



Town of Cromwell Planning and Zoning Commission

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

AGENDA

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:**
 - a. Application #23-43: Request for a Special Permit for the PGA Tour Event (aka the Traveler's Championship) at 1 Golf Club Road in the R-25 Residential Zone District. Greater Hartford Community Foundation is the Applicant and Tournament Players Club of CT, Inc. is the Owner.
8. **New Business:**
 - a. Approval of 2024 Meeting Calendar
 - b. Application #23-41: Request for a Site Plan Modification to install electric chargers at 34 Shunpike Road in the Highway Business Zone District. Scot Austin is the Applicant and MIHEL II LLC is the Owner.
 - c. Application #23-42: Request for Site Plan Approval to construct athletic facilities improvements at Cromwell High School at 1 Donald Harris Road in the R-25 Residential Zone District. The Town of Cromwell is the Applicant and the Owner.
9. **Approval of Minutes:**
 - a. November 9, 2023
10. **Commissioner's Comments:**
11. **Adjourn:**

RECEIVED FOR RECORD
Nov 29, 2023 10:39A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT *JD*

Permit	Name of Applicant	Site Location	Type of Activity	Decision Date	Status
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	10/17/2023	Approved
23-33	AutoZone Cassandra Peeler	48 Berlin Road	Site Plan Approval	10/17/2023	Approved
23-34	Steven Nardello	380 Main Street	App for Special Permit - Duplex to Triplex	9/15/2023	Approved
23-35	Town of Cromwell - Board of Education	6 Captain James Mann Memorial Drive	App for Site Plan Approval	10/17/2023	Approved
23-36	Erik Peryga	3 Crest Drive	App for Special Permit - accessory building and garage	10/17/2023	Approved
23-37	Town of Cromwell - John Harriman	20 James Martin Drive	App for Site Plan Approval - Pierson Park	11/9/2023	Approved
23-38	Robert Begen	546 Main Street	Special Permit - Liquor License w/ Parking	11/9/2023	Approved
23-39	The Oliver Cromwell Tavern Inc.	150 Sebethe Drive	Special Permit - Restaurant / Full liquor licesnce		Pending
23-40	Texas Roadhouse Holdings LLC	55 Shunpike Road	Special Permit - Restaurant / with sales of alcoholic beverages Texas Roadhouse		Pending
23-41	Scott Austin	34 Shunpike Road	Site Plan Modification		Pending
23-42	Town of Cromwell	1 Donald Harris Road	Site Plan Approval-Athletic Facilities Improvements - High School		Pending
23-43	Greater Hartford Community FDN	1 Golf Club Road	Special Permit - PGA Tour Event		Pending

Application# 23-43

**TOWN OF CROMWELL
PLANNING AND ZONING COMMISSION
*APPLICATION FOR SPECIAL PERMIT***

Type of Activity: PGA TOUR Event

(Per Section _____ of the Cromwell Zoning Regulations)

Street Address: 1 Golf Club Road Zoning District: _____

Assessor's Parcel ID #: _____ Volume/Page: _____

Applicant's Name: Greater Hartford Community Foundation

Address: 90 State House Sq., 11th Fl, Hartford, CT 06103

Telephone Number (daytime): 860-502-6800

Email Address: ngrube@travelerschampionship.com

Property Owner's Name: TPC River Highlands, PGA TOUR

Address: 1 Golf Club Road, Cromwell, CT 06416

Description of Proposed Activity:

Applicant seeks to host PGA TOUR event known as the Travelers

Championship. The event will take place June 17-24, 2024 and

Include the placement of concessions adjacent the golf course.

I certify that I have read and I am familiar with the Cromwell Zoning Regulations that pertain to this type of Special Permit activity, *and with Section 13.2.d. (Sign Posting)*.


Nathan Grube (Nov 27, 2023 09:35 EST)

(applicant)

Nov 27, 2023

(date)

Memo

To: Planning and Zoning Commission
From: Stuart B. Popper, Town Planner
Date: November 27, 2023
Re: Planning and Zoning Commission Meeting Dates for 2024

The Planning and Zoning Commission meetings will be held on the 1st and 3rd Tuesday of the month at 7:00 p.m.

January 2, 2024

January 16, 2024

February 6, 2024

February 20, 2024

March 5, 2024

March 19, 2024

April 2, 2024

April 16, 2024

May 7, 2024

May 21, 2024

June 4, 2024

June 18, 2024

July 2, 2024

July 16, 2024

August 6, 2024

August 20, 2024

September 3, 2024

September 17, 2024

October 1, 2024

October 15, 2024

November 7, 2024 (Thursday)

November 19, 2024

December 3, 2024

December 17, 2024

Application # 23-41

**TOWN OF CROMWELL
PLANNING AND ZONING COMMISSION**

APPLICATION FOR SITE PLAN MODIFICATION

Name of Project: Tesla Supercharger - Cromwell, CT
Street Address: 34 Shunpike Rd, Cromwell, CT
Volume/Page: 1720/214 PIN #: CROM M:00108700

Applicant Name: Scott Austin
Address: 881 Boston Post Rd
Milford, CT 06460
Telephone: 608-332-8724 (day) same (evening)
Email Address: scaustin@tesla.com

Property Owner Name: MIHEL II LLC c/o Ivana Gabela
Address: 30 FIELDSTONE COURT CHESHIRE CT 06410
email:ivanad@targetsportsusa.com

Attached:

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

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

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

Scott J. Austin



Scott Austin
C=US, E=scaustin@tesla.com,
O=Tesla Inc, OU=Northeast
Charging, CN=Scott Austin

Applicant Name and Signature

October 2, 2023

Date

Fontaine, Candice

From: Egan, John
Sent: Tuesday, November 28, 2023 2:55 PM
To: Popper, Stuart
Cc: Fontaine, Candice; Driska, Bruce
Subject: Re: 23-41 34 Shunpike Road - Application for Site Plan Modification

Follow Up Flag: Follow up
Flag Status: Flagged

I have completed a Site Plan review on the above referenced project and have the following observations.

- 1) The accessible parking space shown will have to be restriped in width to have eight feet of crosshatching and a remainder eight feet of space to complete the accessible space for a total of sixteen feet in width.
- 2) The rebounding bollards as shown shall be repositioned to provide maximum crash protection. Additional bollards may be required around associated equipment to provide adequate protection.

Sincerely, John Egan
Chief Building Official
The Town of Cromwell, CT



TOWN OF CROMWELL

DEPARTMENT OF PLANNING & DEVELOPMENT

MEMORANDUM

To: Stuart B. Popper, AICP, Director of Planning & Development

From: Bruce E. Driska, CZEO, Zoning & Wetlands Enforcement Officer *BD*

Date: November 27, 2023

Re: **Plan Review, PZC Application #23-41, 34 Shunpike Road Site Plan Modification (Tesla)**

I have reviewed the plans for Application #23-41 and have the following comments:

1. The plans do not comply with EV charging station requirements.

Electric Vehicle Supply Equipment as an Accessory Use. §5.2.P.2. ELECTRIC VEHICLE CHARGING STATION REQUIREMENTS. Electric Vehicle Charging Stations (EVCs) shall be regularly maintained to ensure proper functionality. EVCs shall have clear, legible signage stating the volt and amp levels, hours of operation, safety information, usage fees and contact information for maintenance department.

Fontaine, Candice

From: Joe Palmieri <jpalmieri@cromwellfd.com>
Sent: Wednesday, November 22, 2023 10:38 AM
To: Fontaine, Candice; Popper, Stuart
Subject: APPLICATION 23-41

Good morning,

The Water Division has no issues with this application.

Thank you

Joseph A Palmieri
Water Operations Manager
Cromwell Fire District
1 West Street
Cromwell, CT 06416
Phone: 860-635-4420 x1000
Fax: 860-632-0413
E-Mail:

Cromwell Fire District
Serving Cromwell Connecticut Since 1978

Fontaine, Candice

From: Harold Holmes <hholmes@cromwellfd.com>
Sent: Tuesday, November 21, 2023 1:17 PM
To: Popper, Stuart
Cc: Fontaine, Candice
Subject: Application 23-41

The fire marshal's office has no comments on the charging stations currently proposed.

Harold Holmes NAFI- CEFI, IAAI-FIT
Fire Marshal
Cromwell Fire District
1 West Street Cromwell Ct 06457
hholmes@cromwellfd.com
860-635 3188 Office
860-306-6534 Cell
860-635-5211 Dispatch



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**TOWN OF CROMWELL
PLANNING AND ZONING COMMISSION**

APPLICATION FOR SITE PLAN APPROVAL

Name of Project: Cromwell High School - Athletic Facilities Improvements
Street Address: 1 Donald Harris RD, 2 Shady LN & 4 Shady LN
Volume/Page: 137/168, 1372/055, 1770/184 **PIN #:** 00113800, 10405000, 11501700

Applicant Name: Town of Cromwell
Address: West Street, Cromwell, CT

Telephone: 860-632-3465 (day) _____ (evening) _____
Email Address: jharriman@cromwellct.com

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

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 checked="" type="checkbox"/> Yes | <input 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 type="checkbox"/> Yes | <input checked="" 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

PROJECT NARRATIVE

The Town of Cromwell previously determined the town's need for new and renovated athletic facilities at Cromwell High School. The intent of these renovations is to upgrade the existing track and field facility, and replace the existing deteriorated tennis courts, with 6 new courts, such that all sporting events can be hosted on-campus.

The desire to host football games at the high school will necessitate an increase in parking to accommodate the additional spectators associated with these games. Based on engineering review, and discussions with the Cromwell Field Committee, it was determined that the best location for the expanded parking would be adjacent to the existing parking area, in the location of the current tennis courts.

With limited space available for 6 new tennis courts in the location of the current courts and the preference to expand the parking area in this location, another area on-site needed to be identified for the new tennis courts. The High School Campus sits on a ± 45.6 Acre parcel, and the Town owns three adjacent lots on Shady Lane and Congress Drive totaling an additional ± 9.6 acres. The existing Campus parcel is almost completely developed, aside from the pond and wetland system south of the school building. The three adjacent parcels are also dominated by wetland soils or a constructed stormwater basin. Based on a review of these limitations an area west of the soccer fields to the north of the school building was identified as the only prudent and feasible location for the proposed tennis courts.

In addition to the new tennis courts the project will also include the reconstruction of the existing track with a new synthetic surface track conforming to NFHS & ASBA competition requirements. The existing natural turf field within the track will also be replaced with a new artificial turf field with permanent markings for Football, Soccer and Men's & Women's Lacrosse. The renovated field will also be provided with new lighting, an expanded support building/concession stand, new field event (shot put, discus, & javelin) throwing areas, home and visitor bleachers, a new press box, and scoreboard. The project will also include the construction of a new 145 space parking area in the location of the existing tennis courts to support attendance at events.

Construction is anticipated to disturb approximately 10 acres of the site and require clearing of approximately 1 acre of existing woodland. Downstream properties and wetlands are proposed to be protected from the construction activities by silt fence, and runoff from the constructed facilities will be collected and treated for water quality prior to entering into the school's existing drainage system.

The school's drainage system discharges to a pond at the south end of the property, which also collects runoff from the surrounding densely developed residential areas, which then discharges through an outlet control structure into a tributary of Chestnut Brook. The proposed project will create ± 2.45 acres of new impervious area on-site. The existing on-site stormwater basins will be modified and expanded to treat the required water quality volume from this area and attenuate peak storm flows. Given the much larger overall drainage area to the pond, minor increases in peak flows from the site to the pond will not significantly impact the peak discharge from or peak elevations in the pond.

Fontaine, Candice

From: Chief Sifodaskalakis
Sent: Wednesday, November 29, 2023 10:23 AM
To: Fontaine, Candice
Subject: Re: App 23-42 1 Donald Harris Drive

No new comments that were not already addressed.

On Nov 29, 2023, at 9:09 AM, Fontaine, Candice <cfontaine@cromwellct.com> wrote:

Good morning,

As a reminder, please submit your comments for the Site Plan at 1 Donald Harris Drive. I have attached the memo.

Thank you.

Candice Fontaine
Planning and Development
Administrative Secretary
Town of Cromwell
41 West Street
Cromwell, CT 06416
(860) 632-3422

<DOC112923-11292023091421.pdf>



TOWN OF CROMWELL

DEPARTMENT OF PLANNING & DEVELOPMENT

MEMORANDUM

To: Stuart B. Popper, AICP, Director of Planning & Development

From: Bruce E. Driska, CZEO, Zoning & Wetlands Enforcement Officer *BD*

Date: November 27, 2023

Re: **Plan Review, PZC Application #23-42, 1 Donald Harris Drive- SITE PLAN**

I have reviewed the site plans for Application #23-42 and have the following comments:

1. Please provide lighting details for proposed athletic field lights.
2. Please provide a photometric plan.

Fontaine, Candice

From: Harold Holmes <hholmes@cromwellfd.com>
Sent: Tuesday, November 21, 2023 12:59 PM
To: Popper, Stuart
Cc: Fontaine, Candice
Subject: Application 23-42

My only comment for this plan is the concession stand. I don't see any hood or venting systems. Is there not hot food sold just snacks just wondering.

Harold Holmes NAFI- CEFI, IAAI-FIT
Fire Marshal
Cromwell Fire District
1 West Street Cromwell Ct 06457
hholmes@cromwellfd.com
860-635 3188 Office
860-306-6534 Cell
860-635-5211 Dispatch



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Town of Cromwell Planning and Zoning Commission

**REGULAR MEETING
7:00 P.M. THURSDAY NOVEMBER 9, 2023
COUNCIL CHAMBERS CROMWELL TOWN HALL
CROMWELL TOWN HALL
41 WEST STREET**

Minutes and Record of Votes

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

Absent: Brian Dufresne, Chris Cambareri, Paul Cordone,

Also present: Zoning Compliance Officer Bruce Driska, Director of Planning and Development Stuart Popper, Town Engineer Jon Harriman

1. Call to Order

The meeting was called to order at 7:00pm by Chairman Kelly.

2. Roll Call

The presence of the above members was noted.

RECEIVED FOR RECORD
Nov 28, 2023 09:46A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

3. Seating of Alternates

A motion was made by Michael Cannata and seconded by Ann Grasso to seat Robert Donohue and Doug Kalinowski as alternates. All were in favor; the motion passed.

4. Approval of Agenda

A motion was made by Michael Cannata and seconded by John Keithan to approve the agenda with the amendment of adding 2 applications to agenda item #6; #23-39, 150 Sebethe Drive, a liquor permit for Oliver Cromwell Tavern, formerly known as Tap House 150 and Application #23-40, a liquor permit for Texas Roadhouse Holdings and in agenda item #7b; and a Section 8-24 Mandatory referral for the improvements to Pierson Park. All were in favor; the motion passed.

5. Director of Planning and Development Report:

Mr. Popper said that the Texas Roadhouse is under construction along with Arbor Meadows and the Goldfish swim school. He said many new businesses have opened up in Cromwell. Mr. Cannata asked if the EV charging stations are working yet and Mr. Popper said they are just waiting for the Town Council to determine the rate to charge the consumer but the chargers are ready to be turned on. Ms. Grasso asked about the curbing of the road leading up to the Town Hall and asked if they could put reflective paint on them. Mr. Jon Harriman, Town Engineer said there are no plans to do so since it is not allowed. He said it is a proper 90 degree intersection and the DOT reviewed the project and told us what radius to use.

6. New Business: Accept and Schedule New Applications:

6a. Application #23-39: Request for a liquor permit; 150 Sebethe Drive, Oliver Cromwell Tavern

A motion was made by Michael Cannata and seconded by Robert Donohue to accept and schedule application #23-39 for a public hearing on December 19, 2023. All were in favor; the motion passed.

6b. Application #23-40; Request for a liquor permit; Texas Roadhouse Holdings, LLC.

A motion was made by Michael Cannata and seconded by John Keithan to accept and schedule application #23-40 for a public hearing on December 19, 2023. All were in favor; the motion passed.

7. New Business:

a. Application #23-37: Request for Site Plan Approval under Section 2.2.B.3 of the Zoning Regulations to make site renovations at 20 James Martin Drive in the R-15 Zone. Town Of Cromwell is the applicant and the owner.

b. Mandatory 8-24 referral Pierson Park Improvements.

Mr. Popper said we will hear application #23-37 at the same time we hear the 8-24 mandatory 8-24 referral.

Jon Harriman, Town Engineer said the town has plans to make improvements at Pierson Park by demolishing several buildings and remodeling an existing building. He said they will relocate the fueling station on site and it will be accessed by a turnaround drive that will be fenced off with access by DPW and town employees only. Mr. Harriman said we will rehab the mechanics garage into team rooms for the high school football team, visiting team and officials. He said the town received notice they were deficit in having an area for each team that was dry and heated. He stated they would like to add an open pavilion, walking paths, benches, waste receptacles, sand volleyball and bocce courts with new lighting and landscaping. He said a wetlands permit was received and they are turning an industrial area into a recreational area. Mr. Harriman said they are looking for a positive 8-24 referral that will show this is a good use of town land.

Mr. Greg Lachcik, Alfred Benesch & Company 120 Hebron Avenue, Glastonbury said this project consists of minor field improvements and a new configuration of the parking lot. He said they will move the fueling station with gate access by the Department of Public Works and town employees only. He said there will be a 15 foot runoff in the end zones as required by the national football rules as well as 6 foot runoff on the sides. Mr. Lachcik said they plan to improve the parking and access to the field. He showed the area where an open air gazebo, bocci and volleyball courts would be. He stated there will be EV charging stations as well. Mr. Popper said there is a new state statute that says state funded projects must have charging stations but he is trying to get clarification on that. Mr. Lachcik said there will be new bleachers with ADA access and fencing around the field with privacy slats. There was a discussion about the fencing and whether it is appropriate around the entire field. Mr. Harriman said in discussion he found out they are enclosing the field with 6 foot high fencing as a response to ticket revenue concerns. He said this is not an engineering concern and we can take your concerns under advisement. Chairman Kelly said she is concerned about the plastic slots on the fence and she would prefer what Algonquin has.

Mr. Harriman said a \$1.5 million grant was received but we requested \$2 million and the project cost is trending over \$2 million. He said as a result of this it will be a two phase project with the team rooms, parking improvements, refueling station move and ADA compliance in phase one and the other enhancements in phase 2.

Mr. Lachcik showed the footprint and layout of the team rooms and said it will be a metal sheeted building with a canopy. Mr. Harriman said we will repaint the building but can put in an alt add for resheeting instead of painting.

Mr. Popper said staff comments should be a condition of approval.

Chairman Kelly asked about the sewage and said she thought it was an old system. Mr. Harriman said he is not opposed to replacing it but it is in working condition. Chairman Kelly also asked about Mr. Holmes comments about requiring reinforced turf. Mr. Popper and Mr. Harriman said they didn't know what that meant and Mr. Popper would follow up with Mr. Holmes. Mr. Harriman also said the fueling station is not the only one the town has available for use since they have the new station at the highway garage.

Ms. Grasso said the 6 foot fence is not a good idea to have up all year round for a handful of games that are ticketed. Mr. Popper said a condition of approval can be to deny the 6 foot fence. Ms. Grasso asked about sinkholes in the walkways now and Mr. Harriman said we fill or make repairs as needed now since this was an old quarry. He said this new construction will be outside of that area.

A motion was made by Michael Cannata and seconded by Robert Donohue to issue a positive 8-24 referral for the Pierson Park improvement project. All were in favor; the motion passed.

A motion was made by Michael Cannata and seconded by Robert Donohue to approve application #23-27 with staff comments from Mr. Parisi, Mr. Holmes, Mr. Egan and Mr.

Palmieri as conditions of approval and the 6 foot high fence enclosing the field is not permitted. All were in favor; the motion passed.

8. Public Hearing

- a. Application #23-38: Request to modify the existing Special Permit under Section 7.5.A of the Zoning Regulations to permit a restaurant with the sale of alcoholic beverages at 546 Main Street in the Local Business Zone District.

Chairman Kelly read the public hearing notice for application #23-38 dated October 25, 2023.

A motion was made by Michael Cannata and seconded by Ann Grasso to open the public hearing for application #23-38. All were in favor; the motion passed.

Mr. Popper said you approved the special permit for this restaurant on October 17, 2023. He said Mr. Began told him that he was able to negotiate a 5 year deal with the owner of Asian Market but the owner was not interested in a forever contract or other permanent easements for the additional parking that the Commission required. Mr. Popper said Mr. Began would like to open the restaurant with the 5 year agreement. Mr. Popper said he suggests the Commission can approve this with the condition that he has to return before the 5 years is up.

Robert Began and his son Tyler Began said they have been negotiating with the owner of the Asia Market. Mr. Cannata asked how many parking spots you need per the number of seats. Mr. Popper said they have 7 spots so they can have 28 seats but they have 48 seats. Mr. Cannata asked about cutting the wall and Tyler Began said they would like to do that and are talking with the owner about that. Tyler Began said that walking around the building into the front entrance is safe and there are no problems with that. He said we are working diligently on a plan and will have something before the 5 years is up.

Chairman Kelly asked if there was anyone in the public who wanted to speak regarding application #23-38. No one came forward.

A motion was made by Michael Cannata and seconded by Robert Donohue to close the public hearing for application #23-38. All were in favor; the motion passed.

A motion was made by Michael Cannata and seconded by Doug Kalinowski to approve application #23-38 with the condition that this is a five year agreement and the applicant will return in 4 years and 6 months for a review and this agreement will be filed with the land record. All were in favor; the motion passed.

9. POCD

Mr. Popper said everyone should have received the copies of the Plan of Conservation and Development (POCD) and the recommendations.

Mr. Robert Collins, SLR Corporation said this is the final draft along with appendices, survey results and data analysis. He said you have all seen this many times before and we need to get this into the adoption phase so I am looking for any comments you have. Chairman Kelly asked several questions about items contained with the document. She said she was concerned with the amount of color in the document and Mr. Collins said it should mostly be viewed digitally. Chairman Kelly asked about impaired waterway and Mr. Collins said the state regulations call some of the waterways impaired and it does not mean the drinking water. Chairman Kelly asked him to change the word waterways to rivers and streams. Mr. Collins said he would look at pages 23 and 24 and the maps which Chairman Kelly said were confusing. Chairman Kelly also asked him to remove some pictures and Mr. Collins asked Mr. Popper to submit some new photos to put in the places of those pictures.

A recess was called by Chairman Kelly at 8:18pm to change the recording tape. She called the meeting back to order at 8:22pm.

Chairman Kelly continues with questions while reviewing the document.

Mr. Collins said we need to move to the adoption phase and it would make sense to accept the plan tonight and then we establish a public hearing date. He said January 9, 2024 would be the earliest we can have a public hearing. Mr. Popper said January 24, 2023 would be the best date. Mr. Collins said we will provide the town council with a letter and copy of the POCD 35 days prior to January 23rd and the document has to be posted on the website as well.

Chairman Kelly asked if the town departments have approved and reviewed the POCD and Mr. Popper said they will do that over the next 65 days.

A motion was made by Michael Cannata and seconded by Robert Donohue to find the POCD in substantial completion and to move forward to start the adoption process. Comments received tonight will be incorporated into the POCD before the Town Council reviews it and a public hearing will be scheduled for January 23, 2024 to adopt the plan. All were in favor; the motion passed.

10. Commissioner's Comments:

John Keithan said he was resigning from the Planning and Zoning Commission effective tomorrow. He said it has been a pleasure to serve on the Commission but he has to step down. Mr. Keithan handed Mr. Cannata his letter of resignation.

11. Approval of Minutes:

a. October 3, 2023

A motion was made by Michael Cannata and seconded by Nick Demetriades to approve the minutes of October 3, 2023. All were in favor; the motion passed.

b. October 17, 2023

A motion was made by Michael Cannata and seconded by Nick Demetriades to approve the minutes of October 17, 2023. All were in favor; the motion passed.

12. Adjourn:

A motion was made by Michael Cannata and seconded by Robert Donohue to adjourn at 8:55pm. All were in favor; the motion passed.

Respectfully submitted,

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

Linda Imme
Recording Clerk