATIVE BUSINESS:**

1. Approval of December 16, 2024, Regular Meeting Minutes

**MOVED (HEMINWAY), SECONDED (BARLOW) AND PASSED UNANIMOUSLY TO APPROVE DECEMBER 16, 2024, REGULAR MEETING MINUTES AS WRITTEN.**

2. Correspondence/Discussion: **None**

Lisa Houlihan stated the Planning & Zoning Commission (PZC) application for the proposed retail building on West Road was continued to January 27, 2025. The PZC has requested the applicant add more design components such as natural stone instead of brick and timber accents to the building, in addition to the suggestions from the Design Review Board. Lisa asked if the commission would prefer to have another special meeting to review the revised building design, but the Board agreed that an informational email was adequate.

**V. ADJOURNMENT:**

**MOVED (BEAULIEU), SECONDED (HEMINWAY) AND PASSED UNANIMOUSLY TO ADJOURN THE DESIGN REVIEW BOARD MEETING AT 7:40 P.M.**

Respectfully submitted,

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Barbra Galovich, Recording Clerk