



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES

MONDAY, JANUARY 27, 2025, 7:00 PM

IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT

REMOTE ATTENDANCE: ZOOM VIDEO CONFERENCING

(ATTENDEES BELOW WERE IN PERSON UNLESS OTHERWISE NOTED)

MEMBERS PRESENT: VICE CHAIRMAN SEAN KELLY, SECRETARY ROBERT SANDBERG, JR., REGULAR MEMBERS WILLIAM HOGAN, F. MICHAEL FRANCIS, AND MICHAEL SWANSON

MEMBERS ABSENT: CHAIRMAN ARLO HOFFMAN, REGULAR MEMBER JON MOSER, ALTERNATES RACHEL DEARBORN AND JEREMIAH WILLIAMS

STAFF PRESENT: LISA HOULIHAN, TOWN PLANNER, DANA STEELE, TOWN ENGINEER (DEPARTED 8:44 PM), AND BARBRA GALOVICH, RECORDING CLERK

I. CALL TO ORDER: Vice Chairman Sean Kelly called the meeting to order at 7:00 pm.

II. PUBLIC COMMENTS (On non-agenda items): None

III. PUBLIC HEARINGS:

The commission heard applications S202405 and Z202411 together; these applications continued from December 23, 2024.

Secretary Sandberg and Commissioner Hogan stated they both read the minutes, reviewed the application documents, and listened to the audio recording from last month's meeting. The applicants agreed both members could be seated for the applications.

1. S202405 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for a 3-lot subdivision on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

Time: 7:01 pm

Seated: Kelly, Sandberg, Hogan, Francis, and Swanson

Jim Cassidy, PE, and Justin Packard, Hallisey, Pearson & Cassidy Engineering Associates, Inc., 630 Main Street, Cromwell, CT, Attorney Robin Pearson, Alter & Pearson, LLC, 701 Hebron Avenue, Glastonbury, CT, Matt Baldino, PE, Solli Engineering, 993 Farmington Avenue, Suite 206, West Hartford, CT, Gary Eucalitto, 55 Proprietors Lane, Torrington, CT, and Douglas Grunert, BKA Architects, 2 Battery March Park, Suite 301, Quincy, MA, were present for the application.

Jim Cassidy gave a brief overview of last month's meeting stating the site currently is 20.98 acres and proposes three lots with parcel 1 to be 11.11+/- acres, parcel 2 to be 3.66+/- acres, and parcel 3 to be 6.86+/- acres. He displayed a master concept plan for the entire parcel, and explained they are only working on approvals to develop parcel 2 for a retail building. The parcel is currently used for agricultural purposes. Jim showed the wetlands areas and the two proposed stormwater

basins the Inland Wetlands Agency granted a Wetlands Permit for. The retail building will be a 10,640-sf single-story building with 45 parking spaces, which meet parking requirements. The plan incorporates internal access easements to comply with access management regulations. Jim noted a three-lane main accessway proposed across from the access to Meadowview Plaza, 175 West Road, and explained the stormwater runoff from the plaza runs through a culvert under Route 83 then travels through the middle of the parcel which is a manmade drainage swale.

Jim reviewed the changes made to the site plan to accommodate the commission's comments from the last meeting. Jim showed the added proposed split rail fence along the front of the parking lot, replacement of the existing metal beam guardrail with new metal beam guardrail per specifications from the Connecticut Department of Transportation (DOT), and additional guardrail to be installed along the driveway entrance. Jim reviewed the proposed site utilities and confirmed he is working with the Water Pollution Control Authority on the sewer connection to the site. The DOT has requested the developer install curbing along the linear footage of the parcel to help direct the sheet flow from across West Road. Jim reconfigured the stormwater basin to the rear of the building and the concrete delivery pad to accommodate the commission's request to relocate the delivery door to the rear of the building. Jim showed the addition of 12 staggered evergreen trees, 10 feet on-center, near the parking area to the south side of the building to shield the delivery area. The retail store will only have one tractor trailer delivery per week.

Doug Grunert reviewed the revised elevations. The architecture of the building is New England colonial, and the exterior colors are proposed to be arctic white and polar white. They will install natural stone material along the bottom 42" of the building. The roof will have Weathered Wood colored asphalt shingles and a cupola. Rooftop mechanicals are on the rear of the building and are not visible from the street. Wall mounted light packs have been removed from the plan, but gooseneck lights are proposed over the entry. Dark bronze color awnings have been added to the building over the windows, the size of the windows has been enlarged, and the window framing will be dark bronze. Doug showed the commission samples of the siding, stone material, dark bronze trim, and shingles.

Matt Baldino explained a traffic study was conducted. The DOT will require an Encroachment Permit and traffic analysis report. Matt reviewed the left and right turns into the site. Matt showed the traffic volumes on West Road during the am and pm peak hours and noted that only one or two cars queued up along the road within the project area. Matt explained there is adequate room for a dedicated northbound left turn lane, and traffic service levels do not meet DOT thresholds for requiring a traffic light at this time. When future development is proposed, the traffic analysis will be reevaluated. Secretary Sandberg asked how the traffic data was collected. Matt explained that observation was taken across the street at Meadowview Plaza and a side street adjacent to the parcel. Matt noted the Institute of Transportation Engineers (ITE) Trip Generation Manual was also referred to as a source of data. Commissioner Swanson asked if Matt was physically at the site to see the volume of vehicles during the peak hours, Matt was on site earlier today to observe the traffic. Secretary Sandberg asked about the access point being proposed along with the future development. Matt explained the DOT requires minimal curb cuts along Route 83.

Dana Steele reviewed Jim Cassidy's letter dated January 23, 2025, in response to his comments from January 20, 2025. Dana stated items 1, 3, 4, and 7 have been addressed, but items 2, 5, 6, and 8 should be conditions of approval should the commission render a decision tonight. Lisa Houlihan noted the possible conditions of approval were shared with Attorney Robin Pearson earlier today and she shared them with the rest of the team.

Secretary Sandberg appreciated the improvements to the proposed design elements and site plan. Commissioner Francis inquired about sidewalks along Route 83. Lisa confirmed sidewalks are to be installed on the Meadowview Plaza side of Route 83 as part of the Route 83 Sidewalk Project. Gary Eucalitto said during future development of this parcel additional sidewalks may be installed when a traffic light is required. Commissioner Swanson asked for more timber accents

to be added to the plan, such as timber supports for the awnings. Commissioner Swanson briefly discussed the possibility of reconfiguring the delivery pad so the tractor trailer trucks can be completely behind the back of the building. Jim Cassidy explained the present reconfiguration of the drainage and noted moving it further back on the site would need to be reevaluated by the Wetlands Commission if with the 100-foot buffer of the wetlands and would also increase impervious coverage by about 10%. He explained the proposed reconfiguration was chosen to meet the commission's request without impacting the upland review area and increasing impervious surfaces. Commissioner Hogan recalled the commission requesting the delivery door be moved to the back of the building and spoke in favor of the revised plan. Commissioner Hogan requested an exact height of the building be added to sheet 3 and add the easement to sheet 4 of the plan set. Commissioner Hogan noted the proposed trees along the front of the parcel should be planted so upon maturity, they will not incur any sight line issues. Lisa Houlihan suggested raising the canopy of the trees as needed. Vice Chairman Kelly requested the owner of the property work with the abutting property owner to establish access easements along the rear of his property for future development.

Kevin Regan, owner of J. Rego's restaurant, located at 175 West Road, Meadowview Plaza, raised concerns about the traffic flow during peak hours. Matt Baldino reviewed the traffic counts within the area and noted the DOT's Encroachment Permit process.

Chris Adams, Executor of the Chapman Estate and future owner of the vacant land to the rear of Meadowview Plaza, expressed concerns for increased traffic on Route 83 during peak traffic hours.

Robert Mehlich (via Zoom), owner of Meadowview Plaza, 175 West Road, inquired about the traffic evaluation. Matt Baldino noted Solli Engineering collected their own data in 2024, and did not rely on the DOT counts. Robert asked about the existing drainage easement for Meadowview Plaza on the proposed site. Jim Cassidy stated the water collected from Meadowview Plaza and Lee's Auto will still flow through the proposed site as it does today, and the drainage improvements will be beneficial to all. The commission reviewed the proposed conditions of approval, and the applicant agreed to such conditions.

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING FOR S202405 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for a 3-lot subdivision on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO APPROVE S202405 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for a 3-lot subdivision on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

2. Z202411 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for Special Permit for a retail business and Site Plan Approval to construct an approximate 10,640 square foot building, parking, stormwater management system and other associated site improvements for property on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

Time: 7:01 pm

Seated: Kelly, Sandberg, Hogan, Francis, and Swanson

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING FOR Z202411 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for Special Permit for a retail business and Site Plan Approval to construct an approximate 10,640 square foot building, parking, stormwater management system and other associated site improvements for property on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO APPROVE WITH CONDITIONS Z202411 – Abdulsalam Alsaleh and Zak Smith, owner/ Calito Development Group, LLC, applicant, request for Special Permit for a retail business and Site Plan Approval to construct an approximate 10,640 square foot building, parking, stormwater management system and other associated site improvements for property on the west side of West Road (Route 83) across the street from 175 West Road (Meadowview Plaza), in a Planned Commercial (PC) zone. The property subject to application is identified as Assessor Parcel Number 046-003-0002.

CONDITION(S):

1. Conceptual approval is present to connect to public sewers. Prior to any construction work associated with public sewers, formal approval shall be obtained from the Water Pollution Control Authority.
2. During building permit application review, plans shall comply with requirements from the Ellington Fire Marshal's office.
3. Pursuant to Ellington zoning regulation Section 6.6 – Access Management, formal access rights shall be established in favor of lots 1 and 3. All legal documents are subject to review and approval by the Ellington Town Attorney.
4. Permanent attached and detached signs are not part of this application; separate commission approval is required.
5. No exterior portion of the building, windows, doors, fences, posts, or similar surface shall be used for signage, other than what is permitted in Section 6.3.5 – Attached signs permitted in C, PC, I, and IP zones of the Ellington zoning regulations.
6. Temporary signs are subject to the provisions of Section 6.3.8 – Temporary signs of the Ellington zoning regulations.
7. The proposed landscaping shown on plan 2.61, dated September 18, 2024, revised December 16, 2024, in the front yard along Route 83, West Road, is subject to on-site consultation with staff and may be modified as recommended to avoid vehicular sightline issues.
8. Approval is subject to meeting the standards of Section 9.6 - Post approval requirements of the Ellington zoning regulations, as applicable.
9. The hours of operation are approved from 7am to 9pm, seven days a week.
10. Tractor trailer deliveries shall be scheduled outside of the store's hours of operation.
11. Site development approval does not include any outside sales or storage. In the event either is desired, the applicant/owner shall consult with the Ellington Town Planner's office to determine if permissible, if permissible by zoning permit, or if such requires additional commission review.
12. Shall comply with the Town Engineer's comments dated January 20, 2025, as follows:
 2. Prior to construction of the stormwater basin and swale, the engineer shall verify the soil conditions in the infiltration basin and swale to confirm infiltration classification and proper separation from the seasonal high water table.
 5. Note that the existing headwall at the Department of Transportation (D.O.T.) drainage outlet will be replaced or lengthened as determined by D.O.T. to accommodate scour hole #1. The engineer's cover letter dated 1/13/25 comment #5 indicates the existing headwall is to remain, but sheet mit-1 shows proposed grades steeper than 1:1 at both ends of the headwall. I believe the headwall will need to be extended or replaced. If

- not, the erosion control plan should be modified to address how these steep slopes will be stabilized.
6. The stormceptor water quality unit shall be sized to treat the water quality flow of the contributing drainage area. Provide sizing calculations for review by the town engineer prior to ordering materials.
 8. Submit revised drainage calculations confirming the reconfigured stormwater basin is properly sized.
 13. Sidewalks shall be connected from Route 83 (West Road) to the building when a traffic signal is required to be installed at the main access.
 14. Add timber supports to awnings.
 15. Update the Site Plan to include the exact height of building.
3. 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. *(Notice requirements met, hearing may commence.)*

Time: 8:47 pm

Seated: Kelly, Sandberg, Hogan, Francis, and Swanson

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 future storage. Joe showed the proposed addition location at the back of the original building. The exterior siding of the existing structure will be resided to match the addition and will be antique white shakes, black framed new windows, and a stone finish along the bottom of the building. Joe showed samples of the shakes and stone to the commission.

Joe 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. Joe is working with Barnyard on the red timber accents and there will be no mechanical units attached to the roof of the new addition. Joe said the proposed wall mounted lights will be fully shielded and additional plantings along the left side of the entry will be added. Joe would like to start construction in March with the completion of all site improvements mid August or September of this year.

Secretary Sandberg thanked Joe for keeping his business in town and liked the red timber accents added to the scope of work. Commissioner Hogan asked for the wall mounted lights to be no more than 4000 kelvins as per the zoning regulations. Lisa Houlihan reviewed the possible conditions of approval, and the applicant agreed to all. There were no public comments regarding the application.

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING 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.

MOVED (SANDBERG) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO APPROVE WITH CONDITIONS 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.

CONDITION(S):

1. Conceptual approval is present to connect to public sewers. Prior to any construction work associated with public sewers, formal approval shall be obtained from the water pollution control authority.
2. During building permit application review, plans shall comply with requirements from the Ellington Fire Marshal's office.
3. Exterior lighting shall be downlit, fully shaded no more than 4000 kelvins.
4. Plans shall be revised to incorporate the Design Review Board recommendations from January 7, 2025, to add landscaping to the front of the building on the left side of the main entrance.

IV. NEW BUSINESS:

1. S202501 – Ellington McIntire, LLC, owner/applicant, request to re-subdivide 153 Webster Road, APN 185-001-0000, a 49.18 +/- acre parcel, to create one new 1.11 +/- acre parcel, in a Rural Agricultural Residential (RAR) Zone. (For receipt and scheduling of public hearing.)

BY CONSENSUS, RECEIVED AND SCHEDULED A PUBLIC HEARING FOR MONDAY, FEBRUARY 24, 2025, 7PM, TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, AND ZOOM VIDEO CONFERENCING FOR S202501 – Ellington McIntire, LLC, owner/applicant, request to re-subdivide 153 Webster Road, APN 185-001-0000, a 49.18 +/- acre parcel, to create one new 1.11 +/- acre parcel, in a Rural Agricultural Residential (RAR) Zone.

V. ADMINISTRATIVE BUSINESS:

1. Approval of December 23, 2024, Regular Meeting Minutes.
MOVED (SWANSON) SECONDED (FRANCIS) AND PASSED UNANIMOUSLY TO APPROVE DECEMBER 23, 2024, REGULAR MEETING MINUTES AS WRITTEN.
2. Election of Officers
BY CONSENSUS, THE ELECTION OF OFFICERS WAS TABLED TO MONDAY, FEBRUARY 24, 2025, PLANNING & ZONING COMMISSION REGULAR MEETING.
3. Correspondence/Discussion:
 - a. Review and amend Chapter 5 Housing and Residential Development and the Housing Needs Assessment from the 2019 Plan of Conservation and Development.
Nothing to report at this time.
 - b. CT Bar Association Education & Training Webinar, Saturday, March 22, 2025 – Connecticut Land Use Law for Municipal Land Use Agencies, Boards and Commissions.
After a brief discussion, the present commissioners declined to attend this year's webinar.

Lisa Houlihan said Bradley Bahler, 353 Somers Road, is looking to convert the field portion of the property into active farmland. Bradley inquired about putting a tiny home as a dormitory on the property for farm help. The commission reviewed the property on the town's GIS and questioned if a dormitory was justified for the size of the parcel. The commission is interested in learning more and requested Bradley visit the commission to discuss it further.

VI. ADJOURNMENT:

MOVED (FRANCIS) SECONDED (SWANSON) AND PASSED UNANIMOUSLY TO ADJOURN THE PLANNING AND ZONING COMMISSION MEETING AT 9:13 PM.

Respectfully submitted,

Barbra Galovich, Recording Clerk