

MINUTES
PLANNING COMMISSION
JANUARY 8, 2013 – 7:00 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 2

I. ROLL CALL

Regular members present: Munn, Pritchard, Steinfeld, Sherrard
Alternate members present: Fitzgerald, Zod, Kane
Staff present: Murphy, Davis, Glemboski, Trask

Chairman Sherrard called the meeting to order at 7:00 p.m. and sat Zod for the vacant voting member.

II. APPROVAL OF THE MINUTES OF meeting of December 11, 2012.

MOTION: To approve the minutes of December 11, 2012 as amended.

Motion made by Steinfeld, seconded by Pritchard. Motion passed 3-0-2, with Munn and Zod abstaining.

III. PUBLIC COMMUNICATIONS

Staff noted the handout on UConn's Land Use Academy Program workshop on Basic Training for Land Use Commissioner's.

IV. SUBDIVISIONS - none

V. SITE PLANS

1. Library Hill Modification, 225 Leonard Drive

Gary Sharpe, applicant, addressed the Commission giving a brief history of the site including Building #2. He discussed the waivers requested including parking lot paving and landscaping and reported on the status of the site.

Staff discussed the proposed use of the building, parking, lighting and the drainage all to be completed with the conditional certificate of site plan compliance for phase 1.

The Commission and Staff discussed the bond and the time frame involved for the paving.

MOTION: To approve a site plan modification for Library Hill LLC, 225 Leonard Drive, subject to the following modifications:

1. The following items shall be completed prior to an issuance of a Certificate of Occupancy and a Conditional Certificate of Site Plan Compliance for the Phase 1:

- a. Provide compacted process gravel and appropriate subgrade, as per detail on Site Plan X08#14, on the entire parking/drive area associated with Phase 1.
 - b. Provide wheel stops at all parking spaces adjacent to bituminous sidewalk along front and side of existing building.
 - c. Provide parking lot and building lights associated with Phase 1.
 - d. Provide concrete pads for trash area associated with Phase 1.
 - e. Provide appropriate handicapped parking space(s) and accessible route into building to meet Building Code.
 - f. Provide anti-tracking pad.
 - g. Provide drainage improvements associated with Phase 1.
2. The following items shall be bonded for based on the approval of this site plan modification. A \$25,000 bond, as agreed upon by the applicant, shall be submitted to the Office of Planning and Development Services prior to an issuance of a Certificate of Occupancy and a Conditional Certificate of Site Plan Compliance for Phase 1:
- a. All paving for Phase 1 that is not required by Item # 1 above.
 - b. All landscaping for Phase 1.
 - c. Any additional items shown on the approved site plan.
3. All site improvements shall be completed within 8 months of approval of this site plan modification.
4. Technical items as raised by staff shall be addressed.

The Planning Commission notes that the allowance for a pervious parking surface on this site is a temporary situation until summer 2013 and meets the intent of Section 7.2-13 of the Zoning Regulations.

Motion made by Sherrard, seconded by Munn. Motion passed unanimously.

VI. OLD BUSINESS

1. Subdivision Regulation Amendments - none
2. Plan of Conservation and Development Update

Staff noted that the Steering Committee will be meeting on January 17th and will be discussing draft Land Use Inventory maps, the web page and the project schedule.

3. 2013 Planning Commission Meeting Schedule

Commissioner Steinford voiced his concern over the Planning Commission meeting on Tuesday nights which is the same time the Town Council meets. He would like to see the meetings moved so that Commissioners can attend both meetings should they choose to do so, and so Council members could attend Planning Commission meetings.

The Commission and Staff discussed the various options available. The topic will be placed on the Committee of Chairs agenda for discussion.

4. Central Hall Electrical Easements Status

Staff discussed the issues involved with CL&P and the easements. Staff has suggested that the applicant revise their documentation to reflect the adjusted dates. No commission action is required at this time.

VII. NEW BUSINESS

1. Report of Commission - none

2. Election of Officers

MOTION: To elect James Sherrard as Chairman of the Planning Commission

Motion made by Pritchard, seconded by Zod. Motion passed unanimously.

MOTION: To elect Jeff Pritchard as Vice Chairman/Secretary of the Planning Commission

Motion made by Sherrard, seconded by Steinford. Motion passed unanimously.

3. New Applications

a. Library Hill Modification, 225 Leonard Drive

MOTION: To add a referral from the ZBA, ZBA12-09, 5 Pearl Street, Pavone/Owner to the agenda as Item #4 under New Business.

Motion made by Munn, seconded by Steinford. Motion passed unanimously.

4. Referral from the Zoning Board of Appeals for January 9, 2013 Public Hearing – ZBA12-09, 5 Pearl Street, Pavone/Owner

Staff briefly explained the proposed expansion of the garage. Historic District Commission approval has been received.

The Commission had no comment.

VIII. REPORT OF CHAIRMAN

Chairman Sherrard and Staff discussed the special meeting for the CIP. A potential date of January 29, 2013 at 6:00pm was agreed upon.

IX. REPORT OF STAFF

Staff noted that the Committee of Chairs will meet on the January 28th.

The new Inspection Services Technician and the vacant Economic Development Specialist positions will be filled soon.

The Town Attorney will be visiting various land use agencies to refresh Commissioners on procedural mandates, case law and other matters.

X. ADJOURNMENT

Motion to adjourn at 7:45 p.m. made by Steinfeld, seconded by Zod, so voted unanimously.

Jeffrey Pritchard, Secretary
Planning Commission

Prepared by Katie Trask
Office Assistant II