



Town of Griswold



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**GRISWOLD PLANNING & ZONING COMMISSION
PUBLIC HEARING & REGULAR MEETING
GRISWOLD TOWN HALL**

**APPROVED MINUTES
JULY 11, 2016**

SALUTE TO THE FLAG

I. PUBLIC HEARING (6:30 P.M.)

1. Call to order:

M. McKinney called this regular meeting to order at 6:33 p.m.

2. Roll Call

Present: Martin McKinney, Courtland Kinnie, Erik Kudlis, James Krueger, Charlotte Geer, Alternates Tom Palasky, Robert Parrette, Peter W. Zvingilas, Town Planner Mario Tristany, ZEO Peter Zvingilas, Recording Secretary Donna Szall

3. Determination of Quorum

C. Geer recused herself from this matter; she stated that she has permission to sit at the back of the room to answer any questions pertaining to this application. M. McKinney appointed P.W. Zvingilas to sit for C. Geer. There was a quorum for this public hearing.

4. Matters Presented for Consideration

A. SE 04-16 GEER, CHARLOTTE, PROPERTY AT 76-78 OAKVILLE ROAD, GRISWOLD. Requesting approval of a Special Exception for a Bed and Breakfast Facility in an existing 5-bedroom residence. Property is zoned R-60.

M. McKinney asked if there was someone to represent the applicant. Demian Sorrentino, ACIP, Soil Scientist was representing Charlotte Geer. He submitted the abutters' notifications packets for the record. M. McKinney asked if it was his representation that all abutters have been notified. D. Sorrentino stated yes; there were three.

D. Sorrentino submitted for the record and read a letter dated May 26, 2016 from Albert Gosselin, Uncas Health District stating there were no objections to the bed and breakfast on 76-78 Oakville Road; a letter dated

D. Sorrentino explained that this application is for a bed and breakfast facility with three guest rooms: one guest room on the lowest walk out level at the driveway; a kitchen, dining area, den and living area on the main level and two guest rooms on the upper level; there are three levels to this structure.

D. Sorrentino explained how this application met **Section 12.15** of the Griswold Zoning Regulations; he read the sections for the record, **Section 12.15.1** pertaining to lot area consisting of 5 acres in a residential zone and is owner occupied. **Section 12.15.2** to meet building, fire and health codes; P. Zvingilas and M. Tristany inspected this facility and noted interior modifications needed to stairways, lighting, points of access, signage and emergency exists. The fire marshal, Fred Marzec, has recommended changes to the interior of the structure for safety reasons that are required. He stated that the public health code requirements letter was submitted. If D. Sorrentino stated that they are seeking Planning and Zoning Commission approval of this special exception prior to any changes to be made to comply with all of the building, health and fire codes. If this application is not approved; Ms. Geer will not create a bed and breakfast at her residence. **Section 12.15.3** regarding two accessory buildings; a large garage which will not be utilized by guests and is so noted on the site plan; it is for the applicants personal use.

Section 12.15.4 regarding patron and employee parking shown on an existing driveway area are not visible from other residences. D. Sorrentino stated that he meets the requirements of Section 12.15 and that no other physical improvements other than designated parking areas will be added to the site,

D. Sorrentino showed that the property is accessed from Oakville Road over the existing driveway that loops around the perimeter of the property up the hill. He showed the location of three guest parking spaces and one employee parking area. He stated that there is space for parking for another employee. He stated that there is an existing shed that is not part of the bed and breakfast on the property. There are three spaces available in the garage for the property owner's use. He explained that the guests will be able to utilize the grounds with open areas and views of the tree farm. He stated that this bed and breakfast will complement the Overlook at Geer Tree Farm which is part of her family's business. D. Sorrentino showed a grey area on the plan that there is an alternate means of access out to Norman Road which is an established easement, recorded on the land records, to allow access from the bed and breakfast if necessary to Norman Road; he showed the location of this easement drive

M. McKinney asked if there was an easement for the existing driveway. D. Sorrentino stated that it is on her property. There was discussion of this matter. M. McKinney asked about signage. D. Sorrentino stated that signage wasn't discussed and he asked C. Geer about signage. Charlotte Geer explained that she would like a small sign at the entry way showing the family crest with the name of the bed and breakfast: Heavitree B & B; she stated that her ancestors came here from Heavitree, England in 1638. D. Sorrentino asked staff if small signs in residential areas allowed. M. Tristany stated that they are allowed. P. Zvingilas stated that it was 4 sq. ft. C. Geer stated that along the driveway, she would like to put a small arrow sign in two locations to show how to get to the bed and breakfast.

P. W. Zvingilas asked if the driveway was wide enough for fire trucks. D. Sorrentino stated that the Fire Marshal will comment on that; he stated that she does not want to widen a 1,000 foot long driveway if this special exception is not approved. M. McKinney asked if it was his representation that anything that needs to be improved will be improved. D. Sorrentino stated yes, both from a building and fire perspective.

M. McKinney asked for other comments from the board; hearing none, he asked for comments from the public for or against this applicant.

David Vieaux, 59 Leha, stated that the Geer family has been ambassadors to the town for a long time and that C. Geer will carry on the tradition; it is needed in the area since there is only one hotel in town; this will support the Overlook for bridal parties. He fully supported this idea.

Lauren Churchill, Roger Road, stated that this was a wonderful idea; and a great example of businesses being built from Griswold up and not taking in businesses from outside.

M. McKinney asked for any other public comment.

P. Zvingilas stated that 4 square feet for the sign in the regulations.

M. Tristany stated that for the record there were two requirements for public notices one on June 30, and the second one on July 7, copies of the newspaper articles, and proof from the Bulletin and are part of the record. He stated that it is a basic straight forward application; no on site modifications requirements unlike a typical site plan. He stated that if the Commission is satisfied, this application can be approved with the conditions that the building code and fire code issues shall be resolved, and that the sign would be 4 square feet. M. McKinney asked if all of the criteria for section 12.15 have been met. M. Tristany stated definitely yes. D. Szall stated that there is a letter in the file. M. McKinney read a letter from Thomas, Richard, and Bowman Geer for the record in favor of this application for a bed and breakfast facility.

M. McKinney asked for any further public comment. M. McKinney asked for a motion to close the public hearing.

MOTION: E. Kudlis moved to close the public hearing at 6:48 p.m. J. Krueger seconded the motion. All were in favor. The motion was carried.

M. McKinney asked for a short recess until 7 p.m.

II. PUBLIC HEARING (7:00 P.M.)

1. Call to order:

M. McKinney called this public hearing to order at 7:00 p.m.

2. Roll Call

Present: Martin McKinney, Courtland Kinnie, Erik Kudlis, James Krueger, Charlotte Geer, Alternates Tom Palasky, Robert Parrette, Peter W. Zvingilas, Town Planner Mario Tristany, ZEO Peter Zvingilas, Recording Secretary Donna Szall

3. Determination of Quorum

There was a quorum for this public hearing.

5. Matters Presented for Consideration

A. SE 05-16 UNITED COMMUNITY AND FAMILY SERVICES, PROPERTY AT 226 EAST MAIN STREET & 11 MARY STREET, GRISWOLD. Requesting approval of a Special Exception for a 16,000 S.F. Medical Office Building with associated improvements. Property is zoned Industrial.

M. McKinney asked if there was someone to represent the applicant. John Faulise, Boundaries, LLC was present to represent the applicant UCFS; he introduced from UCFS, Pam Kinder, VP Marketing & Facilities, Colleen Sullivan, COO, from Boundaries, LLC, Demian Sorrentino, ACIP, David McKay, Project Engineer, and from Point One Architects, Greg Nucci, Kelsey Wisniewski and John Cunningham, Landscape Architect from TEC Landscape Design, Inc.

J. Faulise gave a brief history of UCFS being in town from 2008 on Main Street and has been looking for a new site here for a long time. On June 19, 2014, the BOS agreed to putting UCFS on 226 E. Main Street; there have been multiple meetings for this design and town BOS, IWWCC and other groups to secure funding. We are here tonight to present the project plans.

D. Sorrentino submitted abutters' notifications and packets and all of the parties entitled for notice under the requirement of the zoning regulations have been noticed. M. McKinney asked if it was his representation that all abutters were notified. D. Sorrentino stated yes.

D. Sorrentino submitted for the record a letter dated May 10, 2016 from Kenneth Sullivan, Director, Department of Public Utilities Sewer Division, Borough of Jewett City regarding that there is adequate sewer capacity for the proposed facility; letter dated May 17, 2016 from the Jewett City Water Company regarding the need for flow studies for this project and fees required for water service that is available for this project; a permit from the Griswold Inland Wetlands & Watercourses Conservation Commission dated June 20, 2016 for permission to eliminate the existing small area of wetlands on the site; a transmittal dated July 8, 2016 from Daniel McBride, DOT District II, requiring an encroachment permit for the new curb cut and the need for a sight line easement from the abutting property owner; a letter dated July 8, 2016, from Nancy Cartwright, 208 East Main Street, granting a sight line easement to remove two plantings from the property and to reconstruct some fencing for this property. He stated that the plans and the reports have been submitted to DOT District II for the encroachment permit and they are awaiting approval of this permit.

D. Sorrentino stated that 226 East Main Street, owned by the Town of Griswold and 11 Mary Street is located on the northern side of East Main Street; there is a letter signed by Kevin Skulczyk, First Selectman authorizing UCFS to make application. UCFS has a sales agreement with 11 Mary Street. He stated that the total acreage for 226 East Main Street and 11 Mary Street is 2.47 ± acres and the sight line easement of 208 East Main Street. He stated that we are requesting a special exception for the use proposed located in the Industrial District based on Section 9.4.5 for medical offices by special exception. He explained that the building will be constructed in three phases; all of the site improvements will be constructed in Phase I which is the primary portion of the building which is the lower level, Phase II is the second floor construction and Phase III is a 4,000 sq. ft. two-story addition at the back of the building.

D. Sorrentino stated that zoning regulations require for office parking is one space for 200 sq. feet of gross floor area; the proposed building is 16,600 square feet requiring 83 parking spaces; we have provided 85 spaces including 6 accessible parking spaces; the front, side and rear setbacks are met and have provided a loading space as required. He showed the location of the wetlands to be filled that was permitted by the Inland Wetlands Commission.

He explained the demolition plan to redevelop this property: demolish the residents and outbuildings at 11 Mary Street; the fence along the northerly boundary will be removed and replaced with a 4 foot high black vinyl coated chain link fence; all the vegetation will be cleared and grubbed on the site. He stated that they have met with the owner of PA Residential LLC and discussed addition clearing, landscaping and fencing along the abutting boundary lines.

He explained the property takes on water from the abutting apartment complex to the west and from the street rights of way to the north through a 30 inch RCP pipe; a catch basin behind the existing building served to drain the water that collected behind the building and the wetland area; this catch basin will be removed and along with the pipe. He stated that there are pipes in the former loading dock area on the east side of the building that are planned to be removed. He stated that after acquisition of the two properties and approval by this commission, the titles of the 226 Main Street property and the 11 Mary Street property will be merged into one property

D. Sorrentino explained Sheet 4 of the civil site plan showing the layout for the sewer and water connections in East Main Street; electrical service by Jewett City Electric connection will be from Mary Street. There are two 30 foot radius curbs and a 33 foot wide driveway for the primary entrance and egress; there is another exit only curb cut will be used for deliveries, ambulance drop off vehicles and rubbish removal. There is a loading area behind the proposed building.

D. Sorrentino stated that there will be a sidewalk to connect the building to the existing sidewalks on East Main Street for pedestrian traffic. He showed the location of the parking areas to the west and to the north which included ADA compliant parking spaces and the location of the patient drop off area out of the primary traffic lane. He stated that the ADA compliant parking spaces will have ramps to the sidewalks and as well as ramps into the building; there will be landscaped islands dispersed through the parking field.

D. Sorrentino showed the location of the fenced concrete dumpster pad for rubbish removal; he showed the location of the loading area for deliveries and ambulance patient drop off and pick up. He stated that the stormwater quality basin will be in the front of the building.

David McKay, Professional Engineer, Boundaries, LLC explained the grading plan for the site. He stated that the slopes will be graded and the maximum slope will be 3:1 and erosion control blankets to establish the permanent vegetation for the slopes. He explained the stormwater plan. He stated that the existing 30 inch RCP to East Main Street that will be removed; the plan is to provide stormwater storage in large diameter storm water retention pipes and also in the stormwater quality basin; the peak flow rates proposed are no greater that the existing peak flow rates.

D. McKay explained that there will be a storm water collection system at key low points in the parking areas to be discharged into large diameter 30 inch drains to store the large volumes of stormwater to be released slowly through control outlet then into a Stormceptor hydrodynamic separator and then into a 30 inch diameter drain with new precast structures at the property line. D. McKay explained that the existing location of the wetlands will be filled and the stormwater quality basin in the front of the building that will receive water from the roof drains and from a small portion of the entrance driveway; this water will move through a sediment storm bay to remove sediment from the water and the basin will contain wetland vegetation such as blueberry, bull rush and cat tail, wool grass, and seeded with a New England wetland seed mix; the basin embankments will be seeded with a New England erosion control mix.

D. McKay explained the utilities are all public utilities for water will come in from Route 201 and electricity and telecommunications will come in from Mary Street; fire services will be from the water main on Route 201. He stated that there will be underground propane for heating purposes will be provided.

D. McKay explained the erosion and sedimentation control plan will have sediment fence around the perimeter of the site to slow down stormwater entering from off the site; down gradient limits of the site will have silt fence backed by hay bales for water leaving the site. Stormwater runoff will be directed a water bar at the entrance then into a sediment trap through a rip rap spill way into an existing catch basin. He stated intermediate controls will be

installed using silt socks around the catch basins as construction progresses during installation of the drainage structures.

D. McKay stated that the detail sheets for stormwater and erosion and sedimentation controls for maintenance and inspections and construction notes and details.

D. Sorrentino stated that we received CME consulting engineer comments for landscaping and some civil issues that we Dave is working through. M. McKinney asked what those comments were. D. McKay stated that there are 13 comments 5 regarding landscaping and 8 are related to civil design elements. He dressed the following: Comment 6 whether there is adequate treatment of stormwater; holding water on site to promote vegetative uptake and groundwater recharge;

D. McKay stated that water quality basin will be lined to prevent infiltration due to pollutant concerns and is sized to treat the equivalent volume run off of the impervious area of the site and so it treats 100 percent of the water quality volume prior to discharge. M. McKinney asked if the consulting engineer agrees with this. D. McKay stated that we just received CME's comments Friday and has not discussed the comments with them. He addressed the following:

Comment 7: underground detention facilities provide pretreatment for quarter quality to reduce sediment load to detention structures to reduce sediment collection in the pipes that may be discharged out of the system in a large storm event. D. McKay explained that the proposed system is linear with discharged direction to the piping system and are installed at a slope so the minimum flow velocity is maintained at higher than 3 feet per second which is considered a self-cleansing velocity for storm water systems. He stated that at meeting this velocity, the collection of sediment will not be an issue. He stated that there will be full sized manhole access points at 90 feet, 75 feet and 67 feet to clean to clean the pipes.

Comment 8: hydrodynamic separator unit be sided for the drainage area receiving runoff based on the characteristics of the entire site. D. McKay stated that the separator is sized to treat the water quality volume of the whole 2.47 acres so it is treating a higher volume and a higher flow rate than what is recommended. He stated that what we have proposed is a conservative system that provides a higher level of treatment that if it was size for the portion it received.

Comment 9: the outlet structure of the 8 inch dome grate on an 8 inch diameter pipe would be at maximum capacity during a 10 year storm event. D. McKay stated that we have proposed a more standard concrete yard drain structure with orifices and trash racks and a standard storm drain top to prevent clogging.

Comment 10: the Connecticut Guidelines for Soil Erosion and Sediment Controls requires a minimum of 1 foot of freeboard between the routed water surface elevation for the 100 year storm and the top of the embankment. D. McKay stated that this comment refers to the large stormwater detention basins. He stated that the proposed rain garden wetlands mitigation area with a freeboard design of 6 inches and it is designed with a freeboard of 8 inches; the spillway had minor flow during the 100 year event. He stated that adding .3 feet of fill to the down gradient of the embankment is not an issue and provides a more conservative design with an extra factor of safety.

Comment 11: a detailed construction sequence/procedure for drainage system connections handling of the base flow of the existing drainage structures during construction o the modification to it. D. McKay stated that a more detailed construction sequence has been prepared consisting of 15 steps and replacing pipes and four existing structures.

Comment 12: utility connections and new curb cut within the State right of way encroachment permit. D. McKay stated that the plans have been submitted to DOT for their approval.

Comment 13: recommendation to remove existing wetland, stockpile wetland soils and construction of the water quality basin to be inspected by a Certified Soil Scientist. D. McKay stated we added a note that certified soil scientist will inspect the water quality basin.

D. Sorrentino stated that that is the end or our presentation. He stated that Greg will present the architectural plans.

Greg Nucci, a partner at Point One Architects & Planners in Old Lyme. He stated that Kelsey Wisniewski will help him with this presentation. He stated that this is an artistic version of the proposed building for the first phase showing the entry drive and the building in Phase I. He showed the entrance and lobby space and the medical building. He showed the parking and the handicapped parking for the site. He showed a rendering of the

stormwater quality basin. He showed the proposed design for a healing garden which evidence shows helps people to feel better when they can go to a quiet place outdoors. He stated that this garden can be used by the community for fund raising efforts; it will also be used by the behavioral health department. He stated that this is a flat roofed structure; there will be screens for the mechanical structures on the roof.

G. Nucci explained that the second phase will be the fit out of the second floor of the first phase structure. He explained the third phase will be a two story addition planned for the future pending funding.

G. Nucci explained the building materials will be residential scale: Hardi-plank siding for the medical office structure, veneer stone at the lower portion, wood siding on the entrance piece and a glass curtain wall for the lobby area showing the staircase to the proposed second floor and will be the reception and waiting area for all phases; the drop off area is covered so people will not get wet.

G. Nucci explained the floor plans showing the waiting area for the medical offices; the location of the fire stairs and each end of the building; the building with a full-sprinkler system and a fire alarm system; there will be a generator is planned for the future. He explained the second floor will be fitted with the lighting and safety aspects during the first phase as well as rough in plumbing for phase two. He stated that we cannot open phase one unless phase two is somewhat complete except for floor plan. The second floor plan will be similar to the first floor, code requirements are the same. He stated that there will be a fully compliant stretcher-sized elevator, waiting space, community space and medical offices.

He showed the locations for a large meeting room, a group room and a community room for use by outside organizations as well as access to the healing garden. There is employee access and ambulance access at the back of the building. He states that phase three will provide dental services on the second floor of 4 dental operatories. The first floor of phase three is being considered for a wellness center with nutrition counseling; but this is still to be determined. He showed the building elevations that shows the screens and roof-top mechanicals which will not be seen from ground level.

G. Nucci distributed out samples of the building materials to the commission for review and explained what each of the samples was made of; trim materials will be Azek or aluminum and painted. The stone on the lower level of phase one will consist of stone that is local to the area or to Griswold.

G. Nucci explained the signage at the front entrance which will be composed of the same building materials for the building; it will be the logo and the name. The building sign is acrylic pin letters and the same color as the UCFS logo at 70 square feet on the building.

G. Nucci explained the site lighting photometric plan utilizing Philips full led street lights on a 15 foot pole. There will be lighted bollards at the drop off and in the healing garden so the surfaces will be laminated. He stated that the lighting timing for off and on is still being discussed. M. McKinney asked the hours of operation. Pam Kinder stated that the hours are Monday-Thursday 8 a.m. to 8 p.m. and Friday 8 a.m. to 5 p.m.

G. Nucci explained the photometric plan to the commission based on the number of lights proposed, the numbers indicating that when the lighting reaches the perimeter, there is no light spill over on to abutting property. M. McKinney asked that because of the 3:1 grade change, how will headlights be prevented from going out the residences. G. Nucci showed the location of a berm with landscaping and a buffer will be provided. He stated that there are comments from the consulting engineer that need to be addressed. D. Sorrentino stated that the parking lot is lower than the surrounding residential properties. He introduced John Cunningham to present the landscape design.

John Cunningham, TEC Landscape design of Madison, explained that the trees shown are at a ten year grown rate. He stated that the perimeter will be nearly 100 percent native planting with a combination of shade trees, such as red maple, hackberry and compestre selected based on the environment; acer compestre (hedge maple), 25 to 30 feet tall, yellow leafed, small growing and is poor soil and drought tolerant; hackberry, 50 to 60 feet, poor soil and drought tolerant; evergreens such as red cedar, slow growth rate and stays in bounds, white spruce for contrast with the dark green red cedar; ornamental trees are service berry and witch hazel by the entrance ways and is a winter bloomer followed by the service berry.

J. Cunningham showed the layout of the plan showing the lawn area and the area for the trees where pockets of evergreens are in different areas on the plan to not be shaded by the larger shade trees; low ground cover will be used for the light posts bases a low lying juniper, poor soil and drought tolerant. He stated that two islands will be just ground cover and the larger islands will be ground cover and conservation mix grass for a lawn area.

J. Cunningham explained the types of plants will be used in the healing garden to attract birds and butterflies; and perennials will be fragrant. He stated that there will be planning beds with benches and fenced and gated and lockable. There will be screening to soften the oil tank area.

He stated that he would like to see larger trees and will change the caliper of the trees from 2.5 inches to 3 inches; evergreen trees will start at 8 to 10 feet tall. He explained that a random spacing of the evergreens provides a more natural looking screen. He explained that the basin will have a variety of plantings and have a natural looking area

J. Cunningham stated that he added additional material to the basin where there will be water; it will be a very natural area. He stated that the dumpster area will be enclosed with fencing.

M. McKinney asked if there will be standing water on a continual basis. D. McKay stated yes, it is intended to replace the wetlands. M. McKinney asked if it will be fenced off. D. McKay stated that it will have a split rail fence. D. Sorrentino stated that the basin will be lined since it is a Brownfield site and we must be careful of infiltrating water onto the site.

M. McKinney asked if the presentation was done. D. Sorrentino stated yes. M. McKinney asked for comments from the public either for or against this project.

David Vieux, 59 Leha, was concerned that because it is so close to the pond, to hold off until the consulting engineer and the applicant come to an agreement about the drainage and if it goes bad it will end up in the pond.

Bruce Goldstein, owner and manager of PA Residential and Mary Brown Apartments, abuts this subject property. He stated that he has had meetings with D. Sorrentino and his group and he cited his concerns about the drainage he stated that there is a drainage structure on the property which was in disrepair; during major storms, there has been flooding in the basements. He stated that drainage coming over the property from other properties was taken care of. D. Sorrentino showed the location of the structure in question which is on the property line of PA Residential and the site. D. Sorrentino stated that we must deal with water coming from Mary Brown Apartments and Brown Avenue on to the site. He showed the pipes that accept the water from these areas into a double catch basin.

B. Goldstein stated that that structure was there before the Mary Brown Apartments so he did not know how long it has been there. P. Zvingilas asked if they would be working on the pipe. D. Sorrentino stated no, we will work on the structure. D. McKay explained that the basin structure at the property line; 30 inch RCP will be used and will through the entire site to a drainage manhole; there is 24 inch pipe that drains the existing wetland area; the existing structure will be replaced with a precast stormwater manhole through the emergency exit driveway that connects to the existing system on the site. M. McKinney asked how they know that the pipe from the parking lot down will handle the water coming from off the site. D. McKay stated that 30 inch RCP will be installed and a tie flex check valve will be installed that will only allow water out and if the water level is high that the check valve, the valve stays shut. J. Faulise stated that the system was designed was created is protected by the check valve so that all of the water off site will come though before the water being generated on site. He stated that we will not go off site to make any drainage improvements; we will be working with the consulting engineer for any final details. P. Zvingilas stated that it picks up water from Russell Street and if the town has an easement for maintenance. J. Faulise stated yes and that the town may have an easement. J. Krueger stated that we are assuming that the pipe is good and that it is adequate. J. Faulise stated that it is currently carrying water through it. J. Faulise stated that we are improving the discharge point downstream. M. McKinney asked about the structural integrity of the pipe. J. Faulise stated that we will check the structural integrity because we are putting a parking lot over it. P. Zvingilas asked how old it was. J. Faulise stated that he did not know and if it was found to be deficient, we will not put a parking lot over it. M. Tristany stated that the invert has a 2 percent slope so the water is moving through it quickly. D. McKay suggested checking with Public Works for issues. M. Tristany suggested running a camera in the pipe.

B. Goldstein stated that the fence on the border line will be removed and they will replace the fence. He stated that there are mature trees that he would like to see left and that with the grubbing and they will do grubbing on their own property to match what they are doing.

B. Goldstein stated that the lighting won't shine on their property and suggested adding more evergreens to the property line. He stated that they were comfortable with the lighting design presented and will not pollute other

properties. He stated that we are in support of this project and we think it is a great use of the property and whatever they can do to make the project go forward we will do so.

D. Sorrentino stated that there is a discrepancy between the site plan and the landscaping plan so that a 4 ft black vinyl fence will be added to the site plan to be added to the perimeter. He stated that more evergreen plantings be added in the upper corner to shield the residential uses.

Nancy Cartwright, 208 East Main Street, was concerned that there was a gap and the proposed fence; she asked the fence be continuous because she has pets and that any pesticides would be pet friendly. D. Sorrentino stated that the 4 foot black vinyl fence will be continuous and secure; he showed this location on the plan where two lilac bushes will be removed. He stated that this modification will be added to the plan.

J. Cunningham stated that the plantings suggested are pest free and not a fan of using a lot of pesticides; he can list out an organic fertilization program and there will not be any chemical used.

Philip Turano, 196 East Main Street, was glad that the Mary Street exit was removed; but he was concerned for about pedestrian safety. D. Sorrentino stated that the property will be enclosed with a 4 foot black vinyl fence. He stated that the only sidewalk will be on the easterly side of the access drive and will connect with the existing sidewalk on the northerly side of East Main Street. He stated that there will be no access from Mary Street. D. Sorrentino stated that the plan will be reviewed by CTDOT District II; and they will have recommendations for our project which will have a sidewalk across the driveway which will have a stop bar and stop sign and will be CTDOT standards.

M. McKinney asked for any other public comment. He asked for staff comments.

M. Tristany stated that this special exception application requiring a public hearing with two notices in the Norwich Bulletin on June 30 and July 7, we have the paper notifications and documentation that those were both published. M. Tristany stated that the issues raised by CME are technical issues and not the issues that govern the commission's review of the application of a special exception; i.e. that the proposal fits within the neighborhood. He stated that Boundaries and CME will work out those technical issues. He stated that this project fits within the neighborhood, the landscaping presentation was excellent; regarding the DOT application is not an issued because it is not a high traffic generator.

M. McKinney asked if they should be concerns if the water calculations are not available. M. Tristany stated that when the mechanical engineers determine what the flow should; and if this cannot be met, they can put in an underground bladder with a pump; or an above ground structure. He cited examples of this type of structure at the Ocean State Job Lot for fire protection and on Route 164 for development there.

P. Zvingilas stated that the commission is looking at if the use is appropriate for that location. He stated that they will not receive a building permit until the fire protection can be demonstrated

M. Tristany read Section 12.3 the general evaluation criteria for the record and how this project meets these criteria for a special exception.

M. McKinney asked for other questions. . Kinnie stated that the traffic flow and the parking spaces meet our requirements. He asked about the types of evergreens to be used to increase the evergreen plantings. D. Sorrentino stated that the landscaping comments by CME will be addressed. He stated that Mr. Goldstein's request for more evergreens at the property the landscape architect will make that decision.

J. Krueger asked about the roof structure and why a flat roof was chosen. Greg Nucci stated that the UCFS branding is a modern structure at their main headquarters in Norwich and they wanted to continue this to their satellite facility to have a cohesive look for UCFS. J. Krueger asked with the roofing material will be. G. Nucci stated that it will be a membrane roof using a EPDM system or TPO that has been used in the past; it will be something light. G. Nucci stated that there will be tapered insulation with roof drains.

M. McKinney asked for a motion to close the public hearing.

MOTION: E. Kudlis moved to close the public hearing at 8:40 pm. J. Krueger seconded the motion. All were in favor. The motion was carried.

M. McKinney asked for a short recess.

III. **REGULAR MEETING (7:00 P.M.)**

1. **Call to order:**

M. McKinney called this regular meeting to order at 8:45 p.m.

2. **Roll Call**

Present: Martin McKinney, Courtland Kinnie, Erik Kudlis, James Krueger, Charlotte Geer, Alternates Tom Palasky, Robert Parrette, Peter W. Zvingilas, Town Planner Mario Tristany, ZEO Peter Zvingilas, Recording Secretary Donna Szall

3. **Determination of Quorum**

There was a quorum for this regular meeting

4. **Approval of Minutes**

M. McKinney asked for approval of past minutes.

A. Approval of Minutes of the Regular Meeting of May 9, 2016

J. Krueger moved to approve the minutes of the regular meeting of May 9, 2016. C. Kinnie seconded the motion. All were in favor. There were 3 aye votes and four abstentions from M. McKinney, E. Kudlis R. Parrette P. W. Zvingilas.

B. Approval of Minutes of the Regular Meeting of June 13, 2016

R. Parrette moved to approve the minutes of the regular meeting of June 13, 2016. C. Geer seconded the motion. There were 3 aye votes and four abstentions from C. Kinnie, E. Kudlis, J. Krueger, and P. W. Zvingilas.

C. Approval of Minutes of the Special Meeting of June 20, 2016

R. Parrette moved to approve the minutes the special meeting of June 20, 2016. C. Geer seconded the motion. There were 3 aye votes and four abstentions from C. Kinnie, E. Kudlis, J. Krueger, and P. W. Zvingilas.

5. **Correspondence and Attachments**

There was no correspondence and attachments.

6. **Matters Presented for Consideration**

A. SE 04-16 GEER, CHARLOTTE, PROPERTY AT 76-78 OAKVILLE ROAD, GRISWOLD. Requesting approval of a Special Exception for a Bed and Breakfast Facility In an existing 5-bedroom residence. Property is zoned R-60

C. Geer recused herself and left the room. M. McKinney appointed P. W. Zvingilas to sit for C. Geer. There was a quorum for this item.

M. McKinney asked for discussion on this matter.

MOTION: C. Kinnie moved to approved SE04=16 for a bed and breakfast special exception for Charlotte Geer at 76-78 Oakville Road with the conditions that the modifications presented at the public hearing for the interior issues as far as fire and safety codes and building codes shall be met and the sign shall be according to the regulations. M. McKinney stated that the second driveway have the easements. C. Kinnie stated that, as presented in the public hearing, there already is an easement for the driveway. J. Krueger seconded the motion. All were in favor. The motion was carried.

C. Geer returned to take her seat on the Commission.

- B. SE 05-16 UNITED COMMUNITY AND FAMILY SERVICES, PROPERTY AT 226 EAST MAIN STREET & 11 MARY STREET, GRISWOLD.** Requesting approval of a Special Exception for a 16,000 S.F. Medical Office Building with associated improvements. Property is zoned Industrial.

M. McKinney stated that it is a nice looking building and good to have something built on that lot; short of a few drainage concerns and a couple other staff reviews. E. Kudlis complemented the design professionals who worked on this plan and that they did a great job; the attention to details for the neighborhood and fits well into the neighborhood; the technical issues are minor when looking at the scope of the work. He stated that he had no issues and the technical issues can be worked out with staff. M. McKinney asked what the commission wanted to do.

MOTION: C. Geer moved to approve SE 05-16 United Community and Family Services at 226 East Main Street and 11 Mary Street be approved with the conditions that items noted regarding the drainage, the landscaping and fencing shall be address as discussed in the public hearing. C. Kinnie seconded the motion. All were in favor. The motion was carried.

7. Additional Business

- A.** Letter, dated June 6, 2016, from Keith Philips, d.b.a. Serenity's Food Truck at 411 Voluntown Road requesting direction to add a 20 ft. by 30 ft. tent to provide protection from the elements and the sun

M. McKinney asked M. Tristany for details. M. Tristany stated that Mr. Philips was in the process for erecting a tent which he was told to remove because there are no provision in the commercial section of the zoning regulation that addresses tents for food vending. He stated for the record that Mr. Philips states in his letter that he had done everything by the book; but we have had problems from day one. M. Tristany cited several examples of issues where he or P. Zvingilas has had to go to his location and that Mr. Philips has bad mouthed him because he was against him.

M. Tristany stated that in his report he stated there is no provision for a food tent under the food vending regulations. He stated that the Commission can give him permission to put up a tent; or the commission can go by the intent of the regulation. He stated that food vending is a temporary structure.

M. McKinney asked about the fireworks tent; it is permitted by the Building Department. P. Zvingilas explained that he went before the commission with a requested by the fireworks company for a ten day period for the fourth of July. He stated that for a \$250 fee, it is permitted for the fireworks tent to be up for no longer than two weeks. R. Parrette stated that Bigg Dawggs at DiRoma's has a tent set up with two picnic tables. P. Zvingilas stated that he will take a look at it. M. McKinney stated that there is nothing in the regulations that we can hang a hat on. E. Kudlis asked if an application was put in to put up a tent. P. Zvingilas stated no, a zoning permit is required. There was discussion of this matter including concerns for building and fire safety, liability, and to formally approve something that is not in the zoning regulations and to setting a legal precedent.

M. McKinney stated that we can put something on to next month's agenda for a regulation change for tents and temporary structures. M. McKinney asked M. Tristany to talk with town counsel to add language to the regulations regarding tents for food vending vehicles and what town counsel thinks about this.

8. Old Business

- A.** Discussion and creation of a subcommittee to review and update the Griswold Plan of Conservation and Development.

M. Tristany stated that a subcommittee is needed to review the PoCD which must be updated every ten years and is up on 2017. He explained that the granting requirements are using the updated PoCD as a requirement. He stated that there are some changes to make; not a complete rewrite and three PZC members would be needed. M. McKinney, C. Kinnie, and R. Parrette agreed to be on this subcommittee.

9. New Business

M. Tristany stated that he received a request from Commercial Construction Development who is proposing the hotel development on Route 164. He stated that a condition of approval was a cash bond in the amount of \$23,600 for peer engineering review of key element of the construction. Bryan Burns d.b.a. as Commercial Construction Development posted this bond with is a pass book. He requested to replace the passbook with an irrevocable letter of credit and this letter of credit was sent to Attorney Mark Branse approval this letter of credit and that if the project is not completed by 2020; it will trigger a new application process. M. Tristany read an e-mail from Brian Burns for the record requesting replacing the passbook with an irrevocable letter of credit to be approved by the Planning and Zoning Commission. M. McKinney stated that the permit was given to DELMAC, LLC and another company is asking for this change from a passbook to an irrevocable letter of credit. M. McKinney was concerning that this was an exit strategy. M. Tristany stated that if the bond transfer to a letter of credit is not approved, the company will pull the bond and the project from Griswold. There was discussion of this matter including that the bond cannot be release to another entity.

C. Kinnie asked if the finance director has a set of criteria for sponsoring the irrevocable letter of credit. M. Tristany stated no; they go by what the town attorney approves. And the bank entity has a branch or home office in Connecticut should there be litigation. J. Krueger stated that we should get some direction from the town attorney.

E. Kudlis left the meeting at M. McKinney sat R. Parrette for E. Kudlis who left the meeting.

C. Kinnie stated that he would like to see it switched to the irrevocable letter of credit so that this project stay viable and not go elsewhere. There was further discussion of this matter including that there is no request for a building permit or building plans to review.

M. McKinney asked M. Tristany to get clarification from the town attorney that should the passbook go to DELMAC, LLC and that there should be paperwork that the passbook should go to Commercial Construction Development;

Lauren Churchill requested that there be two more seats on the PoCD subcommittee. She is a member of the Inland Wetland Commission and pursuant to Public Act 15-95. LaDonna Cardin stated that her husband would like to be on this subcommittee. M. McKinney asked that a letter be sent requesting this with name address and phone number as at-large members.

10. Reports from the Enforcement Officer

11. Adjournment

M. McKinney asked for a motion to adjourn. C. Kinnie moved to adjourn. J. Krueger seconded the motion. All were in favor. The meeting adjourned at 9:43 p.m.

Respectfully Submitted,

Donna M. Szall
Recording Secretary