



**Town of Cromwell
Planning and Zoning Commission**

**REGULAR MEETING
7:00 P.M. TUESDAY FEBRUARY 20, 2024
TOWN COUNCIL CHAMBERS
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 #24-01: Request to modify the Site Plan (remove sidewalks) at West Street Commons on Mystique Lane. West Street Commons is the Applicant and the Owner.
 - b. Application #24-02: Request for a Special Permit under Section 2.2.C.4 of the Zoning Regulations to allow for School operations and training at 84 Hicksville Road in the Residence 25 (R-25) Zone District. Adelbrook, Inc./Adelbrook Hilltop Preschool and Daycare is the Applicant and Adelbrook, Inc. is the Owner.
8. **New Business:**
9. **Public Hearings:**
 - a. The adoption of the 2024 Town Plan of Conservation and Development (POCD). The Town of Cromwell Planning and Zoning Commission is the Applicant.
10. **Approval of Minutes:**
11. **Commissioner's Comments:**
12. **Adjourn:**

Permit	Name of Applicant	Site Location	Type of Activity	Decision Date	Status
23-35	Town of Cromwell - Board of Education	6 Captain James Mann Memorial Drive	App for Site Plan Approval	10/17/2023	Approved
23-39	The Oliver Cromwell Tavern Inc.	150 Sebethe Drive	Special Permit - Restaurant / Full liquor license	12/19/2023	Approved
23-40	Texas Roadhouse Holdings LLC	55 Shunpike Road	Special Permit - Restaurant / with sales of alcoholic beverages Texas Roadhouse	12/19/2023	Approved
23-41	Scott Austin	34 Shunpike Road	Site Plan Modification	12/5/2023	Approved
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	2/6/2024	Approved
23-44	BP & Mez, LLC	36 Shunpike Road	Special Permit -Fuego Tequilla and Grill	2/6/2024	Approved
24-01	West Street Commons	Mystique Lane	Site Plan Modification - Sidewalks	2/1/2024	Pending
24-02	Adelbrook, Inc./ Adelbrook Hilltop Preschool & Daycare	84 Hicksville Road	Special Permit - Room for Training	2/9/2024	Pending

24-01

TOWN OF CROMWELL
PLANNING AND ZONING COMMISSION

APPLICATION FOR SITE PLAN MODIFICATION

Name of Project:

Street Address:

Volume/Page:

PIN #:

Applicant Name:

Address:

Telephone:

Email Address:

Property

Owner Name:

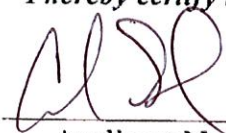
Address:

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? | (Yes) | (No) |
| 2. Will this project require an <u>Inland Wetlands Agency permit</u> ? | (Yes) | (No) |
| if yes, have you obtained it? | (Yes) | (No) |
| 3. Will this project require a DEP <u>Stormwater Management Permit</u> ? | (Yes) | (No) |
| if yes, have you applied for it? | (Yes) | (No) |
| 4. Will this Project Require an <u>STC Permit</u> ? | (Yes) | (No) |
| if yes, have you submitted a copy of the plans to the STC? | (Yes) | (No) |
| 5. Does the parking comply with the <u>handicapped parking</u> | (Yes) | (No) |
| requirements as set forth in current version of the State Building Code? | (Yes) | (No) |

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

 COLBY SECL
Applicant Name and Signature

2/1/24
Date

January 4, 2024

Town of Cromwell Planning and Zoning Commission
41 West Street
Cromwell, CT 06416

RE: West Street Commons Condominium Association

Dear Commission Members:

The West Street Commons Condominium Homeowners' Association wishes to request permission to eliminate some or all of the sidewalks within the private property of the association. Specifically, the walks the Associations wants to eliminate are the asphalt walkways on Mystique Lane (see enclosed site map).

The Association members realize that the developer's choice to use asphalt for the sidewalks has presented the community with a premature cost burden to repair, maintain or replace these walks which have cracked and heaved and present a risk of liability. As a 55+ community with many retired residents on fixed incomes, replacing all the sidewalks in addition to other common and limited common elements is a significant financial burden.

Since Mystique Lane is a private community and residents seldom if ever walk on the sidewalks, particularly the ones in front of or in between residences, the community wishes to amend the site plan to permit removal of the asphalt walks and replace with grass to the curb. The intent is to remove them on an as-needed basis in the order of those most in disrepair to allow for incremental funding.

The Board of Directors has authorized the board President, Carolyn Graziano and Property Managers Jared Coggins and Colby Secl to represent the association in the matter. With their signatures below they are requesting the Planning & Zoning Commission to review this modification for approval in an upcoming meeting. Thank you for your consideration.

Sincerely,

Carolyn Graziano 
President West Street Commons Condominium Homeowners Association
Email: wscmystique2023@gmail.com

Jared Coggins 
Managing Principle, Paladin Property Management
Email: info@paladinpropertymanagement.com

Colby Secl
Property Manager
Email: propertymanager@paladinpropertymanagement.com

Application# 24-02

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

Type of Activity: School Operations and Training
(Per Section 2.2.C.4 of the Cromwell Zoning Regulations)
Street Address: 84 Hicksville Road Zoning District: R-25
Assessor's Parcel ID #: 00105700 Volume/Page: 1772 / 525

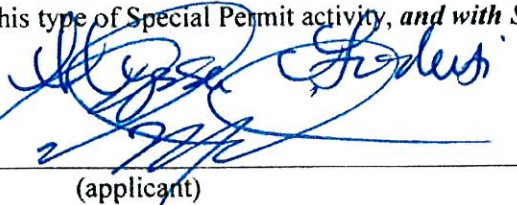
Applicant's Name: Adelbrook, Inc. / Adelbrook Hilltop Preschool and Day Care
Address: 84 Hicksville Road, Cromwell CT 06416
Telephone Number (daytime): 860-510-8436
Email Address: nrestivo@adelbrook.org; agoduti@adelbrook.org

Property Owner's Name: Adelbrook, Inc.
Address: 84 Hicksville Road, Cromwell CT 06416

Description of Proposed Activity:

See Attached.

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).*


(applicant)

219/2024
2/9/24
(date)

Adelbrook, Inc.

Adelbrook Hilltop Pre-school and Day Care Center

84 Hicksville Road, Cromwell CT 06416

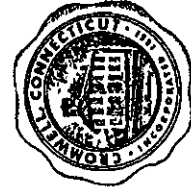
Proposed use for school operations and school training facility

Existing use narrative:

Our property located at 84 Hicksville Rd in Cromwell formerly operated as a church and is currently used as a Preschool and Daycare Center. We have 8 full time staff and 3 per diem staff members. We have a roster of 64 children registered, and a waitlist of 6 additional children. The Preschool and Daycare operates Monday through Friday from 6:30 AM to 5:30 PM, with parents typically dropping off their children between 6:30-10:00 AM, and coming back for pick-up between 3:30-5:30 PM. The property can accommodate up to 52 vehicles (including 2 handicap spaces), and the daycare primarily operates out of the lower level of the building. The second floor has two offices, an additional staff lounge/shared office, a conference room that is used as meeting space and a recreation space for the children, and the former sanctuary/ church gathering space which is occasionally utilized as an additional space for preschoolers to play.

Proposed use narrative:

Our proposed build-out for the sanctuary and altar portion of the building would enable us to utilize this large and frequently unoccupied church space as a training room for our new school employee orientations and training. There would also be school administration offices. The space could also be offered to the public for meetings/ community events. The former altar area would be transformed into offices, which would be daily occupied by our training department team members (3-5 offices). We would also be adding two ADA-accessible bathrooms to this space, primarily for the use of trainings and meeting participants. We would ensure secure separation between this portion of the building's usage and the existing daycare through installation of doors with access controls and alarms to prevent unauthorized individuals from accessing the school area.



Plan of Conservation and Development Presentation

Town of Cromwell

Planning and Development



The Plan of Conservation and Development



The POCD contains 4 parts:

- The Plan
- Appendix A – The Community Survey
- Appendix B – The Implementation

The appendix contains The following tables summarizing the goals, strategies, and action items identified in this Plan of Conservation and Development (POCD). The tables specify lead and additional support entities responsible for executing each of the action items. In addition, they provide a timeframe for the completion of each action item.

- Appendix C – The Data Set



The Plan of Conservation and Development



The Data Set contains information on

- Demographics
- Land Use + Zoning
- Housing
- Economic Development
- Transportation
- Community Facilities + Infrastructure
- Parks, Recreation + Open Space
- Cultural + Historic Resources
- Natural Resources
- Climate Resilience + Sustainability

ABOUT THE DATA

- This analysis is to serve as a snapshot of Cromwell today.
- It uses the most recent and publicly available data including but not limited to:
 - 2020 US Census
 - American Community Survey
 - CT Department of Economic and Community Development
 - CT Department of Transportation
 - CT Department of Labor
 - Partnership for Strong Communities
 - Others as noted
- Data sources as of July 2022.
- There may be errors and omissions in this preliminary analysis due to the nature of the data, however, all data points will be updated as the data becomes available and upon further review by the consultant and Town Staff.

DEMOGRAPHICS TAKEAWAYS

- The Town's population has been stable over the last 10 years but is expected to increase over the next planning period.
- The Town's population is aging in place with recent growth in the 60 to 74 age group. However, the overall median age dipped slightly between 2010 and 2020.
- The Town has similar race and ethnicity characteristics as the County.
- The Town's current average household size is 2.35.
- The Town's population has slightly higher education attainment levels than the County and State and has higher median income levels.
- School enrollment rates are stable.

HOUSING TAKEAWAYS

- Cromwell has a relatively diverse housing stock, compared to the Region with 25% being multi-family units.
- Net new housing permit activity has averaged about 23 per year since 2007 which is an extremely low construction rates. Several multi-family projects in expected in 2021-2023.
- Both home prices and rent prices tend to be naturally “affordable” but prices have risen in recent years and the average median sales price for a single-family unit in 2022 hit a high of \$336,250.
- Cromwell has a homeownership rate of 74%.
- Cost burden households tend to be seniors and renters.
- 28% of all Town households qualify as low income for protected affordable housing opportunities.

ECONOMIC DEVELOPMENT TAKEAWAYS

- Cromwell's unemployment rate is similar to the County's and in improving since pandemic peak in 2020.
- Many Cromwell workers commute from outside of town
- Largest employment sectors are in Health Care & Social Assistance and Retail Trade.
- The Town is largely reliant on it's residential property tax base.
- The Town's debt per capita of \$2,233 is about 46.4% less than the State average.

TRANSPORTATION & CIRCULATION TAKEAWAYS

- Cromwell has multiple State roadways and interstates that are maintained by the State and/or eligible for Federal funding & grants.
- Highest traffic volumes are on Route 372, near Cromwell Square and near I-91 and the on and off ramps to I-91.
- Crash hot spots include Route 372 (Berlin Rd./West St.) from Agawam Dr. to Route 3 (Shunpike Rd.); and Route 3 (Shunpike Rd.) from Route 372 (Berlin Rd.) to the southern Town line.
- The Town is served by CT Transit (limited) and Middletown Area Transit.
- Pedestrian and bicycle facilities and infrastructure are minimum.

COMMUNITY FACILITIES & INFRASTRUCTURE TAKEAWAYS

- There are four public schools in the Cromwell School District, which educate approximately 90% of the total student population.
- Most of the Town is serviced by public sewer and water, with the remaining on private septic.
- Both the public sewer and public water systems are able to meet their current and anticipated future demands.
- Cromwell has limited available land for development and there are a number of environmental constraints to development on those remaining.
- New Middle School planned to start construction in FY23.

NATURAL RESOURCE TAKEAWAYS

1. Cromwell lies within the subregional watershed basins of the Mattabesset and Connecticut Rivers (which is home to federally endangered species).
2. Water Quality
 - Aquifer Protection Area in the northeast covers the land area contributing to the public water supply.
 - 4/5 of assessed waterbodies identified as impaired due to poor water quality from pollutants and runoff.
3. Two major wetland ecosystems (Round and Boggy Meadows at the mouth of the Mattabasset, and Dead Mans Swamp along the CT River) support biodiversity, recharge groundwater and protect public health through improved water quality and enhanced ecosystem services.
4. From 1985 to 2015, forest cover and agricultural fields in Cromwell have decreased while developed areas and impervious surfaces have increased, leading to higher flood risks and stormwater runoff.
5. Cromwell's steep slopes provide natural habitats and improved water quality; If disturbed could experience erosion and loss of hydrological functionality.