

**PLANNING and ZONING COMMISSION
Monroe, Connecticut**

**MEETING MINUTES
November 17, 2016**

Meeting: Planning and Zoning Commission
Regular Meeting
7 Fan Hill Road, Monroe, Connecticut

Meetings are Video and Audio Recorded

Present: Chairman Patrick O'Hara
Vice Chairman William Porter
Secretary Jeremy Hayden
Commissioner David Townson
Commissioner Leon Ambrosey
Commissioner Cathleen Lindstrom (alternate)
Commissioner Michael O'Reilly (alternate)

Absent: Commissioner Paul Lisi (alternate)

Also Present: William Agresta, *Planning and Zoning Administrator*
Scott Schatzlein, P.E. *Land Use Group Director, Town Engineer*
Kyra Materasso, *Recording Secretary*

OPENING of MEETING

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman O'Hara called the meeting to order at 7:10 p.m., and invited those in attendance to join in the Pledge of Allegiance.

2. ROLL CALL & SEATING OF ALTERNATES (if required)

Commissioners were seated on a roll call.

3. GENERAL PUBLIC PARTICIPATION PERIOD

Mark Samatulski of Veracious Brewing. 246 Main St. Monroe, CT 06468. Spoke in favor of Food Trucks and submitted a signed petition to the Commission.

Drew Kaplan – an owner of a food truck voiced his desire to permit food trucks in town like in front of a brew pub such as Veracious. He doesn't want to affect local restaurants. He wants regulations for food trucks. All his trucks are up to code and inspected.

4. GENERAL APPOINTMENTS

None

PUBLIC HEARINGS

5. SPECIAL EXCEPTION PERMIT

- **SEP-2016-09, File #1579A – 114 Main Street (Assessor Map 12, Lot 16B)**
Special Exception Permit Application from Duane R. Noll (applicant/owner) for site modifications and alterations to an existing industrial/commercial landscape contractor building/business on property consisting of approximately 1.698 acres within an Industrial District 1 (I-1). Owner: Duane R. Noll.

Chairman O'Hara read the Notice and Rules of Public Hearing and the Secretary read the notice of public hearing. Town Planner Agresta listed the file exhibits.

Doug Reich, Landscape Architect and Casey Birch, Civil Engineer of Solli Engineering came forward to represent the application. Their review of the property history revealed that there are existing Inland Wetland violations and the proposed application would include site work to address the violation issues as well as property drainage proposals.

Mr. Reich reviewed the violation issues and what has been done thus far for correction and plans going forward. Portions of the site were filled over the years, including wetlands, which expanded the upper parking area with fill. A notice of violation was issued and received in June 2008. The proposed plan is to restore areas of wetlands to as close to their original elevation prior to the disturbance. The Inland Wetlands Commission approved of the soil removals, filling/ spreading of wood chips (2 feet of fill being removed and land being returned to original state).

Other site zoning related violation issues include excess outdoor storage area/shed. The area is currently surrounded by a 6' high wood fence and is used to store parts, seasonal equipment. No hazardous materials are stored on the site. Additional work to address comments, and return to the Inland Wetlands Commission for its amendment approval is needed and then the applicant will return to the Planning and Zoning Commission on December 15th.

The owner is requesting to keep the gravel driveway due to heavy machinery and their turning radius as opposed to pavement. The pavement will deteriorate quickly where as gravel will be more cost effective. A designated handicap parking area was created and is proposed to be paved. Vice Chairman Porter asked how the project would meet the parking regulations which require paving. Mr. Reich stated that a request was made to use millings and that was not approved so, the owner is now requesting permission to be just gravel. The Town Engineer recommends that the lot be paved. The Commission indicated paved would be the way to go. Commissioner O'Hara asks if the Commission was ok with the parking space count at 24 spaces and if that was consistent with the Regulations. The Commission was generally satisfied. The Town Engineer noted that even though the loading space access will be tight he is ok with it and recommended a project stabilization bond of \$12,000, to which the applicant was ok with.

No signage is proposed.

Casey Birch of Solli Engineering discussed drainage features for the project and the proposal of use of a gravity wall as not to impact inland wetlands. Commissioner O'Hara suggested getting an updated letter from the adjacent property of the Stepney Fire Department relating to the encroachment that is proposed to be corrected.

There were no public comments.

Pending Inland Wetland review and furthering of the plans, the hearing was adjourned to December 15, 2016.

SITE PLAN REVIEW

6. SITE DEVELOPMENT PLAN - None

DELIBERATIONS and DETERMINATIONS

7. EXTENTIONS - None

8. BOND RELEASE OR REDUCTIONS - None

9. MEETING MINUTES

- October 27, 2016

MOTION: Porter – To approve the meeting minutes for October 27, 2016 as amended.
SECOND: Hayden
VOTE: 5-0-0 – Approved
Ayes O’Hara, Porter, Hayden, Townson, Ambrosey
Nays None
Abstain None

10. APPLICATION DELIBERATIONS/DETERMINATIONS - NONE

OTHER BUSINESS

11. REGULATIONS REVIEW / AMENDMENT WORKSESSION - NONE

12. CORRESPONDENCE / OTHER RECEIVED

Discussion of the reuse of Chalk Hill School

- The Chairman started the discussion noting his opinion that Chalk Hill is being used in violation of the Zoning Regulations which require a Special Exception Permit; there are currently no permits for the Town and the Parks and Recreation Department to have usage of the inside building. Chairman O’Hara discussed what the next steps would be to clarify usage of the building. These violations pertain to the inner building not the usage of the outside parking lot and fields which have regularly been shared by Chalk Hill, Fawn Hollow and Jockey Hollow.
- The Commission discussed what if any short term uses for existing programs in place could utilize Chalk Hill at the present time. The Commission emphasized the need for a reuse plan and Special Exception Permit application for long term usage. There was not full consensus on whether or not existing uses were in violation or not but Vice Chairman Porter suggested that the Commission approve the municipal historic use of the facility on a short term schedule through April which is the current schedule already in place for planned activities until the issue is resolved.
- It was questioned by Commissioners if anything on the property was unsafe, hazardous, and unfit; such as, asbestos. There is asbestos but as long as no remodeling or construction is done there is no danger per Public Works.

- Town Planner Agresta indicated that his opinion was that the historic non-school uses should be able to continue but that reuse and expanded use would require a permit and would to address ADA and other code compliance matters.
- Chairman O’Hara voiced concerns of the minimal outside lighting and the uneven sidewalks. Planner Agresta said that maintenance of the building needs to be addressed and a dedicated janitor service should be assigned as long as the building is being used.
- Commissioner Lindstrom started to question what funds would be required. This was tabled for the finance department.
- Chairman O’Hara suggested the Zoning Enforcement Officer issue a letter to the First Selectman with parameters and time frames for the Town to apply for a needed Special Exception Permit and submit an application with a comprehensive plan by April 15, 2017. Temporary use should also not include events with alcohol and the ZEO should be given full access or a key to the front door for inspections of the facility and its usage.
- All agreed such a letter should be issued through the ZEO to the First Selectman with a copy to the Board of Finance and Town Council, and should be wait to be sent.

13. COMMISSION REPORTS

- Chairman’s Report – The Chairman noted that items underway in the Town included CVS construction, gun range opening soon, Cumberland Farms construction and a proposed hotel at 387 Main Street.
- Commissioner’s Report – None
- Land Use Staff Report - None

14. MEETING ADJOURNMENT

Polling the Commission and hearing no objections, Chairman O’Hara adjourned the meeting at 9:28 pm.

Respectfully Submitted,
Kyra Materasso, *Recording Secretary*