



## **Town of Cromwell Planning and Zoning Commission**

**REGULAR MEETING  
7:00 P.M. TUESDAY OCTOBER 17, 2023  
COUNCIL CHAMBERS CROMWELL TOWN HALL  
41 WEST STREET**

### **AGENDA**

RECEIVED FOR RECORD  
Oct 12, 2023 01:27P  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

1. **Call to Order**
2. **Roll Call**
3. **Seating of Alternates**
4. **Approval of Agenda**
5. **Development Compliance Officer Report:**
6. **Director of Planning and Development Report:**
7. **New Business Accept and Schedule New Applications:**
8. **Old Business:**
  - a. Application #23-35: Request for a Site Plan Modification for the construction of the new middle school and administrative offices in a Residence Zone District at 9 Captain James Mann Memorial Drive. The Town of Cromwell Board of Education is the Applicant and the Town of Cromwell is the Owner.
9. **New Business:**
  - a. Application #23-28: Request for a Site Plan Modification to construct 39 parking spaces and install electrical chargers at 14R Winchester Way (adjacent to 150 Country Squire Drive). Cromwell Village Associates, LCC is the Applicant and the Town of Cromwell is the Owner.
  - b. Application #23-33: Request for a Site Plan Approval to construct an AutoZone Retail Store at 48 Berlin Road in the Highway Business Zone District. AutoZone, Inc. is the Applicant and Orion Pro Friend SL, LLC is the Owner.
10. **Public Hearing:**
  - a. Application #23-32: Request for a Special Permit under Section 4.2.O of the Zoning Regulations to allow for the installation of paving, curbs, sidewalks and utility upgrades within the Special Flood Hazard Area at 48 Berlin Road. AutoZone, Inc. is the Applicant and Orion Pro Friend SL, LLC is the Owner.
11. **Commissioner's Comments:**
12. **Minutes:**
  - a. May 4, 2023
  - b. July 18, 2023
  - c. August 15, 2023
  - d. September 5, 2023
  - e. September 19, 2023
13. **Adjourn:**

Permit	Name of Applicant	Site Location	Type of Activity	Decision Date	Status
23-15	Adelbrook Behavioral & Development Services, Inc.	60 Hicksville Road	App for Subdivision Approval	8/15/2023	Approved
23-16	Town of Cromwell Board of Ed	9 Captain James Mann Memorial Drive	App for Special Permit	7/18/2023	Approved
23-17	Town of Cromwell Board of Ed	9 Captain James Mann Memorial Drive	App for Site Plan Approval	7/18/2023	Approved
23-18	Walter Kebalo	5 Commerce Drive	App for Special Permit	7/6/2023	Approved
23-19	Town of Cromwell	41 West Street	App for Site Plan Modification - EV Charging Stations	6/20/2023	Approved
23-20	Town of Cromwell	1 Community Field Road	App for Site Plan Modification - EV Charging Stations	6/20/2023	Approved
23-21	Wendy Masse/St. John Church	Waltrouse Park Rd.	App for Temporary Event Permit		Administrative Approval
23-22	Ryan Buchanan	548 Main Street	App for Special Permit-Restaurant with alcoholic beverages	7/6/2023	Approved
23-23	Craig Tooker / Hubbell Power Systems, Inc.	46 Nooks Hill Road	App for Site Plan Modification - Parking Lot Enhancements	8/15/2023	Approved
23-24	Walmart #229	161 Berlin Road	App for Site Plan Modification - Storage Containers	8/15/2023	Approved
23-25	Cromwell Chicken, LLC	195 West Street	App for Special Permit - Restaurant with Drive-through	9/19/2023	Approved
23-26	Cromwell Chicken, LLC	195 West Street	App for Site Plan Approval	9/19/2023	Approved
23-27	James Triola	One Golf Club Road	App for Site Plan Modification	8/14/2023	Approved
23-28	Cromwell Village Associates	150 Country Squire Drive	App for Site Plan Modification	8/10/2023	Pending
23-29	Alvin Ravizza	150 Sebethe Drive	App for Special Permit - Contractor Yard	8/16/2023	Approved
23-30	Cromwell Childrens Coolition - Susan Schein	20 James Martin Drive	App for Temporary Permit		Administrative Approval

23-31	Robert Begen	546 Main Street	Special Permit - Liquor Line	9/5/2023	Approved
23-32	AutoZone Cassandra Peeler	48 Berlin Road	Special Permit	8/28/2023	Pending
23-33	AutoZone Cassandra Peeler	48 Berlin Road	Site Plan Approval	8/28/2023	Pending
23-34	Steven Nardello	380 Main Street	App for Special Permit - Duplex to Triplex	9/15/2023	Pending

**TOWN OF CROMWELL  
PLANNING AND ZONING COMMISSION**

***APPLICATION FOR SITE PLAN APPROVAL***

Name of Project: Cromwell Middle School and Central Administration Office  
Street Address: 6 Captain James Mann Memorial Drive  
Volume/Page: 59-435 PIN #: 987

Applicant Name: Town of Cromwell - Board of Education  
Address: 9 Captain James Mann Memorial Drive  
Cromwell, CT 06416

Telephone: 860-632-4830 (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Email Address: rcglynn77@gmail.com

Property Owner Name: Town of Cromwell  
Address: 41 West Street, Cromwell, CT 06416

Attached:

- ☐ Application fee.  
☐ Twenty-five copies of the **Site Development Plan** prepared in accordance with Article 13.3 of the Cromwell Zoning Regulations.

- |   |   |  |
|---|---|--|
| 1. Is <u>any part</u> of the site within 500' of an adjoining town?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 2. Will this project require an <u>Inland Wetlands Agency permit</u> if yes, have you obtained it?                                      | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 3. Will this project require a DEP <u>Stormwater Management Permit</u> if yes, have you applied for it?                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4. Will this Project Require an <u>STC Permit</u> if yes, have you submitted a copy of the plans to the STC?                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 5. Does the parking comply with the <u>handicapped parking</u> requirements as set forth in current version of the State Building Code? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

***I hereby certify that the information presented above is correct to the best of my knowledge.***

\_\_\_\_\_  
Applicant Name and Signature

\_\_\_\_\_  
Date

Application #

23-28

**TOWN OF CROMWELL  
PLANNING AND ZONING COMMISSION**

***APPLICATION FOR SITE PLAN MODIFICATION***

**Name of Project:** Planned Multifamily Residential Development (The Landon of Cromwell)

**Street Address:** 150 Country Squire Drive

**Volume/Page:** 1675-181 + 1132-248 **PIN #:** 00336000 + 05078000 **MBL:** 14-9 + 15-057

**Applicant Name:** Cromwell Village Associates, LLC.

**Address:** 2319 Whitney Avenue, Suite 1A  
Hamden, CT 06518

**Telephone:** (203)230-1600 (day) \_\_\_\_\_ (evening) \_\_\_\_\_

**Email Address:** Markie\_f@sbcglobal.net

	MBL: 15-057	MBL: 14-9
<b>Property Owner Name:</b>	<u>Town of Cromwell</u>	<u>Same as Applicant</u>
<b>Address:</b>	<u>41 West Street</u>	
	<u>Cromwell, CT 06518</u>	

**Attached:**

- ☒ Application fee.
- ☒ Twenty-five copies of the **Site Development Plan** prepared in accordance with Article 13.3 of the Cromwell Zoning Regulations.

- |   |   |  |
|---|---|--|
| 1. Is <u>any part</u> of the site within 500' of an adjoining town?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 2. Will this project require an <u>Inland Wetlands Agency permit</u> ?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| if yes, have you obtained it?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 3. Will this project require a <u>DEP Stormwater Management Permit</u> ?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| if yes, have you applied for it?  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| 4. Will this Project Require an <u>STC Permit</u> ?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| if yes, have you submitted a copy of the plans to the STC?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 5. Does the parking comply with the <u>handicapped parking</u> requirements as set forth in current version of the State Building Code? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

*I hereby certify that the information presented above is correct to the best of my knowledge.*

Joseph P. Fazzekas  
Applicant Name and Signature  
*Agent*

8/10/23  
Date





## Memorandum

**To:** Town of Cromwell Planning and Zoning Commission

**From:** Thomas J. Daly, PE – US Manager of Civil and Structural Engineering  
Rock Emond – Associate Civil Engineer

**Date:** August 25, 2023

**Subject:** Additional Parking at 150 Country Squire Drive, Cromwell, Connecticut

**SLR #:** 141.12398.00007

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Cromwell Village Associates, LLC. is seeking a modification to an existing site plan approval to install 39 parking spaces located along the northern portion of the property and on a portion of property currently owned by the Town of Cromwell as defined on the plans provided. The intent behind this modification is to obtain approval to seek a purchase agreement with the Town of Cromwell town council to obtain this portion of land. The 39 parking spaces are proposed to address the need for additional parking spaces, with this increase in parking, it is believed that the parking concerns of the overall site will be addressed. Drainage patterns shall be maintained and the increase in impervious will be mitigated by a stormwater basin and high-level overflow structure. In working with town staff, additional secondary measures have been included in this proposal to assist with historical drainage concerns in the area.

As part of this application, Cromwell Village Associates, LLC is also seeking to include the installation of electrical vehicle charging stations that were indicated in a previous submission in October of 2022 where the parking concerns of the site were voiced by the commission and then that proposal denied. With the increase in parking associated with this proposal satiating the parking concerns, we request the electrical vehicle charging spaces be reassessed by the commission for their installation and utilization. The electrical vehicle charging stations will be dual front facing chargers to allow the charging of up to two vehicles. Currently there are 5 located on-site and a single new charger is proposed. Changing the total vehicle charging stations from 5 to 6.

TOWN OF CROMWELL  
PLANNING AND ZONING COMMISSION***APPLICATION FOR SITE PLAN APPROVAL***

Name of Project: AutoZone Cromwell  
Street Address: 48 Berlin Road, Cromwell, CT 06416  
Volume/Page: 1745/90 PIN #: 00094400  
  
Applicant Name: Cassandra Peeler, on behalf of AutoZone, Inc.  
Address: 123 S. Front St, 3rd Floor  
Memphis, TN 38103  
Telephone: 901-495-8753 (day) \_\_\_\_\_ (evening)  
Email Address: Cassandra.Peeler@autozone.com  
  
Property Owner Name: Christopher Sanz  
Address: 200 South Biscayne Blvd, 7th Floor  
Miami, FL 33131

Attached:

- ☒ Application fee.  
☒ Twenty-five copies of the **Site Development Plan** prepared in accordance with Article 13.3 of the Cromwell Zoning Regulations.

- |  |   |  |
|--|---|--|
| 1. Is <u>any part</u> of the site within 500' of an adjoining town?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 2. Will this project require an <u>Inland Wetlands Agency permit</u> ?<br>if yes, have you obtained it?                                    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
|  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| 3. Will this project require a DEP <u>Stormwater Management Permit</u> ?<br>if yes, have you applied for it?                               | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
|  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| 4. Will this Project Require an <u>STC Permit</u> ?<br>if yes, have you submitted a copy of the plans to the STC?                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
|  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| 5. Does the parking comply with the <u>handicapped parking</u><br>requirements as set forth in current version of the State Building Code? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

***I hereby certify that the information presented above is correct to the best of my knowledge.***

Cassandra Peeler for AutoZone, Inc.

Applicant Name and Signature

08-28-23

Date



September 5<sup>th</sup>, 2023

Town of Cromwell – Planning & Development Department  
ATTN: Stuart Popper – Director of Planning and Development  
41 West St, 2<sup>nd</sup> Floor  
Cromwell, CT 06416

RE: AutoZone Cromwell – Project Narrative

Dear Mr. Popper,

On behalf of Orion Pro Friend SL, LLC (Owner) and AutoZone, Inc (the Applicant), Kimley-Horn is pleased to submit the Site Plan Application and Special Flood Hazard Area Special Permit Application for Town of Cromwell Planning & Zoning Commission review.

AutoZone is the leading retailer, and a leading distributor, of automotive replacement parts and accessories in the U.S. All AutoZone stores are company-owned and operated through its corporate headquarters in Memphis, Tennessee. The proposed project is to be located at 48 Berlin Road, Cromwell, CT (MBL:14-6-1C). The lot is in the Highway Business (HB) zone and is currently occupied by a closed Friendly's restaurant. The proposed store will have 8-12 employees with 3-5 employees per shift. The store will operate Monday-Sunday 7:30AM - 9PM and Sunday 8:30AM - 8PM. Deliveries will occur once a week during off peak hours.

The project involves the demolition of an existing structure, the former Friendly's restaurant, and the construction of a new ground up retail store. There will be accompanying improvements to the existing parking lot including relocating parking stalls, a new trash enclosure, and a new loading area. The proposed parking lot limits are consistent with the existing limits. The existing ingress/egress into the site will remain on Country Squire Drive. The project proposes to reduce the overall impervious coverage from its existing condition due to a reduction of impervious area of the parking lot in along Country Squire Drive.

The project involves offsite improvements along the frontage of Berlin Road in the CTDOT right-of-way. These improvements include the extension of the existing sidewalk to the intersection of Berlin Road and Country Squire Drive and utility connections for the proposed building. Additional offsite improvements are to be made on the adjacent property located at 50 Berlin Road, Cromwell, CT. These improvements include installation of new curb, pavement, and sidewalk, consistent with the existing limits of the parking lot. A letter from the adjacent property owner consenting to the proposed improvements will be provided to the commission.

The project lot is located within the FEMA Flood Zones AE and X per the FEMA FIRM map dated August 28, 2008. The proposed project building is located outside both flood zones. Proposed improvements within Flood Zone AE will not increase the total fill onsite. The project proposes to mill and overlay pavement, replacement of curbing, and replace an inlet with a hydrodynamic separator within the Flood Zone. These minor improvements are consistent with the existing conditions and will not have an adverse impact on the flood zone.





August 31, 2023

Ms. Alice Kelly, Chairwoman  
Planning & Zoning Commission  
Town of Cromwell, Town Hall  
41 West Street  
Cromwell, CT 06416

RE: Trip Generation Letter – AutoZone Cromwell  
48 Berlin Road (CT 372)  
Town of Cromwell, Connecticut 06416

Dear Ms. Kelly:

Kimley-Horn is providing engineering services for the proposed development of an AutoZone retail facility located at 48 Berlin Road (CT 372) in the Town of Cromwell. The 6,097 square foot (SF) automobile parts retail store will replace the existing 3,746 SF restaurant (formerly a Friendly's) building. Existing site access is provided via a driveway from Country Squire Drive on the northeast corner of the property. Site access is proposed to remain in the future.

The site is currently developed as a restaurant use, formerly occupied by Friendly's. It is proposed to redevelop the site into an automobile parts retail store use but could potentially be re-occupied by a general retail use in the future. To determine the net difference in trips on the site associated with the change in use, the trip generations for the existing and proposed uses, as well as for the potential future re-occupancy, were calculated and compared. A review of the Institute of Transportation Engineers' (ITE) publication, *Trip Generation Manual*, 11<sup>th</sup> Edition, revealed suitable Land Use Code's (LUC) for use to evaluate the existing and proposed uses – High-Turnover (Sit-Down) Restaurant (932), Automobile Parts Sales (834), and Strip Retail Plaza < 40k (822). The existing and projected peak-hour trips, as well as the potential future re-occupancy peak-hour trips, (and associated net changes) are shown in **Table 1** below.

Table 1 – Peak-Hour Trip Generations		
	AM Peak Hour	PM Peak Hour
Existing (Friendly's Restaurant)	36	34
<i>Proposed AutoZone Development</i>		
Proposed (AutoZone Retail)	15	30
<b>Total Net Project Trips</b>	<b>-21</b>	<b>-4</b>
<i>Potential General Retail Re-occupancy</i>		
Potential Re-occupancy (General Retail)	14	40
<b>Total Net Project Trips</b>	<b>-22</b>	<b>+6</b>


As shown in Table 1 above, based on ITE trip rates, the existing use on the site is calculated to generate a total of 36 trips during the weekday morning (AM) peak hour and 34 trips during the weekday evening (PM) peak hour. The proposed redevelopment is projected to generate a total of 15 trips during the weekday AM peak hour and 30 trips during the weekday PM peak hour. Compared to the former use on the site, the proposed redevelopment is projected to generate a total of 21 fewer trips during the weekday AM peak hour and 4 fewer trips during the weekday PM peak hour. In short, the proposed redevelopment is expected to generate fewer trips than if the existing building were to be reoccupied by another high-turnover restaurant such as Friendly's. Thus, there is anticipated to be no substantial impact to the state highway system due to the proposed redevelopment.

The redeveloped building could potentially be re-occupied by a general retail use in the future, which is projected to generate a total of 14 trips during the weekday AM peak hour and 40 trips during the weekday PM peak hour. Compared to the former use on the site, the potential re-occupancy is projected to generate a total of 22 fewer trips during the weekday AM peak hour and 6 additional trips during the weekday PM peak hour. This is equivalent to up to 1 potential new trip added to the surrounding roadway network every 10 minutes. Thus, even if the building were to be re-occupied by a general retail use in the future, there is anticipated to be no substantial impact to the state highway system due to the redevelopment.

Please contact me at (914) 368-9188 or at [john.canning@kimley-horn.com](mailto:john.canning@kimley-horn.com) should you have any questions.

Sincerely,

Kimley-Horn and Associates, Inc.



John Canning,  
Associate

CT PE Number: 0028017

TOWN OF CROMWELL  
PLANNING AND ZONING COMMISSION

LEGAL NOTICE

The Town of Cromwell Planning and Zoning Commission will hold a Public Hearing on Tuesday October 17, 2023 at 7:00 p.m. in Room 224 of the Cromwell Town Hall at 41 West Street on the following items:

1. Application #23-32: Request for a Special Permit under Section 4.2.O of the Zoning Regulations to allow for the installation of paving, curbs, sidewalks and utility upgrades within the Special Flood Hazard Area at 48 Berlin Road. AutoZone, Inc. is the Applicant and Orion Pro Friend SL, LLC is the Owner.

At this hearing interested persons may appear and be heard and written testimony received. This application is available for public inspection in the office of the Town Planner.

Alice Kelly  
Chairman

Dated in Cromwell, Connecticut this the 5<sup>th</sup> day of October 2023.

**Town of Cromwell  
Planning and Zoning Commission**

***APPLICATION FOR SPECIAL PERMIT  
SPECIAL FLOOD HAZARD AREA OVERLAY DISTRICT***

Description of Activity: Redevelopment of property to an AutoZone retail store

Street Address: 48 Berlin Road, Cromwell, CT 06416 Zoning District: HB

Parcel ID #: 00094400 Volume/Page: 1745/90

Applicant's Name: Cassandra Peeler, on behalf of AutoZone, Inc.

Address: 123 S. Front St, 3rd Floor, Memphis, TN 38103

Telephone Number (daytime): 901-495-8753

Email Address: Cassandra.Peeler@autozone.com

Property Owner's Name: Christopher Sanz

Address: 200 South Biscayne Blvd, 7th Floor, Miami, FL 33131

Description of Proposed Activity:

Proposed construction of a new ~6,000 SF AutoZone retail store with redevelopment of the existing parking, access aisles, and utilities. Proposed improvements within the special flood hazard are limited to paving, curb, and utility upgrades onsite and new sidewalk offsite. The proposed improvements will not increase the fill onsite or offsite.

*"I have read and I am familiar with the Cromwell Zoning Regulations Article 4.2 ("Special Flood Hazard Area Overlay District"), Article 8.7 ("Special Permit Application Procedures"), Article 8.10.G ("Notification of Abutting Property Owners") and Article 8.10.H ("Public Hearing Sign Posting Requirements"). An "Impact Statement" per Section 9.4.A is attached."*

Cassandra Peeler for AutoZone, Inc.  
(signature of applicant)

08-28-23  
(date)

Cassandra Peeler for AutoZone, Inc.  
(printed name of signer)





September 7<sup>th</sup>, 2023

Town of Cromwell – Planning & Development Department  
ATTN: Stuart Popper – Director of Planning and Development  
41 West St, 2<sup>nd</sup> Floor  
Cromwell, CT 06416

RE: AutoZone Cromwell – Flood Impact Statement

Dear Mr. Popper,

On behalf of Orion Pro Friend SL, LLC (Owner) and AutoZone, Inc (the Applicant), Kimley-Horn is pleased to submit the Site Plan Application and Special Flood Hazard Area Special Permit Application for Town of Cromwell Planning & Zoning Commission review.

AutoZone is the leading retailer, and a leading distributor, of automotive replacement parts and accessories in the U.S. All AutoZone stores are company-owned and operated through its corporate headquarters in Memphis, Tennessee. The proposed project is to be located at 48 Berlin Road, Cromwell, CT (MBL:14-6-1C). The lot is in the Highway Business (HB) zone and is currently occupied by a closed Friendly's restaurant. The project involves the demolition of an existing structure, the former Friendly's restaurant, and the construction of a new ground up retail store. There will be accompanying improvements to the existing parking lot including relocating parking stalls, a new trash enclosure, and a new loading area. The proposed parking lot limits are consistent with the existing limits. The existing ingress/egress into the site will remain on Country Squire Drive. The project proposes to reduce the overall impervious coverage from its existing condition due to a reduction of impervious area of the parking lot along Country Squire Drive.

The project lot is located within the FEMA Flood Zones AE and X per the FEMA FIRM map dated August 28, 2008. Per the Town of Cromwell Zoning Regulations, the Special Flood Hazard Area (SFHA) is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The Flood Zone AE is the area that presents a one percent annual chance of flooding, and its base flood elevation (BFE) was used to determine the flood impact of the proposed project. The BFE of Flood Zone AE per the FEMA FIRM map is 23.3'. Therefore, the SFHA is the area at or under 23.3'.

The project lot ranges from 40' to 21' contours sloping from northwest to southeast. The proposed finished floor elevation (FFE) of the proposed building is 34.0', which is 10.7' above the BFE and outside the SFHA. The proposed footprint of the building is also located outside the Flood Zone X boundary, which is not included in the SFHA.

The proposed onsite improvements located within Flood Zone AE are limited to mill and overlay of pavement, replacement of curbing, replacing an inlet with a hydrodynamic separator, and utility installation. These minor improvements are consistent with the existing conditions and will not have an adverse impact on the flood zone.

The proposed offsite improvements located within Flood Zone AE are limited to the extension of the sidewalk on Berlin Road and utility installation. The sidewalk extension on Berlin Road will require minor grading but will not decrease the storage capacity of the flood zone.

In meeting the required provisions for SFHAs per the Town of Cromwell Zoning Regulations (4.2.R), Kimley-Horn has provided the following responses:

1. New construction, substantial improvements, and structures that have sustained substantial damage shall be constructed using methods and practices that minimize flood damage.

**Response: No structures or major improvements will be constructed within the Special Flood Hazard Area.**

2. New construction, substantial improvements, and structures that have sustained substantial damage shall be constructed with materials and utility equipment resistant to flood damage.

**Response: No structures or major improvements will be constructed within the Special Flood Hazard Area.**

3. New construction, substantial improvements, and repairs to structures that have sustained substantial damage shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

**Response: No structures or major improvements will be constructed within the Special Flood Hazard Area.**

4. New construction, substantial improvements and repair to structures that have sustained substantial damage cannot be constructed or located entirely or partially over water.

**Response: No buildings or major improvements are being constructed over water.**

5. Electrical, heating, ventilation, plumbing, air conditioning equipment, HVAC ductwork, and other service facilities, or any machinery or utility equipment or connections servicing a structure shall be elevated to or above the base flood elevation (BFE) to prevent water from entering or accumulating within the components during conditions of flooding. This includes, but is not limited to, furnaces, oil or propane tanks, air conditioners, heat pumps, hot water heaters, ventilation ductwork, washer and dryer hook-ups, electrical junction boxes, and circuit breaker boxes.

**Response: All proposed electrical, heating, ventilation, plumbing, air conditioning equipment, HVAC ductwork, and other service facilities will be located outside the Special Flood Hazard Area and above the BFE.**

6. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

**Response: The project requires the replacement of the existing water service line to the proposed building with connection to the water main on Berlin Road. The replacement line will be designed to eliminate infiltration of flood waters into the system.**



7. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.

**Response: The project requires the replacement of the existing sanitary service line to the proposed building with connection to the sanitary main on Berlin Road. The replacement line will be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.**

8. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

**Response: The proposed on-site dumpsters are not located within the Special Flood Hazard Area. The waste disposal area is located and constructed to avoid impairment or contamination from flooding.**

9. Above-ground storage tanks (oil, propane, etc.) which are located outside or inside of the structure must either be elevated above the base flood elevation (BFE) on a concrete pad, or be securely anchored with tie-down straps to prevent flotation or lateral movement, have the top of the fill pipe extended above the BFE, and have a screw fill cap that does not allow for the infiltration of flood water.

**Response: There are no above-ground storage tanks as part of this project. Section not applicable.**

10. In any portion of a watercourse that is altered or relocated, the flood carrying capacity must be maintained. Notify adjacent communities and the Connecticut Department of Environmental Protection (DEEP), Inland Water Resources Division prior to any alteration or relocation of a watercourse.

**Response: There are no watercourses being altered as part of this project. Section not applicable.**

11. If any portion of a structure lies within the Special Flood Hazard Area (SFHA), the entire structure is considered to be in the SFHA. The entire structure must meet the construction requirements of the flood zone. The structure includes any attached additions, garages, decks, sunrooms, or any other structure attached to the main structure. Decks or porches that extend into a more restrictive flood zone will require the entire structure to meet the standards of the more restrictive zone.

**Response: The entire proposed structure is located outside the Special Flood Hazard Area. Section not applicable.**

12. If a structure lies within two or more flood zones, the construction standards of the most restrictive zone apply to the entire structure (i.e., V zone is more restrictive than A zone; structure must be built to the highest BFE). The structure includes any attached additions, garages, decks, sunrooms, or any other structure attached to the main structure. (Decks or porches that extend into a more restrictive zone will require the entire structure to meet the requirements of the more restrictive zone.)

**Response: The entire proposed structure is located outside the Special Flood Hazard Area. Section not applicable.**

13. Compensatory Storage. The water holding capacity of the floodplain, except those areas which are tidally influenced, shall not be reduced. Any reduction caused by filling, new construction or substantial improvements involving an increase in footprint to the structure, shall be compensated for by deepening and/or widening of the floodplain. Storage shall be provided on-site, unless easements have been gained from adjacent property owners; it shall be provided within the same hydraulic reach and a volume not previously used for flood storage; it shall be hydraulically comparable and incrementally equal to the theoretical volume of flood water at each elevation, up to and including the 100-year flood elevation, which would be displaced by the proposed project. Such compensatory volume shall have an unrestricted hydraulic connection to the same waterway or water body. Compensatory storage can be provided off-site if approved by the municipality.

**Response: The proposed on-site improvements in the Special Flood Hazard Area impacting the flood storage volume are limited to matching existing grade, i.e. mill and overlay of existing pavement. Therefore, no compensatory storage is required for on-site work.**

**The proposed off-site improvements in the Special Flood Hazard impacting the flood storage volume are limited to minimal amounts of grading adjustments necessary to construct a sidewalk extension along Berlin Road. The sidewalk extension was requested by the Town of Cromwell. The grading for the proposed sidewalk extension is minor and will flatten the local topography. The sidewalk grading will provide additional flood storage and will not have an adverse impact on flood storage. Spoil material would be spread on site outside of the SFHA or otherwise properly disposed of according to applicable statutes. Therefore, no compensatory storage is required for off-site work.**

14. Equal Conveyance. Within the floodplain, except those areas which are tidally influenced, as designated on the Flood Insurance Rate Map (FIRM) for the community, encroachments resulting from filling, new construction or substantial improvements involving an increase in footprint of the structure, are prohibited unless the applicant provides certification by a registered professional engineer demonstrating, with supporting hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that such encroachments shall not result in any (0.00 feet) increase in flood levels (base flood elevation). Work within the floodplain and the land adjacent to the floodplain, including work to provide compensatory storage shall not be constructed in such a way so as to cause an increase in flood stage or flood velocity.



**Response: The proposed structure and on-site major improvements are located outside of the SFHA. The on-site minor improvements in the SFHA will match the existing grade and will not impact the existing flood storage volume nor the restrict the hydraulic cross-section. Therefore, there is no expected impact to the flood elevation.**

Should you have any questions, please do not hesitate to contact me at 914-369-9200 or Matt.Manchisi@kimley-horn.com.

Sincerely,

Matthew J. Manchisi, P.E.  
Connecticut License # 35010



## **Town of Cromwell Planning and Zoning Commission**

### ***REGULAR MEETING 7:00 P.M. TUESDAY SEPTEMBER 5, 2023 COUNCIL CHAMBERS CROMWELL TOWN HALL 41 WEST STREET***

#### **Minutes and Record of Votes**

**Present:** Chairman Alice Kelly, Vice Chairman Michael Cannata, Ann Grasso, John Keithan, Nick Demetriades, Ken Rozich, Robert Donohue

**Absent:** Brian Dufresne, Chris Cambareri, Paul Cordone, Douglas Kalinowski

**Also present:** Zoning Compliance Officer Bruce Driska, Director of Planning and Development Stuart Popper, Town Council liaison James Demetriades

#### **1. Call to Order**

The meeting was called to order at 7:06pm by Chairman Kelly.

#### **2. Roll Call**

The presence of the above members was noted.

#### **3. Seating of Alternates**

A motion was made by Michael Cannata and seconded by John Keithan to seat Robert Donohue as an alternate. All were in favor; the motion passed.

#### **4. Approval of Agenda**

A motion was made by Michael Cannata and seconded by Ann Grasso to approve the agenda with the addition of 3 new applications to accept and schedule; Application #23-31: Request for a Special Permit under Section 7.5A of the Zoning Regulations to permit a restaurant with the sale of alcoholic beverages at 546 Main Street in the Local Business Zone District. Robert H. Bergan is the applicant and the owner; Application #23-32: Request for a Special Permit under Section 4.2P of the Zoning Regulations to permit construction in the Special Flood Hazard Area at 48 Berlin Road in the Highway Business Zone District. AutoZone is the Applicant and Orion Pro Friend SL LLC is the owner; Application #23-33: Request for a Site Plan Approval to construct an AutoZone Retail Store at 48 Berlin Road in the Highway Business Zone District.

AutoZone is the Applicant and Orion Pro Friend SL LLC is the Owner. All were in favor; the motion passed.

**5. Development Compliance Officer Report:**

Mr. Driska said his report is in the package and asked if there were any questions.

**6. Director of Planning and Development Report:**

Mr. Popper said the Cromwell Chicken is back and the application will be heard on September 19th. He said Texas Roadhouse is getting ready to pour the foundation and the new tattoo place, War Path, is open on Main Street. Mr. Popper said the old Price Rite will become a temporary Halloween store and the medical office building on 82 Shunpike is moving along. He also said that the Nostalgia restaurant has opened.

**7. New Business Accept and Schedule New Applications:**

- a. Application #23-28: Request for a Site Plan Modification to construct 39 parking spaces at 14R Winchester Way (adjacent to 150 Country Squire Drive). Cromwell Village Associates, LCC is the Applicant and the Town of Cromwell is the Owner.

Mr. Popper said the parking spaces include some EV chargers as well.

A motion was made by Michael Cannata and seconded by Nick Demetriades to accept and schedule application #23-28 for September 19, 2023. All were in favor; the motion passed.

- b. Application #23-29: Request for a Special Permit under Section 3.5.C.4 of the Zoning Regulations to allow for a Contractor's Yard at 150 Sebethe Drive in the Industrial Zone District. Alvin Ravizza is the Applicant and RANDA LLC is the Owner.

A motion was made by Michael Cannata and seconded by John Keithan to accept and schedule application #23-29 for a public hearing on October 3, 2023. All were in favor; the motion passed.

- c. Application #23-31: Request for a Special Permit under Section 7.5A of the Zoning Regulations to permit a restaurant with the sale of alcoholic beverages at 546 Main Street in the Local Business Zone District. Robert H. Bergan is the applicant and the owner.

A motion was made by Michael Cannata and seconded by Robert Donohue to accept and schedule application #23-31 for a public hearing for October 3, 2023. All were in favor; the motion passed.

- d. Application #23-32: Request for a Special Permit under Section 4.2P of the Zoning Regulations to permit construction in the Special Flood Hazard Area at 48 Berlin Road in the Highway Business Zone District. AutoZone is the Applicant and Orion Pro Friend SL LLC is the owner.

- e. Application #23-33: Request for a Site Plan Approval to construct an AutoZone Retail Store at 48 Berlin Road in the Highway Business Zone District. AutoZone is the Applicant and Orion Pro Friend SL LLC is the Owner

Mr. Popper said a small portion of the parcel is in the flood zone according to the FEMA map.

A motion was made by Michael Cannata and seconded by Ann Grasso to accept and schedule applications #23-32 and #23-33 for a public hearing on October 3, 2023. All were in favor; the motion passed.

Town Council Liaison James Demetriades said he will ask the Town Council for their consideration of new audio video equipment in the meeting room. Chairman Kelly said there is AARP money still available.

**8. New Business:**

- a. POCD Update
- b. Zoning Regulations Update

Robert Collins, SLR Consulting, Cheshire, CT said that the Commissioner should have received a draft document of the POCD about 2 weeks ago. He said I will give you a brief overview and then we can discuss your comments and next steps. Mr. Collins said the data deck can be an appendix. He reviewed the action steps and meetings that have occurred over the last several months. Mr. Collins said we have to make sure we are consistent with the state and regional plans. He asked the Commissioners to forward any questions or comments they had about the draft to him by this Friday.

Mr. Collins said there will be an open house on September 21 at the Library from 6:00pm - 8:00pm. He said there will be tables for each theme area with handouts. He said they would then create the final draft by early October and then they would have a 65 day review period which entails sending it to the Town Council and the River Cog. Chairman Kelly asked who would run the open house and Mr. Popper said it would be me and Mr. Collins and we would invite all of the Commissions. Mr. Popper said they would advertise the open house on Facebook and the town website as well as other publications. Chairman Kelly asked who would be at the tables and Mr. Collins said my team, Mr. Popper and anyone from the Planning and Zoning Commission who wanted to. He said it will be a very social event. Chairman Kelly said she feels that they were given very little input on the POCD. Mr. Popper said that the Commission decided they didn't want to form a subcommittee. Mr. Collins said we did review each section in detail with the Commission but you just haven't seen the full version at once. Chairman Kelly said we don't have jurisdiction in the department goals and Mr. Collins said we want to use this as a vehicle to meet their needs and objectives. Ms. Grasso asked if there would be a document for the public to review before the 21st. Mr. Collins said yes, but just a few days before. He said citizens will also be able to submit questions. Mr. Popper said this is an opportunity for the Town to look at this and hear what the Commission has been working on. Mr. Collins said they would have 65 days to share ideas after the September 21st meeting.

The Commission discussed some points of clarification such as maps, charts and other pieces of



information. Mr. Collins said they are in need of additional pictures. Mr. Collins confirmed that the Commissioners would email him any questions by September 8th and the open house would be held on September 21st. Chairman Kelly said they agree with those dates.

Mr. Demetriades asked if the zoning regulation updates would follow after the POCD is complete and Mr. Collins said yes, but they have been working closely on it.

**9. Commissioner's Comments:**

**10. Minutes:**

- a. May 4, 2023 - tabled
- b. June 20, 2023 - tabled
- c. July 6, 2023

A motion was made by Michael Cannata and seconded by Robert Donohue to approve the minutes of July 6, 2023. Chairman Kelly, Michael Cannata, Nick Demetriades, Ann Grasso and Robert Donohue approved; John Keithan, Ken Rozich, abstained. The motion passed.

- d. July 18, 2023 - tabled

**11. Adjourn:**

A motion was made by Michael Cannata and seconded by John Keithan to adjourn at 8:05pm. All were in favor; the motion passed.

Respectfully submitted,



Linda Imme  
Recording Clerk



RECEIVED FOR RECORD  
Oct 06, 2023 02:45P  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

## **Town of Cromwell Planning and Zoning Commission**

**REGULAR MEETING**  
**7:00 P.M. TUESDAY SEPTEMBER 19, 2023**  
**COUNCIL CHAMBERS CROMWELL TOWN HALL**  
**41 WEST STREET**

### **Minutes and Record of Votes**

**Present:** Chairman Alice Kelly, Vice Chairman Michael Cannata, Chris Cambareri, Ann Grasso, Nick Demetriades, Ken Rozich, Robert Donohue

**Absent:** Brian Dufresne, John Keithan, Paul Cordone, Douglas Kalinowski

**Also present:** Zoning Compliance Officer Bruce Driska, Director of Planning and Development Stuart Popper

#### **1. Call to Order**

The meeting was called to order at 7:06pm by Chairman Kelly.

#### **2. Roll Call**

The presence of the above members was noted.

#### **3. Seating of Alternates**

A motion was made by Michael Cannata and seconded by Chris Cambareri to seat Robert Donohue as an alternate. All were in favor; the motion passed.

#### **4. Approval of Agenda**

A motion was made by Michael Cannata and seconded by Chris Cambareri to approve the agenda with the amendment that application #23-28 will not be heard tonight. All were in favor; the motion passed.

#### **5. Development Compliance Officer Report:**

Mr. Driska said his report is not in the package since they receive it at the first meeting of the month. He said he can report that the TPC agronomy farm building is under construction and the steel beams are being installed this week. Mr. Demetriades asked about Court Street and Mr.

Popper said there has not been any activity there but the former Ewald Estate was sold. Mr. Popper said there is a court agreement but he is not sure how long they have before that settlement might expire.

**6. Director of Planning and Development Report:**

Mr. Popper said projects around town are moving along such as Texas Roadhouse and Goldfish Swim. He said there will be a liquor permit application at the next meeting for the old Well. Mr. Popper said the Auto Zone is moving forward and the old Lord Cromwell should be in front of the Town Council in October for the tax abatement request. Mr. Popper said he regrets to inform the Commission of developer Martin Kenney's death over the weekend.

**7. New Business Accept and Schedule New Applications:**

**8. New Business:**

a. Application #23-26: Request for Site Plan Approval to construct a restaurant with a drive thru window at 195 West Street in the Highway Business Zone District. Cromwell Chicken LLC is the Applicant and NL Grocery II DST is the Owner.

**9. Public Hearing:**

a. Application #23-25: Request for a Special Permit under Section 3.3.C.4., 6.5 and 8.7 of the Zoning Regulations to construct a restaurant with a drive thru window at 195 West Street in the Highway Business Zone District. Cromwell Chicken LLC is the Applicant and NL Grocery II DST is the Owner.

Mr. Popper reads the public hearing notice for application #23-25.

A motion was made by Michael Cannata and seconded by Chris Cambareri to open the public hearing for application #23-25. All were in favor; the motion passed.

Jason Klein an Attorney with Carmody, Torrance, Sandak and Hennessey said that he represents Cromwell Chicken LLC and handed Mr. Popper the certificates of mailing. He said the proposed restaurant will be located at 195 West Street in the HB zone and showed the area on a map. He said this site will have a drive thru and in 2022 you told us that you wanted to see the drive thru in another location. Attorney Klein said we have reconfigured it and asked you about it in March. This Commission told us we were on the right track and we heard your suggestions.

Matthew Bersch, Engineer with Dynamic Engineering showed an aerial map of the southwest corner of the parking lot and said that this development is three quarters of an acre. He explained the driveway entrances and exits will remain the same. He said the site plan rendering shows everything but we also will show you an alternate plan with some minor changes. Mr. Bersch said the building will be 2,500 square feet with a double drive through. He said there will be sidewalks, trash enclosure, landscaping, signage and lighting. Mr. Bersch said access to the site will be provided by the existing driveway and the site will have 12 angled parking stalls. He said

the shopping center parking space requirement is to have 262 spaces and with this development they will have 592 spaces. Mr. Bersch said it will be a one way circulation around the building and 13 queuing spaces in the drive thru. He said there will be internal sidewalks that wrap around the building with an access to the dumpsters. Mr. Bersch said the updated rendering has some slight changes to the sidewalk plan. He said there will be two dumpsters in an enclosed 10 x 20 area and there will be trash pick up 3 times a week. Mr. Bersch said deliveries for supplies will be once a week during the overnight and the chicken deliveries will be 2 to 3 times per week in the morning. He explained that the hours of the store will be 10:30am - 11:00pm Sunday through Thursday and 10:30am - 11:30pm Friday and Saturday. Mr. Bersch said there will be 6-8 employees total in peak shifts.

Mr. Bersch said there will be 10 new freestanding LED lights, 5 wall mounted lights and 14 recessed lights under the canopy. Mr. Bersch said they are planning on 378 new plantings with a 3,500 square foot reduction in impervious surface. He said the gas service will connect to the West Street line and the rest of the utilities will tap into the existing site.

Mr. Bersch showed the amended plan with a sidewalk on Shunpike that will lead into the site and crosswalks with pedestrian crossing signs and stop bars/signs to provide safety. He said we will also add a second ADA stall. Mr. Bersch showed the landscape plan and said we are going to beef that up at the intersection by adding 2-3 rows in that area. He showed the architectural colors, materials and signage.

Corey Chase of Dynamic Traffic LLC showed the site access and circulation. He said there will not be any access changes and no new curb cuts. Mr. Chase said we felt there would be limited additional traffic that would impact the shopping center. He said we provided dual order points as research shows this is the best method to fill the gaps in single order line cues.

Attorney Klein said this special permit request does comply with the Plan of Conservation and Development and town regulations. He asked the Commissioners if they had any questions about the plan.

Chairman Kelly asked if there were any questions from the public. No one came forward.

Mr. Demetriades asked when they expect the peak traffic time to be and Mr. Chase said it would usually be at lunchtime and then again in the evening for dinner. He said Saturday midday would be the peak and they anticipate that to be around 71 additional cars. He said that this doesn't mean new cars on the road since they estimate that around 50% of those cars are already in that vicinity for other reasons. Mr. Demetriades asked about snow removal since that is where Stop and Shop piles the snow when they plow the lot. Attorney Klein said we will work with the landlord to find the best spot to put the snow. He said we can give the town a snow removal narrative.

Ms. Grasso asked about maintenance and said she likes the additional landscaping but anticipates there will be debris that gets trapped in the rows of landscaping. She asked what the policy was for trash control. Mr. Bersch said there will be trash cans around and the staff goes out twice per day to pick up trash on the ground.



Mr. Cambareri said he would like to see more than 2 rows of landscaping and Mr. Bersch said there are 5 rows in some components of the design. Attorney Klein said a landscaping maintenance agreement can be a condition of approval.

Daniel Chapple, Attorney with Carmody, Torrance, Sandak and Hennessey handed out an agreement tailored to this parcel. He said this gives the town a mechanism for overseeing the maintenance and will be recorded on the land records. Chairman Kelly said we are more interested in keeping this neat and clean, not having to enforce an agreement. Attorney Klein said we can add that to the agreement. Chairman Kelly asked Mr. Popper and Mr. Driska to work with them on this and Mr. Popper said yes.

Mr. Cambareri asked the Commissioners if they felt that the landscape plan should be enhanced and Mr. Cannata said sometimes more is not always better. He said I just want it to look good. Mr. Cambareri agreed and said it is the busiest and more exposed intersection in town.

Mr. Donohue said he has no reservation about the project and Mr. Rozich said it is a good project.

Mr. Popper asked about the exterior treatment of the dumpster enclosure and Mr. Bersch said it will look similar to the rest of the building. Mr. Popper said he assumed a professional landscaping firm would maintain the area and asked if there would be any irrigation system. Mr. Bersch said no, they have no plans for an irrigation system. Mr. Popper said the maintenance plan doesn't help us if you don't water. He said you have to maintain the area and we don't just want the ability to go on the property and say you need to fix something. Mr. Popper said they would want an outline and plan on how they will maintain the plantings and trees. Attorney Klein said we are agreeable to irrigating the corner of the plot and Mr. Popper said but you have to water everywhere. Attorney Klein said we will hire a company to water the rest and we can show you the agreement with the company and the watering plan. Mr. Popper said that will have to be on the deed forever. Attorney Klein said yes, it will be enforceable for the time it is there since we aren't the property owners and can't maintain the property forever. Mr. Driska said why hire a company to water when the ground will be dug up and you can put it in a full irrigation system. Attorney Klein said we are agreeable to a full system and will put that in the landscape agreement. Mr. Cannata said the plantings need to be very salt tolerant as well.

A motion was made by Michael Cannata and seconded by Chris Cambareri to close the public hearing for application #23-25. All were in favor; the motion passed.

A motion was made by Michael Cannata and seconded by Chris Cambareri to approve application #23-26 with the following conditions:

1. All work shall substantially conform to the site plan exhibit prepared by Dynamic Engineering Consultants, PC, dated September 14, 2023, and included in the September 19, 2023 presentation to the Planning and Zoning Commission, a copy of which is on file with the Planning and Development department.

2. Landscaping shall be provided in accordance with the landscape exhibit prepared by Dynamic Engineering Consultants, PC dated September 18, 2023 and included in the September 19, 2023 presentation to the Planning and Zoning Commission, a copy of which is on file with the Planning and Development department.

3. The Applicant shall provide two (2) handicap parking spaces located within the building pad on the portion of the property on which the restaurant will be located.

4. Applicant shall execute a Landscape Maintenance Agreement in substantial conformance with the draft filed on September 19, 2023. It shall be executed prior to the Certificate of Occupancy and include an irrigation system for Popeye's.

**All were in favor; the motion passed.**

A motion was made by Michael Cannata and seconded by Robert Donohue to approve application #23-35 with the following conditions:

1. All work shall substantially conform to the site plan exhibit prepared by Dynamic Engineering Consultants, PC, dated September 14, 2023, and included in the September 19, 2023 presentation to the Planning and Zoning Commission, a copy of which is on file with the Planning and Development department.

2. Landscaping shall be provided in accordance with the landscape exhibit prepared by Dynamic Engineering Consultants, PC dated September 18, 2023 and included in the September 19, 2023 presentation to the Planning and Zoning Commission, a copy of which is on file with the Planning and Development department.

3. The Applicant shall provide two (2) handicap parking spaces located within the building pad on the portion of the property on which the restaurant will be located.

4. Applicant shall execute a Landscape Maintenance Agreement in substantial conformance with the draft filed on September 19, 2023. It shall be executed prior to the Certificate of Occupancy and include an irrigation system for Popeye's.

**All were in favor; the motion passed.**

#### **10. Commissioner's Comments:**

Mr. Demetriades said that he attended a River COG meeting and sent you all emails with meeting dates. Mr. Popper said he will distribute the Commissioner training dates as well. Chairman Kelly thanked Mr. Demetriades for attending that meeting.

#### **11. Minutes:**

a. May 4, 2023 - tabled

b. June 20, 2023

A motion was made by Michael Cannata and seconded by Ann Grasso to approve the minutes of June 20, 2023. Chairman Kelly, Michael Cannata, Ann Grasso, Chris Cambareri, Nick Demetriades approved, Robert Donohue and Ken Rozich abstained; the motion passed.

c. July 18, 2023- tabled

**12. Adjourn:**

A motion was made by Michael Cannata and seconded by Chris Cambareri to adjourn at 8:20pm. All were in favor; the motion passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Imme".

Linda Imme  
Recording Clerk