

**TOWN OF CROMWELL  
ECONOMIC DEVELOPMENT COMMISSION**



*Regular Meeting*  
**7:00 P.M. Thursday November 18, 2010**  
**Room 222 Cromwell Town Hall**

RECEIVED FOR FILING  
11-15 2010 at 10:43 A.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Joan Aulquist-Cesst*  
TOWN CLERK

**AGENDA**

1. **Call to Order**
2. **Roll Call/Seating of Alternates**
3. **Approval of Agenda**
4. **Public Comments**
5. **New Business:**
  - a. ED Coordinator's Report:
    - i. Middlesex EXPO
    - c. 310 Main Street
  - b. Façade Program:
    - i. 41-34 River Road
    - d. Tax Abatement Program
6. **Stimulating Economic Development:**
  - a. Marketing
7. **Old Business:**
  - a. Northern Tier Industrial Development
  - b. Main Street Revitalization Project
  - c. Planning & Zoning Issues:
    - i. New Zoning Regulations
  - d. Zoning Enforcement
  - e. Stocking Triangle
  - f. EDC "A-frame" signs
8. **Communications** (see attached P&Z Report; Zoning Enforcement Report; P&Z Minutes)
9. **Chairman's Comments/Commissioners' Comments**
10. **Approval of Minutes**
11. **Good & Welfare**
12. **Adjourn**

# Economic Development Incentive Guidelines

Town of Cromwell

Adopted by the Board of Selectman on June 11, 2008

RECEIVED FOR FILING  
*June 12 20 08 at 12:41 M.*  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jean Ablowitz Esq.*  
TOWN CLERK

## I. Overview

The primary objective of offering economic development incentives is to encourage the strategic economic growth and expansion of businesses through the establishment of a public/private partnership, consistent with the Town of Cromwell's Plan of Conservation and Development ("POCD"). In addition, the Town of Cromwell, in adopting these incentive guidelines, establishes the following broad objectives:

1. Preservation and creation of jobs for local residents
2. High-quality, long-term growth of the Town of Cromwell's tax base
3. Stimulation of the local economic conditions to strengthen existing businesses and to develop growth in strategic industries
4. Accomplishment of community goals as stated in the current POCD

Any proposed incentives shall be subject to approval by the Board of Selectman, upon the recommendation of the First Selectman.

## II. General Requirements

Applicants for incentives will be considered if the following circumstances apply:

1. The proposed project is located in an appropriate zone as defined in the Cromwell Zoning Regulations

2. There is a commitment to remain in the town beyond the length of the abatement or other incentive period if applicable
3. All tax obligations to the Town by the Applicant are current
4. Reasonable efforts will be made to employ Town residents
5. The project meets goals and objectives identified in the current POCD
6. Reasonable efforts will be made to use Cromwell businesses during construction and operation

In addition, applicants must meet the following eligibility criteria:

1. Applicant must be a for-profit enterprise that is entitled to operate legally in the State of Connecticut
2. Applicant must not be in violation of any law, regulation or agreement with the Town, State or Federal Government
3. Applicant must demonstrate a solid financial base and reasonable growth potential
4. Applicant must be committed to make a significant investment in new or rehabilitated real or personal property
5. Applicant's project must provide the Town of Cromwell the opportunity to create new employment, enhance the tax base, encourage technological innovation or investment, or address another goal or objective identified in the POCD

### **III. Qualifying Locations**

Areas targeted for strategic economic development will receive priority in consideration for incentives:

1. Downtown: lower Main Street (south of West Street) and areas east
2. Brownfields
3. Kirby Road
4. Geer Street and areas north
5. Rte 3 Area, north of Court Street

6. Northern Tier (Commerce Drive and areas north)

**IV. Qualifying Businesses**

Generally, the following types of for-profit enterprises shall receive consideration for incentives:

1. Those belonging to target industries as identified in the current POCD or other economic development planning tools
2. Those belonging to targeted industry clusters as identified by the State of Connecticut Department of Economic and Community Development
3. Those proposing a project that advances a stated goal or objective of the POCD

In addition, there are location-specific requirements for the type of enterprises eligible for consideration:

1. Downtown
  - a. Strategic businesses (must be conforming use)
  - b. Locally owned small businesses consistent with POCD
  - c. Restaurants (excluding national chains)
  - d. Affordable 1 BR or loft-style dwellings targeting young professionals or retirees, with 2 BR dwellings considered only in special circumstances
  - e. Cultural establishments (theatres, performing arts)
  - f. Boutique retail shops – (clothing, book stores, art galleries)
  - g. Specialty food store (Italian market, bakery, chocolatier)
  - h. Upscale wine bar or martini bar
2. Brownfields
  - a. Any business that does not deteriorate the public image of Cromwell and does not have a significant environmental impact
3. Kirby Road
  - a. Professional services and office buildings
4. Geer Street

- a. Any development that is consistent and compatible with adjacent business parks in Rocky Hill (light manufacturing and business parks)
5. Rte 3 Area
  - a. Retail businesses for any property with frontage on Rte 3
  - b. For properties without frontage on Rte 3, any development that is consistent and compatible with adjacent business parks in Rocky Hill (light manufacturing and business parks)
6. Northern Tier
  - a. Businesses with a significant and positive impact to Cromwell in industries that are consistent with the POCD for the area

## **V. Application Procedure**

1. Applicant contacts Economic Development Coordinator or visits Office of Developmental Services at Town Hall
  - a. Copy of Economic Development Incentive Guidelines is issued, along with Exhibits A&B.
  - b. Contact information for Economic Development Coordinator is provided to applicant
2. Economic Development Coordinator receives draft of application (see Exhibit A for details), helps applicant to complete application, and verifies its accuracy
3. If applicant is existing Cromwell business, Economic Development Coordinator notifies Tax Collector's Office of pending application
4. If existing Cromwell business, Tax Collector's Office issues statement of tax payment history to Economic Development Commission ("EDC")
5. EDC reviews application, votes to either recommend acceptance or denial of application, based upon guidelines and tax payment history, and provides commentary to First Selectman, with copies sent to Tax Assessor and Finance Director
6. Tax Assessor and Finance Director review application and EDC's commentary and provide their own recommendations and commentary to First Selectman

7. Economic Development Coordinator submits draft of proposal to applicant, along with request for updated application, with copies of draft sent to Board of Selectmen
8. If applicant decides to proceed with construction/renovation, applicant provides updated application (timeline, extent of construction/renovation, etc) to Economic Development Coordinator.
9. Economic Development Coordinator notifies First Selectman and Board of Selectmen of decision by applicant to proceed and provides a copy of the updated application
10. First Selectman reviews updated application and makes recommendation to the Board of Selectmen
11. The updated application and terms and conditions are presented to the Board of Selectman for final approval, upon the recommendation of the First Selectman.
  - a. Economic Development Coordinator notifies applicant of decision
  - b. If approved, the First Selectman and Economic Development Coordinator work on specifics of contract based upon latest information and any additional conditions required by the Board of Selectmen.
12. If application is approved, First Selectman works with Town Attorney to draft formal contract that includes a strict but reasonable timeline and expiration date, along with other terms and conditions per the economic development incentive guidelines
13. Economic Development Coordinator presents contract to applicant
14. If signed by applicant, contract is then signed by First Selectman
15. First Selectman's Office sends copies of signed contract to applicant, Tax Assessor, Tax Collector, Finance Director, Town Planner, and Economic Development Coordinator

## **VI. Policy Waiver**

In the event of unusual or extraordinary circumstances, the Board of Selectmen, upon the recommendation of the First Selectman, may alter or otherwise waive any and all requirements contained herein so long as the project is consistent with the goals and objectives of the current POCD.

## **VII. Types of Incentives**

The Town may provide economic development incentives as it may be eligible to provide in accordance with State Statutes including but not limited to Personal and Real Property Tax Abatements (See Exhibit B) or Rebates; grants, loans, loan guarantee, down payment, employment or local hiring credit; public infrastructure improvements, job training program or other purchase assistance.

Exhibit A

**APPLICATION REQUIREMENTS AND PROCEDURES:**

**Required Supporting Documentation**

**Applications should include where appropriate the following:**

1. Letter requesting consideration for Economic Development Incentives Program.
2. Name and current address of the company to operate the business.
3. Name, address, and principles of entity that will own the real property.
4. Financial information on the operating business (3 years if possible).
5. Narrative on the business describing products or services to be produced or provided.  
This should include current and future number of employees as well as any plans for future growth.
6. Listing of Chief Officers of the business and a brief description of their background.
7. Timeline of proposed schedule for construction and/or renovation
8. Number of jobs created, facility employment (total), and facility Payroll (total)
9. Circumstances, which would justify approval of the tax assessment reduction.
10. Construction cost:
  - a. Land cost, building costs
  - b. Construction payroll
  - c. New furniture and equipment
11. Operating cost:
  - a. Annual sales by the facility in the jurisdiction
  - b. Annual facility purchases of operating items subject to sales tax
12. Amount of facility purchases from local wholesalers
13. Amount of facility purchases from local service firms
14. Amount of facility purchases from local manufacturers (include SIC codes)

**Exhibit B**

**Tax Abatement Options by Strategic Location**

Unless otherwise restricted by Connecticut State Statute (see 12-65B), tax abatement will be offered as follows, based upon location and proposed amount to be spent on construction and renovations:

1. Downtown
  - a. Over \$3 million in construction and renovations, 100% of fixed assessment for 7 years
  - b. Over \$500 thousand... 100% of fixed assessment for 2 years
  - c. Over \$100 thousand... 50% of fixed assessment for 3 years
2. Brownfields
  - a. Maximum benefit
3. Kirby Road
  - a. Over \$3 million in construction and renovations, 100% of fixed assessment for 3 years OR 50% of fixed assessment for 7 years
  - b. Over \$500 thousand... 100% of fixed assessment for 1 year OR 60% of fixed assessment for 2 years
  - c. Over \$100 thousand... 50% of fixed assessment for 1 year OR 30% of fixed assessment for 2 years
4. Geer Street
  - a. Maximum benefit for 1<sup>st</sup> 5 buildings, on a case-by-case basis for each additional building
5. Rte 3 Area
  - a. For retail businesses, same as Kirby Road
  - b. For light manufacturing and business parks, same as Geer Street
6. Northern Tier
  - a. On a case-by-case basis

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-01	Norm & Ken Nadeau Special Conditions: NONE	Northbrook Estates Sub	File a Restrictive Covenant in lieu of a letter-of-credit and/or cash performance bond	Approved 1/05/2010	Silt fence installed
10-02	Joe Dudash Special Conditions: NONE	540 Main Street	Indoor Airsoft Facility	Approved 1/19/2010	Open for business
10-03	Reed Builders, LLC Special Conditions: NONE	North Road	"Mountain View" revise lots 7 & 8	Approved 1/05/2010	
10-04	Brothers Property LLC Special Conditions: The Site Development Plan shall be reviewed and approved by the Town Engineer.	County Line Road	3 lot commercial resubdivision	Approved 1/19/2010	
10-05	ORL Construction Corp. Special Conditions: NONE	14 Hillside Road	GKN-Manufacturing	Approved by staff 1/4/10	Work in progress
10-06	Ken Caruso Special Conditions: NONE	26 Court Street	2 family conversion	Approved by staff 1/4/10	
10-07	Peggi Camosci Special Conditions: NONE	322 Main Street	Tea Room & Gift Shop	Approved by staff 1/19/10	Open for Business

2010 PERMITS

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-08	First Selectman Special Conditions: NONE	Harpers Meadow Road	Road acceptance - Harpers Meadows	Approved 1/19/2010	Accepted on May 13, 2010
10-09	Debra Tardif Special Conditions: NONE	319 Main Street	The Mouse Hole, LLC Gifts & Antiques	Approved by staff 1/12/10	Open for Business
10-10	John Whitney Special Conditions: NONE	76 Nooks Hill Road	lot split	No action required	
10-11	First Selectman Special Conditions: NONE		8-24 Referral regarding proposed Senior Center	Approved 3/02/10	Rejected by voters
10-12	First Selectman Special Conditions: NONE		8-24 referral regarding proposed Library Expansion	Approved 3/02/10	Rejected by voters
10-13	Country Sq. Commons Special Conditions: NONE	40 Country Squire Road	Horizon Marketing	Approved by staff 2/4/10	Moved in
10-14	Greater Harford Community Foundation Special Conditions: Conditions same as last year	100 Golf Club Road	Travelers Championship Golf Tournament	Approved 4/6/10	Tournament over Late removing signs

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-15	Pipa Patel Krauszer's Food Stores Special Conditions: (1) not to exceed 8 vehicles and if over capacity must be removed within 24 hrs. (2) A no entrance sign on the western entrance.	117 Berlin Road	U-Haul Rental	Approved 3/2/10	No Activity Signs removed
10-16	Planning & Zoning Commission Special Conditions: NONE	town wide	Staff proposed amendments to Subdivision regulations	Approved 4/6/2010	
10-17	First Selectman Special Conditions: NONE	town wide	Infrastructure; Iron Gate; Police	Approved 3/2/10	
10-18	First Line Electric LLC Special Conditions: NONE	135 Sebethe Drive	Electrical Contracting Offices & Warehouse	Approved by staff 2/24/10	
10-19	Salvatore Petrella Special Conditions: NONE	630 Main Street	Bookkeeping Office	Approved by staff 3/9/10	Moved in
10-20	Joshua Eddinger Special Conditions: Wetlands officer review for wetlands compliance	24 Shunpike Road	Temporary Retail Garden Store	Approved 4/6/2010	Closed for the season all materials removed from site
10-21	Not used				

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-22	Qamar Naqvi Special Conditions: Operation must conform with the Cromwell Hills Condominium Association Phase II and III Rules & Regulations revised April 2008.	15 Wild Rose Court	Import handicrafts & gift items	Approved 6/15/2010	
10-23	Croi-Lyn Kovacs Special Conditions: (1) The ramp must be approved by the Building Inspector.	13 Sydney Lane	Home Daycare	Approved 4/20/2010	Handicap ramp complete
10-24	Elizabeth Vincenzi Special Conditions: NONE	199 Shunpike Road	Elite Fitness Studio	Approved by staff 3/30/10	Open for business
10-25	Paul Morello, Jr. Special Conditions: (1) The Town Engineer shall review the drainage report submitted by the applicant, and deem it acceptable; (2) The plans shall be revised to address the Town Planner's comments dated 4/8/10;	200 Coles Road	Mrozowski 1 lot subdivision	Approved 4/16/2010	

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-26	Brian DiMartino Special Conditions: (1) The applicant shall submit all utility easements indicated on the plans for review by the Town Attorney prior to map filing. (2) The plans shall be reviewed and approved by the Town Engineer prior to map filing.	9 Ledge Road	1 lot subdivision	Approved 6/15/2010	
10-27	Cromwell Little League Special Conditions: Approval by Board of Education	9 Captain James Mann Memorial Drive	Batting cages and Press Box	Approved 5/04/2010	Complete
10-28	LRC Group/Pat Gorman Special Conditions: NONE	14 Hillside Road	Proposed parking expansion	Approved 5/18/ 2010	Work in progress
10-29	Burt John, Director Covenant Village Special Conditions: NONE	Missionary Road	Farmer's Market	Educational events are allowed in Institutional Development Zone No action needed	
10-30	Mark Langton Special Conditions: NONE	Fire Depts. 82 Court St. and 1 West Street	Mother's Day Flower Sale	Approved 5/04/2010	Event over

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-31	H & C Developers Special Conditions: NONE	Woodside Rd-west side	Woodside Estates	Approved 6/1/2010	
10-32	H & C Developers Special Conditions: (1) The applicant may delete the sidewalks shown on "Leghorn Lane." (2) The applicant shall revise the plans, if feasible, moving the proposed yard drains from Lot 2-3 to Lot 2-4. (3) The applicant shall submit revised drainage calculations for review and approval by the Town Engineer.	Woodside Road	Woodside Estates	Approved 6/15/2010	
10-33	One Kirby Road C,LLC Special Conditions: NONE	1 Kirby Road	Site plan modification Dunkin Donuts	Approved 6/1/2010	
10-34	TNT Fireworks/Melissa Gaduti Special Conditions: NONE	77 Berlin Road	Retail sale of CT approved works	Approved by staff 5/25/10	Event over
10-35	Allan Spotts Special Conditions: NONE	West St. Firehouse to Pierson Park, Comm. Field Rd.	Cromwell Riverport Festival	Approved 6/1/2010	Event over

**2010 PERMITS**

<u>Permit #</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-36	Nadeem Khalid Special Conditions: NONE	538 Main Street	Express Food Mart	Approved by staff 6/8/10	
10-37	Staff Special Conditions: NONE	town-wide	SR amendment re road paving	Pending	
10-38	William Torza Special Conditions: NONE	150 Sebethe Drive	Banquet Room Addition - Billy Tee's	Approved 8/3/10	Work in progress
10-39	LRC Group/Pat Gorman Special Conditions: NONE	21 Evergreen	Resubdivision	Approved 9/7/10	
10-40	First Tee of Connecticut Special Conditions: NONE	676 Main Street	Zone Change from IP to I	Approved 8/3/10	No Activity
10-41	First Tee of Connecticut Special Conditions: 1. The deed restriction submitted with the application will be executed by the applicant. 2. The plans shall be reviewed and approved by the Town Planner prior to map filing.	676 Main Street	Re-subdivision of portion of property	Approved 8/3/10	

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-42	Elizabeth Bianco Special Conditions: NONE	33 Berlin Road	Hot Dog Cart	Tabled	
10-43	Town Engineer Special Conditions: NONE	Eager Lane	Eager Lane Bond	Agreement with the First Selectman 9/21/10	
10-44	1213 Development LLC Special Conditions: Bond be placed for storm drain improvements. Fee waived in lieu of Open Space	196 Coles Road	Residential re-subdivision	Approved 10/5	
10-45	Stone Ridge Associates Special Conditions: NONE	1 Willowbrook Road	Site plan approval for two commercial buildings	Tabled	No Activity
10-46	Cobblestone Associates Special Conditions: NONE	Berlin Rd. Rte.372	Subdivide for additional bldg.	Denied 9/21/10	
10-47	1213 Development, LLC Special Conditions: NONE	196 Coles Road	Excavation special permit in connection with subdivision	Appl. Withdrawn 9/21/10	
10-48	Asma Ijaz Special Conditions: NONE	136 Berlin Rd Suite 101	Nova Dental - New dental office replacing previous one.	Approved by staff 8/3/10	

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-49	John J. Cassells Special Conditions: NONE	27 Coles Road	Convert existing 2 family to 4 family	Ph 10/5	
10-50	Conservation Comm. Special Conditions: NONE	Town wide	Add "Open Space Plan" to POCD	Ph 10/19/20	
10-51	William Coons Special Conditions: 1. All paving, curbing and final backfilling shall be completed no later than 9/30/10. 2. The planting of street trees shall be completed not later than 10/15/10.	Northbrook Estates	Extend expiration date	Approved 9/7/10	
10-52	William Coons Special Conditions: 1. There shall be not less than a total of 66 street trees planted within the subdivision. 2. You will submit a plan showing the proposed locations of all street trees to be planted in open space locations. 3. The planting of all street trees shall be completed not later than 10/15/10.	Northbrook Estates	Revise street tree plan	Approved 9/7/10	

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-53	Judith Milardo Special Conditions: NONE	28 Court Street	Piano and voice lessons	Approved 9/21/10	
10-54	Steve Rosner Special Conditions: NONE	319 Main Street	Cromwell Computers Computer sales & service	Approved by staff 8/16	Open for business
10-55	Michelle Hodge Special Conditions: NONE	51 Court Street	"incidental fill" backyard	Approved by staff 8/19	Work in progress Hydro seeded
10-56	Hi-Tech Industries Special Conditions: NONE	538 Main Street	Drive-through for Express Food Mart	Approved 9/7	Work in progress
10-57	Progress Drive Assoc. Special Conditions: Additional aind shown on plan must be acquired prior to filing.	5 Progress Drive	Liturgical Publications	Approved 9/7	Work in progress
10-58	Mattabassett District Special Conditions: NONE	245 Main Street	WPCF Upgrade	Tabled	Approved 10/19/10
10-59	Maria Iacobucci Special Conditions: NONE	1100 Corporate Row	SNT Enterprise Landscape company	Pending	

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-60	Mattabassett District Special Conditions: NONE	245 Main Street	WPCF Upgrade Flood Plain Development	Approved 10/5	Approved 10/5
10-61	Mattabassett District Special Conditions: NONE	245 Main Street	WPCF Upgrade Stack height	Approved 10/5	Approved 10/5
10-62	Habitat for Humanity of CT Special Conditions: NONE	34 Shunpike Road	Sell new & slightly used goods	Approved by staff 9/15/10	Approved by staff 9/15/10
10-63	H&C Developers LLC Special Conditions: Town Attorney's approval	Woodside Estates Sub	Restrictive Covenant	Approved 10/5	Approved 10/5
10-64	Town of Cromwell Special Conditions Approval of Town Engineer of the final plans.	Cider Hill Sub/Evergreen	Stormwater Conveyance in Open Space parcel	Approved 10/5	Approved 10/5
10-65	Cromwell Little League Special Conditions: NONE	Watrous Park	Amend site plan approval of Little League facilities	Approved 10/5	Approved 10/5
10-66	T & M Builders Special Conditions: NONE	Cromwell Chase	Revised conservation easement	Approved 10/19	Approved 10/19
10-67	Northeast Printing Network, LLC Special Conditions: NONE	135 Sebethe Drive	Wholesale printing	Approved by staff 10/8/10	Approved by staff 10/8/10

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-68	Number not used				
10-69	Delta Building Corp. Special Conditions: (1) Same conditions as with the original approval; (2) the applicant will clean up the site to the satisfaction of the Town Engineer.	310 Main Street	Ext. of site plan approval	Approved 11/4	
10-70	H & C Developers, LLC Special Conditions: (1) Same conditions as for Application #10-32	Woodside Road	Subdivision	Approved 10/19	
10-71	Cobblestone Special Conditions: NONE	Berlin Road	Dumpster Location	Pending	
10-72	P & Z Special Conditions: NONE	Town wide	New Zoning Regs	Pending	
10-73	Redline Automotive LLC Special Conditions: NONE	41 South Street	Uhaul rental	Approved by staff 10/20/10	
10-74	Mark Langston/Fire Dept Special Conditions: NONE	82 Court Street	Christmas tree sales		

**2010 PERMITS**

<u>Permit#</u>	<u>Name of Applicant</u>	<u>Site Location</u>	<u>Type of Activity</u>	<u>Decision Date</u>	<u>Status</u>
10-75	First Selectman Special Conditions: NONE	West Street	Road acceptance Eager Lane		Pending
10-76	First Selectman Special Conditions: NONE	Evergreen Road	Road acceptance Cider Hill		Pending
10-77	First Selectman Special Conditions: NONE	Pasco Hill Road	Road acceptance Pasco Hill Rd		Pending







## Town of Cromwell Planning and Zoning Commission

**REGULAR MEETING**  
**7:00 P.M. THURSDAY, NOVEMBER 4, 2010**  
**ROOM 224 CROMWELL TOWN HALL, 41 WEST STREET**

### MINUTES

Present: Nicholas Demetriades, Vincent Faienza, Joseph Garafalo, Michael Cannata,  
Doug Sienna, Peter Keithan, Alice Kelly.  
Absent: Thomas Madden, Thomas O'Neill, Alternate Linda Duren.  
Also Present: Town Planner Craig Minor, BOS Liaison Anthony Varricchio, Sr.

#### 1. Call to Order

The meeting was called to order at 7:02 pm by Chairman Demetriades presiding.

#### 2. Roll Call

The presence of the above members was noted.

#### 3. Seating of Alternates

There were none seated.

#### 4. Approval of Agenda

**Motion** made by Vincent Faienza, **seconded** by Joseph Garafalo to approve the agenda with the addition of Item 10.b: Application #10-74 at 82 Court Street. All were in Favor. *Motion Passed.*

#### 5. Public Comments:

Attorney Julie Petrella, 630 Main Street, asked the Commission to add to the agenda "Performance Bond Reduction for North Brook Estates Subdivision". **Motion** made by Vincent Faienza, **seconded** by Michael Cannata to amend the agenda by adding Item 7.b.2: Bond Reduction for North Brook Estates. All were in Favor. *Motion Passed.*

Michael Slifer, 2 Pond View Drive, spoke against removing the 1500' separation requirement for gas stations from the new zoning regulations.

Pat Snow of Premier Development gave an update on the status of the Cobblestone Plaza project. Commissioner Alice Kelly expressed concern over a new contractor possibly coming onboard at this late date, and said that Haley & Aldrich should be involved in any discussion of a new contractor.

Richie Waters, 84 South Street, spoke against reducing the performance bond at North Brook Estates. He also recommended P&Z not approve any more projects for Premier Development until the Cobblestone Plaza project is finished.

**6. Development Compliance Officer Report:**

Zoning Enforcement Officer Fred Curtin reported on several issues that he is investigating, including: two alleged home occupations without permits; over-sized vehicle on Crest Lane; dumpster yard on Nooks Hill Road; inappropriate fill material on Nooks Hill Road; illegal fill on Alcap Ridge; un-permitted activities at the end of Sebeth Drive.

**7. Town Planner Report**

- a. Public Hearings to be Scheduled: none.
- b. Performance Bond Actions:

1. Performance Bond for "Cromwell Chase" Subdivision

Town Planner Craig Minor explained that the project is now at the point where the applicants are ready to post a performance bond, and to have their restrictive covenant released. The staff recommends a performance bond amount of \$112,229. Commissioner Alice Kelly asked that in the future, any staff comments to the Commission be typed, and not hand-written. Commissioner Doug Sienna recommended the amount be increased to account for inflation; Mr. Minor replied that it is, by 15%. Mr. Sienna asked that this be made clear in the future.

**Motion** made by Michael Cannata, **seconded** by Alice Kelly, to approve the Performance Bond for Cromwell Estates subdivision on Willowbrook Road in the amount of \$112,229. All were in Favor. *Motion Passed.*

**Motion** made by Michael Cannata, **seconded** by Doug Sienna, to release the Restrictive Covenant at Cromwell Chase subdivision on Willowbrook Road. All were in Favor. *Motion Passed.*

2. Performance Bond for "North Brook Estates" Subdivision

Town Planner Craig Minor reported that there are numerous outstanding issues, including missing wetland monuments, unpaid back taxes, and the Engineering Department has not submitted any recommendation because they have not yet inspected the final wearing course. Mr. Minor therefore recommended that no reduction be approved.

Attorney Julie Petrella described the amount of work that has been completed, and requested that at least a portion of the money be released so that contractors can be paid.

**Motion** made by Alice Kelly, **seconded** by Doug Sienna, to table the request. All were in Favor. *Motion Passed.*

**8. Public Hearing and Possible Action:** none.

**9. Old Business**

a. Application #10-45: Site Plan Approval for Two Commercial Buildings at 1 Willowbrook Road. Stone Ridge Associates LLC, owner/applicant.

Town Planner Craig Minor reported that the applicants have asked for a continuation. They have provided the Town with the necessary written permission to delay a decision.

**Motion** made by Alice Kelly, **seconded** by Doug Sienna, to table the application. All were in Favor. *Motion Passed.*

**10. New Business**

a. Application #10-69: Extension of Site Plan Approval for Commercial Building at 310 Main Street. Delta Building Corporation, owner/applicant

Gary Dayharsh, owner of Delta Building Corporation, presented his request. He said that due to the bad economy he has not been able to sell the property, and that he has a prospective buyer but will not be able to apply for a building permit before the site plan approval expires.

Commissioner Joe Garafalo asked if one year would be enough; Mr. Dayharsh replied that several years would be better. Town Planner Craig Minor said that he was reluctant to recommend more than one year, because this site plan might not be in harmony with the new zoning regulations. A discussion ensued. Mr. Minor recommended approval for one year now, and if after reviewing the new zoning regulations there are no conflicts, the applicant could come back and ask for the additional years. Commissioner Michael Cannata noted that the site is very messy right now. Mr Dayharsh admitted it was and said that he has been talking to the Town Engineer about it.

**Motion** made by Alice Kelly, **seconded** by Doug Sienna, to approve the application for one year with conditions: (1) Same conditions as with the original approval; (2) the applicant will clean up the site to the satisfaction of the Town Engineer. All were in Favor. *Motion Passed.*

b. Application #10-74: Use Permit for Roadside Stand (Christmas Trees and Wreaths) at 82 Court Street. Mark Langton, applicant; Cromwell Fire District, owner.

Mark Langton of the Cromwell Fire Department presented the application. He identified himself as the person in charge of the Court Street Fire Station. Commissioner Keithan noted that the Fire Department has been doing this for several years with no problems.

**Motion** made by Peter Keithan, **seconded** by Alice Kelly, to approve the application. All were in Favor. *Motion Passed.*

**11. Communications:** none.

**12. Commissioners' Comments:**

Commissioner Kelly reminded the commission of the hearing on November 16 on the new zoning regulations and map. She reported that she and Vice Chairman Enzo Faienza will be making a presentation to the Cromwell Chamber of Commerce on it next week. Commissioner Kelly recommended the new regulations be reviewed by a land use attorney, such as Mark Branse of Branse & Willis. The commission agreed that this was a good idea and by consent authorized her to discuss it with the Board of Selectmen.

Commissioner Sienna commented on the Eager Lane situation, and his concern that, with all the town staff time going into finishing the project for him, the developer may end up not paying the full cost of this project. He said he presented his concerns to the First Selectman and has asked for a complete list of all the expense items involved, in writing. Alice Kelly asked Mr. Sienna for a list of what he has requested of the First Selectman. Mr. Sienna said he would provide that, for Eager Lane and for Cider Hill.

Chairman Nick Demetriades reported that he will not be seeking re-election as Commission chairman at the December meeting. He was not stepping down from P&Z, he just did not wish to be chairman any longer.

**13. Approval of Minutes**

**Motion** made by Peter Keithan to approve the minutes of October 19, 2010 as presented, **seconded** by Doug Sienna. All were in favor except Alice Kelly (abstained). *Motion Passed.*

**14. Adjourn**

Motion by Doug Sienna to adjourn, seconded by Joseph Garafalo. All were in favor. *Motion Passed.* The meeting adjourned at 8:20. p.m.

Respectfully Submitted,

Craig Minor, AICP  
Town Planner

TOWN OF CROMWELL  
ECONOMIC DEVELOPMENT COMMISSION



Regular Meeting  
7:00 P.M. Thursday October 21, 2010  
Room 224 Cromwell Town Hall

RECEIVED FOR FILING  
10-25 2010 at 8:42 a.m.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jean Chalquist, Asst.*  
TOWN CLERK

MINUTES

**PRESENT:** Robert Jahn, Stan Stachura, Mertie Terry and Joe Fazekas

**ABSENT:** Chairman Richard Nobile and Victor Harpley

**ALSO PRESENT:** Town Planner Craig Minor and Selectman Al Waters

1. **Call to Order:** Mr. Jahn called the meeting to order at 7:00pm.
2. **Roll Call/Seating of Alternates:** None.
3. **Approval of Agenda:** A **motion** was made by Mr. Stachura and **seconded** by Mr. Fazekas to approve the agenda and was *unanimously approved. Motion passed.*
4. **Public Comments:** None.
5. **New Business:**
  - a. ED Coordinator's Report:
    - i. Middlesex EXPO: Mr. Minor put the item on the agenda to give the commission a chance to decide what to do at the EXPO. Mr. Stachura asked Craig Stevenson what had been displayed at the past EXPOs. Mr. Stevenson explained some of the past displays. Mr. Stachura stated that the event is a single day event with an event in the evening for Chamber members only. Mr. Stachura asked Mr. Minor if there is a map that shows business zoned areas-Mr. Minor stated that a map could be printed. Mr. Stachura suggested using the book that Mr. Polke made and the map to show available areas. Ms. Terry would like to make sure that the booth looks presentable. Mr. Stachura suggested bringing the A-frame sign that will be used to highlight new businesses, etc... Ms. Halibozek suggests bringing materials that were handed out at the first EDC breakfast-folders with information that were professionally printed.

- b. Façade Program:
  - i. 41-34 River Road:

A **motion** was made by Mr. Fazekas and **seconded** by Mr. Stachura to table this item and was *unanimously approved. Motion passed.*

- ii. 310 Main Street:

Ms. Terry brought the information from the assessor's office and the assessed value is \$62,000 and the appraised value is \$89,260. Ms. Terry asked about the property and the

limits due to the proximity to the railroad tracks and the limited exposure on Main Street. Mr. Stachura suggests doing a Phase I and II study on the property before the town considers purchasing the site and then make a decision after results are received. Mr. Stachura feels that it is something that should be looked into but more information is needed before a recommendation is made. Commissioners discussed what the use of the property would be. A **motion** was made by Mr. Fazekas and **seconded** by Ms. Terry to table discussion until further information on the site's conditions, including phase I and phase ii studies, before making a recommendation to the Board of Selectmen and was *unanimously approved*.  
*Motion passed.*

**6. Stimulating Economic Development:**

a. Marketing: None.

**7. Old Business:**

a. Northern Tier Industrial Development: None.

b. Main Street Revitalization Project: None.

c. Planning & Zoning Issues:

i. New Zoning Regulations:

Mr. Minor stated that the new zoning regulations have been scheduled for a public hearing on the third Tuesday in November and afterwards they will be officially adopted.

d. Zoning Enforcement: None.

e. Stocking Triangle:

Mr. Waters believes that just the lights need to be installed. Mr. Stachura asked if there will still be bench seats installed. Mr. Waters stated that changes had been made as the plans went along and that some items were removed from the plans.

f. EDC "A-frame" signs:

Mr. Jahn reported that Chairman Nobile is still working on it.

**8. Communications** (see attached P&Z Report; Zoning Enforcement Report; P&Z Minutes): A letter from CERC was received yesterday for an invitation for an event they are hosting. Mr. Fazekas will explore the opportunity and follow up on the information of the event. Mr. Stevenson confirmed that the town is no longer a member of CERC.

**9. Chairman's Comments/Commissioners' Comments:** Mr. Stachura asked about Mellili's café and if anything is being done to help them. Mr. Fazekas stated that parking lot modifications will be made and a streetlight will be installed and an RFP will be sent out.

Mr. Waters believes that the money will be appropriated out of the highway department according to First Selectman Flanders.

Mr. Fazekas asked to have an item to be put on the next agenda to discuss the regulations to deny an abatement application and to make sure that the application is clear. Mr. Stevenson indicated that daycare centers are eligible for abatement but that the former First Selectman did make areas of town preferential for receiving abatement. Mr. Stachura asked if there is precedent for other daycare centers. Mr. Stachura asked for copies of the current tax abatement program.

10. **Approval of Minutes:** A **motion** was made by Mr. Stachura and **seconded** by Mr. Fazekas to approve the minutes of September 16, 2010 and was *unanimously approved. Motion passed.*
  
11. **Good & Welfare:** Mr. Waters stated that the property next to the 310 Main Street property is contaminated from when it was a Cumberland Farms. Mr. Waters stated that the site is currently being treated. Mr. Waters believes that it is very likely that it is contaminated. Mr. Waters reported that Rocky Hill was able to get a food packaging company that would have been good for the property behind Sunoco because it's near the highway.

Mr. Stachura asked that the Board of Selectmen and First Selectman hire an EDC Coordinator soon.

12. **Adjourn:** Adjournment was by general consent at 8:01p.m.

Respectfully submitted,

*Catherine Potter*

Catherine Potter  
Clerk