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REC'D BY: EMS

**SUFFIELD PLANNING & ZONING COMMISSION  
MINUTES OF REGULAR MEETING  
March 17, 2025**

**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  
Dana Steele, P.E., Consultant Town Engineer  
Carl Landolina, Commission Attorney

*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.

**II. PUBLIC COMMENT - None**

**III. PUBLIC HEARING (continued from February 24<sup>th</sup>)**

**File # 2025-1:** Site plan application pursuant to Connecticut General Statutes Section 8-30g to convert the building located at 140 South Main Street (St. Joseph's Church) into 12 residential apartments. Applicant: James McMahon, Map 44H, Block 47, Lot 217.

On behalf of the applicant, Attorney Amy Blume explained the changes that had been made to the plans based on the comments from the last meeting. She introduced the engineer for the project, Richard Reynolds, P.E, of LRC Group who reviewed the changes to the building's entrances and how the new design meets the regulations for Accessible "B" units as required for a 12-unit apartment building. He also showed the lighting photometric plan for the area surrounding the building and explained the dimensions for fire truck access and the handicap parking space. He pointed out that the existing traffic island which will be removed. The plan also shows where "no parking" signs and accessibility signs will be installed. Mr. Reynolds noted that there were no plans to change the existing parking lot lighting. Attorney Blume explained that Matt Grindle, a field engineer from Eversource, visited the property on March 14<sup>th</sup> and confirmed that the existing

lights were 119-watt full cutoff LED flood lights except for the rear light that can be disconnected and removed. The lights are owned and managed by Eversource. Mr. Grindle also stated that the lights could be adjusted if necessary.

Commission members brought up concerns about light pollution on to other properties and if the lights could be repositioned.

Mr. Hawkins then read his report dated March 13, 2025 into the record. He noted that the Fire Marshal sent an email on March 4, 2025 confirming that the driveway meets the requirements of a 20-foot-wide fire access drive. He stated that the Building Department will make sure the plans meet the building code for accessibility. The affordability plan has been reviewed and approved by the Commission counsel. The administrator of the affordable units will be responsible for calculating the rents and determining eligibility per CT General Statutes Section 8-30g-8 when they are ready to be occupied.

Mr. Steele then reviewed his report addressing the revised plans as well as the concerns raised at the last meeting. He stated that there is not an impediment to fire truck access, the survey is accurate, and the foot candle level shown on the photometric plan is adequate based upon his experience.

Attorney Landolina noted that the access and easement agreement should be modified to include light spillage over property lines to which the applicant agreed.

Eric Boone, 65 Barry Place questioned the adequacy of the trash bins for the apartments. He also said that there should be a photometric plan for the driveway and parking lot lights.

Shawn Robinson, 130 South Main Street had submitted an email to the Commission dated March 12<sup>th</sup> which stated his experience in the lighting industry and mentioned light pollution to surrounding properties. He talked about using photometric plans.

Michael Lane, 155 South Main Street felt there was inadequate parking.

Chelen Kost, 10 Barry Place was concerned about parking on Barry Place.

There was discussion about posting "no parking" signs and Attorney Landolina noted that was not in the Commission's jurisdiction, but could be addressed by the Board of Selectmen if they were to adopt an ordinance.

Attorney Blume stated that they would agree to submit a lighting plan and make changes to the lighting if it was a condition of approval.

Ms. Sinopoli stated that she would like to have the public hearing continued.

Mitch Charkiewicz, 100 Ellison Street, felt that the parking was not sufficient.

Attorney Blume spoke in response to issues that were raised in the hearing, explaining that the parking requirements were met and the trash cans were sufficient. She also refuted Mr. Boone's statements of 2/24/25.

With no further comments from the applicant or the public. Mr. Winne called for a motion to close the public hearing.

Ms. Bromage moved to close the public hearing for File # 2025-1. The motion was seconded by Ms. Golembiewski and passed 5-1-0 with Ms. Sinopoli opposed.

#### **IV. OLD BUSINESS**

**File # 2025-1:** Site plan application pursuant to Connecticut General Statutes Section 8-30g to convert the building located at 140 South Main Street (St. Joseph's Church) into 12 residential apartments. Applicant: James McMahon, Map 44H, Block 47, Lot 217.

Commission members discussed how to address lighting as a condition of approval and parking concerns raised by the abutters. The Commission will request that the Board of Selectmen consider adopting an ordinance to prohibit on-street parking on Barry Place except for residents and their guests.

Mr. Guilmartin moved to approve File# 2025-1 with the following conditions:

- Revise the access and parking easement agreement to incorporate an easement for light trespass to the satisfaction of the Commission's attorney.
- Submit a photometric plan for the access driveway and parking area for 140 South Main Street, 156 South Main Street, and lot 216A in compliance with Zoning Regulations Section's III.M.1, III.M.2.a and b. except any regulations that prohibits direct light across property lines and to the extent that additional lighting is needed they are to comply with the standards set in Section III.M.2.c and d. of the regulations.
- Include language in the lease agreements for the apartments that tenants shall park on the premises.
- Any modification proposed to the parking lot shall be referred to staff for review prior to implementation.

The motion was seconded by Ms. Golembiewski and passed 5-1-0 with Ms. Sinopoli opposed.

**File # 2019-2B:** Performance bond review and possible increase pursuant to Section 1103 of the Subdivision Regulations for the Kings Meadow subdivision located off of East Street South. Map 79H, Block 45, Lots 1-34.

Mr. Steele reviewed his report of March 17, 2025 summarizing the discussions that have been taking place with the developer, Mark O'Neill, to come to an understanding about the work that needs to be completed and the cost breakdown associated with those items were part of the report. The recommendation was that the bond be increased to \$416,000.00. Commission members discussed the urgency of having the sidewalk completed for safety reasons before the opening of school. The consensus of the Commission members was to set a deadline for the work to be completed by August 15<sup>th</sup> or the bond would be called.

Mr. Guilmartin moved that in accordance with Section 1103 of the Subdivision Regulations, the Planning & Zoning Commission approves the request to increase the performance bond for the Kings Meadow Subdivision to \$416,000 based upon the consultant Town Engineer's estimate dated 3-14-25 and that the developer Hamlet Homes, LLC., shall post the bond in an acceptable format with the Town prior to the issuance of the remaining certificates of occupancy for the subdivision and further that all work covered under the bond is completed by August 15, 2025 or the bond would be called. The motion was seconded by Ms. Golembiewski and approved unanimously 6-0-0.

**File 2024-4** – Request from applicant for a second ninety-day extension to file the approved resubdivision plans for the property located at 1071 River Boulevard. Map 84H, Block 54, Lot 14. Applicants- Ann Marie Kimmett, James Kimmett, and Terry Durkin

Mr. Hawkins advised the Commission that the applicants have requested a second and final 90-day extension to file the subdivision plan.

Ms. Bromage moved to approve a ninety-day extension to June 18, 2025 to file the approved resubdivision plans for File 2024-4. The motion was seconded by Ms. Golembiewski and approved unanimously 6-0-0.

**V. NEW BUSINESS - None**

**VI. REPORTS**

Chairman – None

Director of Planning & Development – Mr. Hawkins distributed a document that prioritized the Affordable Housing Committee's (AHC) recommendations to the Commission along with a copy of "Appendix B – Draft Policy and Preferences for Affordable Housing". The Commission was in support of Mr. Hawkins pursuing the five recommendations. Mr. Hawkins stated that he will report to the Board of Selectmen and come back to the Commission to discuss next steps in more detail. It was suggested that Town owned land might offer the best possibility for housing and should be studied in more detail.

**VII. MINUTES**

There was discussion about Mr. Boone's request to change the minutes regarding his statements from the February meeting and the consensus was that the minutes are a summary and the details can be heard on the recording of the meeting that is posted on the town website.

Ms. Golembiewski moved to approve the February 24, 2025 regular meeting minutes. The motion was seconded by Mr. Dunn and approved 6-0-0.

**VIII. CORRESPONDENCE – None**

**IX. ADJOURNMENT**

With nothing further to come before the commission, Mr. Guilmartin made a motion to adjourn at 9:51PM. The motion was seconded by Mr. Dunn and passed 6-0-0.

Submitted,

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Ginny Bromage, Secretary

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