

Agenda
Tolland Planning & Zoning Commission
21 Tolland Green, Tolland, Connecticut
Monday, January 8, 2024 at 7:00 p.m., 6th floor – Council Chambers

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Seating of Alternate(s)**
- 4. Additions to Agenda**
- 5. Public Comment** - Any person wishing to ask a question, make a comment or put forward a suggestion for any item or matter other than a public hearing item.
- 6. Public Hearing(s)**
- 7. Old Business**
- 8. New Business**
 - 8.1. Multi-Family Residential Regulations in the CCZ
 - 8.2. 2024 Goals
- 9. Reports**
 - 9.1. Town Council Liaison
 - 9.2. Economic Development Liaison
 - 9.3. Capitol Region Council of Governments
 - 9.4. Zoning Enforcement Report
 - 9.5. Planning Update
- 10. Other Business**
- 11. Correspondence**
- 12. Public Participation**
- 13. Approval of Minutes** – December 11, 2023 Regular Meeting
- 14. Adjournment**

To join the Zoom meeting, either click:

<https://us06web.zoom.us/j/4325402030?pwd=NG43ZHcyOXBQOGJldzZVTmQxNmhZZz09>

One tap mobile: +13017158592,,4325402030#,,,,*444555#

Or call: 1-646-876-9923 and input:

Meeting ID: 432 540 2030

Passcode: 444555

All public business will be conducted by 11:00 p.m. unless waived by a vote of the Commission.
Any party needing an accommodation contact the Planning & Development Department at (860) 871-3601.
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TOWN of TOLLAND/ 21 Tolland Green, Tolland, Connecticut 06084

MEMO

TO: Planning and Zoning Commission

FROM: David Corcoran, AICP, Director of Planning & Development

DATE: January 3, 2024

RE: Multi-Family Residential Regulations in the CCZ

At the request of the Planning and Zoning Commission, Staff is working to revise the Town’s multi-family residential regulations to better support developers to be able to bring forward profitable and attractive multi-family housing developments that support the Commission’s goals to increase the amount of affordable housing in Tolland.

At this meeting, local developer Steve Williams will be present to discuss his perspective and possible developments that he is considering. In a review of his proposed Site Plan, there are several places where the regulations would need to be changed to accommodate the proposed development if the Commission wishes to move forward with a text change.

Article 9: Community Commercial Zone (CCZ)

Section 9-1. Purpose

The purpose of the CCZ is to:

- A. Promote small scale neighborhood businesses, with design standards to create a "sense of place" and avoid strip development patterns.
- B. Ensure new development provides pathways or sidewalks connecting land uses and nearby neighborhoods.
- C. Preserve a greenway connection to Shenipsit Lake.
- D. Allow mixed uses, new single-family dwellings at existing densities, and multi-family development that will address the housing needs of the community and promote and maintain a balance of small scale commercial businesses, offices and dwellings.

Section 9-2. Uses

The allowable uses for this zoning district are designated in Article 14, Commercial and Industrial Uses, Section 14-2. Table of Allowable Uses. Motor vehicle sales legally existing on or before July 9, 2012 are also a permitted use.

Section 9-3. Requirements

Requirements for uses, except multi-family, shall be in accordance with the following.

A. Dimensional Requirements

- 1. Minimum lot area: one (1) acre.
- 2. Minimum lot frontage: 200 feet. This requirement may be reduced by the Commission if the lot is sharing access with an adjacent lot.
- 3. Minimum front yard setback: 50 feet. This requirement may be reduced by the Commission per Section 9-3.B.
- 4. Minimum side yard setback: 25 feet, except that:
 - a. This requirement may be reduced by the Commission per Section 9-3.B.
 - b. A required side yard setback may be eliminated if the parcels that share that side property line share a single joint entrance and single joint exit to a public street or share parking facilities and do not contain a residential use.

5. Minimum rear yard setback: 35 feet. This requirement may be reduced by the Commission per Section 9-3.B.
6. Maximum lot coverage: 50%. The Commission may approve up to 60% impervious coverage when special attention has been given to utilizing landscaped areas for low impact development stormwater treatment.
7. No business establishment may exceed 15,000 square feet. The Commission may approve a larger business based on the design and massing of the building, view from a public street or parking area or characteristics of the site.
8. All business establishments shall conform to the environmental and performance standards specified in Section 19-7, lighting standards in Section 19-4 and to the requirements of all other applicable town regulations.
9. Buffering to existing single family residential neighborhoods may be required based on existing vegetation, topography and nature of the proposed use.
10. The Commission encourages shared access and the construction of internal links between the parking lot of adjacent properties to promote access management and lessen traffic and congestion on the public street.

B. Reductions in Dimensional Requirements

Reductions in dimensional requirements will be considered by the Commission only in special instances when the development pattern will do at least one (1) of the following:

1. Provide pathway connections and promote walkability within the area,
2. Improve overall compatibility of the site to surrounding or connecting property, and
3. Give special attention to one or more of the following: landscaping, building orientation, New England style architecture, linkages to abutting properties and other site amenities.

Section 9-4. Multi-Family Development

A. Purpose

The purpose of multi-family development is to provide for groups of dwelling units on a single lot, including apartment and village style housing, in a manner that:

1. Is consistent with the goals in the Plan of Conservation and Development.
2. Provides housing needs for the town's present and projected populations.
3. Provides safe access point(s) and traffic flow.
4. Provides a customer base for adjacent retail and services.

5. Provides pedestrian connections.
6. Buffers established single-family residential areas.
7. Provides varied housing opportunities for different economic levels.

B. Site, Density and Other Requirements

1. Minimum lot area: five (5) acres. **10.5 acres**
2. Minimum lot frontage: 125 feet. **>125 feet**
3. Maximum lot coverage: 50%. The Commission may approve up to 60% impervious coverage when special attention has been given to utilizing landscaped areas for Low Impact Development stormwater treatment. **<50%**
4. Minimum front setback: 50 feet. May be reduced to 25 feet by the Commission. **50'**
5. Minimum side and rear setbacks are 75 feet if abutting a residential zone and 50 feet if abutting a nonresidential zone or existing nonresidential use. May be reduced to 50 feet and 25 feet, respectively, by the Commission provided there is adequate buffering as needed. **75' to RDD, 25' to CCZ**
6. Maximum density/bedrooms:
 - a. To be served by onsite septic systems: six (6) bedrooms per acre of developable area.
 - b. **To be served by sewer: eight (8) bedrooms per acre of developable area. 10.5 acres- 2.45 acres of wetlands = 8.05 acres developable = 64.4 bedrooms – if 10% of units affordable within initial 64 bedroom allotment, can go up to 80 bedrooms if additional bedrooms are all within affordable units. Otherwise, it may be worth moving to "units" from bedrooms and specifying an appropriate number. The Commission could also consider removing the density requirement entirely and relying on other standards in the regulations to dictate a maximum density.**
 - c. The Commission may approve up to 10 bedrooms per acre of developable area in special instances when there will be offsite improvements that benefit the Tolland community at large.
7. Maximum number of dwelling units per building: maximum average of six (6) units per building, maximum of eight (8) units in any single building.
8. Multi-family developments may include two (2) family dwellings, which shall be constructed side by side rather than vertically.
9. Single-family dwelling units are permitted with a maximum of 50% of total dwelling units. **Not in compliance – could be changed to say "Single-family dwelling units as part of a**

multi-family development are permitted with a minimum overall density of seven (7) bedrooms per acre of developable area.”

10. Open space, pathways and recreation areas:
 - a. A minimum of 20% of the parcel shall be set aside as open space and subject to the following conditions:
 - 1) The required open space may contain no higher percentage of wetlands than the entire parcel unless approved by the Commission in special instances when a pavilion, walking paths, recreational area, community garden or other usable community area is provided. – will need this more clearly defined on site plan
 - 2) Open space shall be owned by a homeowners association or designee approved by the Commission. The Commission may require a conservation easement on designated open space.
 - b. A minimum of 1,000 square feet of useable open space for recreation purposes for each dwelling shall be set aside. A minimum of one (1) play area shall be provided for children. If the complex is for adults only, alternative recreation facilities shall be provided subject to approval by the Commission. Recreation areas shall be located so as not to disturb residents of the complex or adjacent properties. - will need this more clearly defined on site plan
 - c. Pathways shall be provided to the recreation areas.

C. General Regulations

1. Buildings shall be designed to avoid monotonous patterns of construction or repetitive spaces or modules between buildings. May need to relax this regulation or applicant will need to explain how the site layout will avoid monotony.
2. The roofs shall have adequate pitch and flat roofs shall not be permitted.
3. Buildings shall be harmonious and compatible with the adjacent existing structures and with the general development of the neighborhood.
4. The Commission may require changes in the Site Plan to meet the specific requirements of the development type and may make additional requirements to promote and protect the sound and orderly growth of the community.
5. All required improvements shall conform to applicable sections of these regulations.
6. The owner of the multi-family complex shall be responsible for all maintenance and snow removal from drives and mowing, upkeep and maintenance of all grounds.

7. Safe pedestrian and bicycle circulation shall be provided, to safely interlink the development with its own facilities and with nearby shopping, service, institutional and government facilities and in accordance with pathways designated on the Zoning Map. The Commission shall determine the composition and location of sidewalks.
8. The entrance to the development shall be landscaped in accordance with Section 19-3.
9. School and public transportation shelters may be required, if appropriate.
10. A minimum of one and a half (1.5) outdoor off-street parking spaces per unit with suitable provisions for guest parking shall be provided. Parking shall not be permitted in front of any unit facing a public street in required setback areas, except in special instances when approved by the Commission due to topography, buffering or retention of existing vegetation. **May be in compliance – need more information. The CCZ has stricter standards on this than the Basic Standards in Section 19.1, which require between 1-2.5 spaces per unit.**
11. Garbage, refuse and recycling facilities shall be provided for residents and kept in enclosed areas convenient to each building. Periodic pick-up of garbage, refuse and recycling shall be the responsibility of owner or association, as well as maintaining the area in a sanitary and attractive condition.
12. Roof-mounted satellite dishes over three (3) feet in diameter and individual television and radio antennas shall not be permitted.
13. No common hallway shall serve more than two (2) dwelling units on each floor.
14. Minimum noise standards of the Federal Housing Administration shall be met or exceeded.
15. No part of a building, which is below grade, shall be used for dwelling purposes except as approved by the Commission.
16. Each dwelling unit shall have individual utilities and metering.

D. Application Requirements

1. All Special Permit and Site Plan requirements in Article 20.
2. Number of units proposed.
3. Density of proposed development in terms of bedrooms per developable acre.
4. Acreage of buildings and parking.
5. Acreage of open space and recreational area.

6. Breakdown of dwelling unit types if more than one type is planned.
7. Projected dwelling unit floor areas.
8. A phasing plan if the development is to be constructed over a period of years.
9. Traffic impact data when requested by the Commission or required by these regulations.
10. Building elevations.

E. Evaluation for Special Permit Approval

In evaluating the appropriateness and proposed density of the multi-family development, consideration shall be given to:

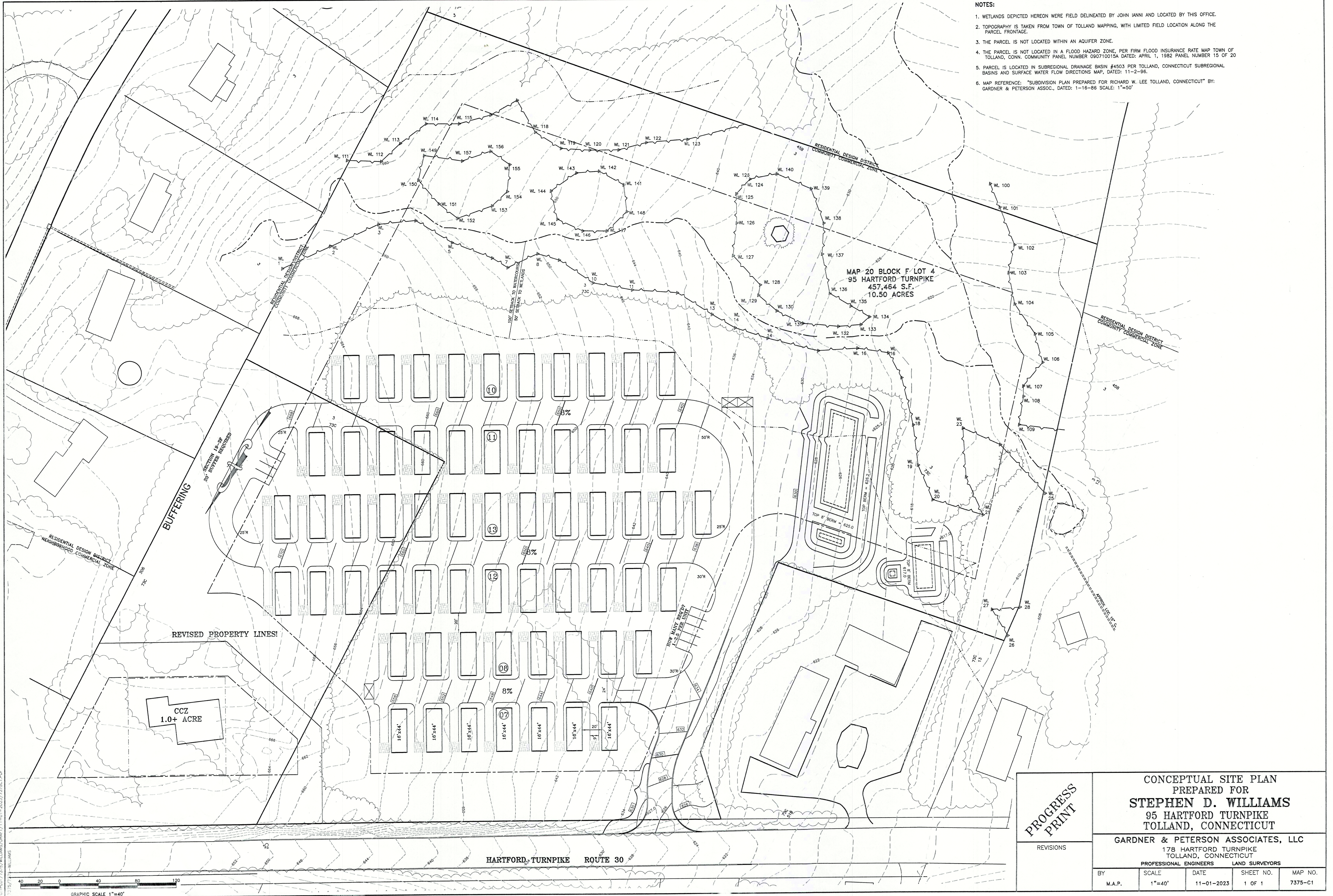
1. Consistency with the Plan of Conservation and Development.
2. Conformance with the standards and conditions of these regulations.
3. Impact on highways and public facilities.
4. Preservation and character of existing single-family neighborhoods.
5. Streets and drives are suitable to carry anticipated traffic and increased densities will not generate traffic in amounts that overload the area's streets.
6. Access and proximity to commercial, recreational or community facilities.
7. Transitional character of the development to existing developments.
8. Changes that have taken place in the rate and pattern of development and land use within the Town and adjoining communities.

Section 9-5. Special Permit Standards

In addition to the standards for approval for Special Permits contained in Section 20-8, the Commission shall consider the impact on water quality.

NOTES:

- 1. WETLANDS DEPICTED HEREON WERE FIELD DELINEATED BY JOHN IANNI AND LOCATED BY THIS OFFICE.
- 2. TOPOGRAPHY IS TAKEN FROM TOWN OF TOLLAND MAPPING, WITH LIMITED FIELD LOCATION ALONG THE PARCEL FRONTAGE.
- 3. THE PARCEL IS NOT LOCATED WITHIN AN AQUIFER ZONE.
- 4. THE PARCEL IS NOT LOCATED IN A FLOOD HAZARD ZONE, PER FIRM FLOOD INSURANCE RATE MAP TOWN OF TOLLAND, CONN. COMMUNITY PANEL NUMBER 0907100154 DATED: APRIL 1, 1982 PANEL NUMBER 15 OF 20
- 5. PARCEL IS LOCATED IN SUBREGIONAL DRAINAGE BASIN #4503 PER TOLLAND, CONNECTICUT SUBREGIONAL BASINS AND SURFACE WATER FLOW DIRECTIONS MAP, DATED: 11-2-98.
- 6. MAP REFERENCE: "SUBDIVISION PLAN PREPARED FOR RICHARD W. LEE TOLLAND, CONNECTICUT" BY: GARDNER & PETERSON ASSOC., DATED: 1-16-86 SCALE: 1"=50'



MAP 20 BLOCK F LOT 4
 95 HARTFORD TURNPIKE
 457,464 S.F.
 10.50 ACRES

CCZ
 1.0+ ACRE

REVISED PROPERTY LINES!

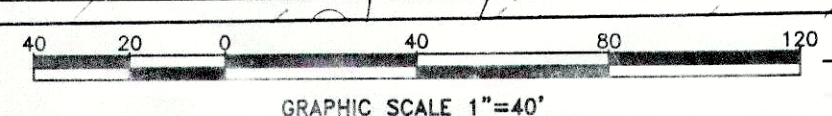
BUFFERING

SECTION 10.3P
 20' BERM REQUIRED

HARTFORD TURNPIKE ROUTE 30

PROGRESS PRINT	CONCEPTUAL SITE PLAN PREPARED FOR STEPHEN D. WILLIAMS 95 HARTFORD TURNPIKE TOLLAND, CONNECTICUT				
	GARDNER & PETERSON ASSOCIATES, LLC 178 HARTFORD TURNPIKE TOLLAND, CONNECTICUT PROFESSIONAL ENGINEERS LAND SURVEYORS				
REVISIONS	BY	SCALE	DATE	SHEET NO.	MAP NO.
	M.A.P.	1"=40'	11-01-2023	1 OF 1	7375-C1

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TOWN of TOLLAND/ 21 Tolland Green, Tolland, Connecticut 06084

MEMO

TO: Planning and Zoning Commission

FROM: David Corcoran, AICP, Director of Planning & Development

DATE: January 3, 2024

RE: Discussion on Future Goals

With the successful adoption of updated regulations for the Technology Campus Zone and updated sign regulations and special permit regulations, as well as the numerous other regulation updates the Town has enacted over the last year, the Town of Tolland is keeping its commitment to the implementation of the 2019 Plan of Conservation and Development.

The purpose of this discussion is to identify additional priority items that Town staff should focus on and bring back to the Planning and Zoning Commission or other bodies for continued implementation of the POCD. Goals for 2023 included:

1. Further review of multi-family and affordable housing regulations, with a focus on density. The Economic Development Commission is beginning the process of developing a fiscal impact study for multifamily in Tolland with the goal of identifying the economic benefits and carrying capacity of multi-family. – **Completed/In Process**
2. Review and revision of Site Plan and Special Permit requirements to meet state statute – **Completed**
3. Review and revision of the Technology Campus Zone – **Completed**
4. Updated inventory of town-owned property and possible land uses, including conservation value and development potential. - **In Process, Town Council goal for 2024 as well.**

Goals for 2024 could include:

1. Statutorily-required five year update of the Affordable Housing Plan, which expires in 9/2024.
2. Continue review of multi-family and affordable housing regulations to ensure they meet the needs of the development community while remaining consistent with the POCD.
3. Finalize updated inventory of town-owned property and possible land uses, including conservation value and development potential.

Planning and Zoning Two Month Look Ahead

Meeting Date	Upcoming Items			
Monday, January 22, 2024	Affordable Housing Discussion			
Monday, February 12, 2024	Affordable Housing Discussion			
Monday, February 26, 2024				
Monday, March 11, 2024				

KEY

- TO BE RECEIVED
- HEARINGS
- NEW/OLD BUSINESS
- OTHER

Future Items:

**PLANNING & ZONING COMMISSION
TOLLAND, CONNECTICUT
REGULAR MEETING MINUTES OF DECEMBER 11, 2023**

MEMBERS PRESENT: Andy Powell, Chair
Marilee Beebe, Vice Chair
Joe Matteis
Erin Stavens

OTHERS PRESENT: David Corcoran, Director of Planning & Development
Chris Moran, Town Council Liaison
Mark Peterson, P.E. Gardner & Peterson Associates
Valerie Rogers, Elements Car Wash, applicant
Jim Simmons, JKS Consulting, architect for Elements Car Wash
Sami Khan – Kids Academy Sign Permit
Public (in person and remote)

1. **Call to Order:** Andy Powell, Chair, called the meeting to order at 7:00 p.m. in Council Chambers.
2. **Pledge of Allegiance:** Recited.
3. **Seating of Alternates:** None. Mr. Powell noted that no alternates could be seated as they had not yet been sworn in.
4. **Additions to Agenda:** Jason St. Louis of 7 Roses Bridge, Columbia, CT said he had a cider house business on Goose Lane in town. They want to start offering local craft beers as well, but the ingredients would be coming from off-site. He had inquired with Mr. Corcoran about this possibility and it was suggested he bring his proposal before the Commission. Would it be worth submitting a text amendment to allow this, or would this stray too far from their regulations?

Mr. Matteis said he felt the proposal was worth investigating. There was general agreement from the Commission. Mr. St. Louis said he would have to get a craft beer permit for manufacturers and he would get manufacturers from within a 20-mile radius of his own business.

Ms. Beebe asked Mr. St. Louis if he needed to get local approval first. Mr. St. Louis said he believed he would. Mr. Matteis suggested they consider how much of the ingredients needed to be imported and if it fell within an acceptable threshold. There was agreement to consider this further.

5. **Additions to Agenda:** None.
6. **Public Hearings** – Mr. Powell read the legal notice for both public hearings
 - 6.1 **PZC #23-15 – 131 Merrow Road** – Request for a Special Permit Modification to allow a minor change in the building footprint with a new architectural style and minor site adjustments. Zone: Gateway Design District (GDD). Applicant: Elements Car Wash

Ms. Beebe recused herself from this public hearing.

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Mr. Corcoran reviewed the proposed modifications as outlined in his December 5, 2023 memo. He said the biggest reason for the public hearing was due to the substantial change to the architectural style of the building. The new style is more of a New England style building and is consistent with the requirements for the GDD.

Mark Peterson, P.E. with Gardner & Peterson Associates, representing Elements Car Wash, attended the public hearing with the applicant, Valerie Rogers and architect, Jim Simmons. He reviewed the location of the car wash, which is set back off Merrow Road.

Mr. Peterson noted the original application was approved on August 26, 2019. He reviewed the adjustments to the entrance to the tunnel and exit from it as well as the travel into the tunnel to the vacuum area. There will be minor adjustments to sidewalks and handicapped parking. The minor changes to the site plan will result in no increase to impervious surfaces.

Valerie Rogers of 23 Clover Springs Drive in Willington said the project started with more of a sleek, contemporary look. However, as she researched further, she felt this New England style is a better fit with the look of Tolland. It also allows for an easier installation of equipment.

Mr. Matteis agreed the new look is more aesthetically pleasing and a better fit for Tolland. Mr. Powell asked when they expected construction to start. Ms. Rogers said she expected it to start in the spring with a six to nine or ten-month completion date. Mr. Powell asked how much water the system recycles. Ms. Rogers said 70 to 80 percent. She said it was important to her that the car wash be self-sustaining. Mr. Peterson said signs have been posted and abutters notified.

The public hearing was opened to public comment. Fred Valante of Anthony Road asked why there was handicapped parking at a car wash. Mr. Peterson said it is required by law. Ms. Stavens asked if EV parking spaces were required. However, it was noted that this project was approved before the State made that requirement.

MOTION: Joe Matteis/Erin Stavens to close the public hearing for PZC #23-15. Ms. Stavens, Mr. Matteis and Mr. Powell voted in favor. Motion carried.

Ms. Beebe returned to the meeting.

- 6.2 **PZC #23-16 Zoning Regulation and Map Amendment** – Request to revise Article 11 – Technology Campus Zone and Article 14 – Table of Uses to rename the zone to Tolland Commercial Zone, revise its purpose, and expand the list of allowable uses. Revisions also proposed to Sections 1-2, 8-1, 11A-1 and 19-2G and the Zoning Map to reflect the new name of the TCZ. Applicant: Town of Tolland.

Mr. Corcoran reviewed his December 5, 2023 memo and provided an overview to the public of the discussions they have had regarding the Technology Campus Zone. The zone had been established in 2013 as an effort to take advantage of the expansion happening at UConn. However, after ten years with the zone with no development coming forward, the Commission decided they needed to take another look at the zone. They held a couple of outreach sessions with members of the business community.

The Commission is proposing to rename the zone, the Tolland Commercial Zone. The plan is to still promote larger scale development, but also to expand the allowable uses in the zone. They still would like to take advantage of their proximity to UConn if the opportunity arises.

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Mr. Corcoran said many uses were moved from requiring a Special Use Permit to requiring just a Site Plan approval. However, any use with over 50,000 square feet would require a Special Use Permit. Mr. Corcoran also reviewed some of the necessary housekeeping items.

Mr. Powell noted that this zone is the section of Route 195 from approximately the 7-11 to Twin Ponds. They want to open it up and allow additional uses there, and they worked in conjunction with the Economic Development Commission (EDC) to determine the uses. They excluded single family housing in this zone but want to allow multi-family and commercial development.

Mr. Corcoran noted that the EDC sent a letter dated December 6, 2023 expressing their support of the amendments.

Scot Rogers of 23 Clover Springs Drive in Willington asked about the property behind Headliners off Merrow Road. He said a lot of work seemed to be happening there and then stopped. Mr. Corcoran said this is the College View application. He said he believed the property has an access road in the TCZ but is otherwise in the GDD. He said the developer built one apartment building but the property is now in foreclosure.

Valerie Rogers, 23 Clover Springs Drive in Willington, asked if the Commission had gotten any requests for parcels in the TCZ. Mr. Powell said they had a few nibbles, but nothing more. He said they established the opportunity to have a Master Plan Overlay Zone there to add flexibility for developers, but it did not result in anything. He said the Commission therefore felt if they changed the zone to allow more permitted uses – and that combined with the new housing stock coming in behind the Big Y – that it might create more interest.

Mr. Matteis said he never liked the concept of the Technology Campus Zone as he felt it was too narrowly defined. He noted a lot of uses allowed in the GDD would now be allowed in the new TCZ. Mr. Powell noted that they could not, however, combine the GDD and TCZ into one zone.

Mark Riesbeck of 41 Cortland Drive said he is a local real estate agent. He represents a property owner on Merrow Road. He said he attended the discussion sessions about the zone and found it to be a refreshing experience. He added that he feels this proposal will help make some properties more marketable.

Mr. Valante questioned whether Tolland really needed this change financially. He said it seemed to be a useless process as the town has many vacant buildings. Mr. Powell explained that the PZC can't control vacancy vs. occupancy, but this zone has always been defined as for mostly commercial development. He said property owners have a right to develop their land, but it is up to developers to decide if they can and want to do it. He said while they can't count on UConn to drive everything, economic development is good for Tolland.

Mr. Valante said he was of the opinion that most residents in town want to live in Tolland but go out of town for most shopping needs. Mr. Matteis said this proposed change is not creating more commercial space as the zone is already commercial. It is just opening the zone up to many of the same uses that are permitted in the GDD. Mr. Valante said his concern is that large buildings will be allowed in the zone, and then there could be the possibility of large tractor trailers going up and down Merrow Road. Mr. Matteis noted that right now, there is no limit to the size of buildings allowed in the zone. So, requiring a Special Use Permit for buildings over 50,000 square feet attempts to set a limit.

Mr. Riesbeck said his client has property that he has owned for 30 years and has paid taxes on it for 30 years. He said he wants to be able to give them the opportunity to market their land.

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Ms. Beebe said when they originally looked at developing the land that is now the Big Y, they were told the supermarket would fail because the community was not big enough. But they have learned that it can be done if done in the right way. Mr. Valante said in general he felt they were trying to grow faster than they need to.

Mr. Powell discussed the economic opportunity that the families in the Santini development may bring to Tolland. He said he felt this proposal was a good compromise. Ms. Beebe said they also needed to ensure the proposed changes were consistent with the Plan of Conservation and Development and there was a concerted effort to do that.

Claudette Morehouse of Merlot Way asked if the developer of the College View project had to go through the same process as the developer for the Santini apartments. She asked what guarantee they had that the same problem wouldn't happen to the Santini development. Mr. Powell said, yes, they had to go before the Inland Wetlands Commission and they had multiple site plan reviews. However, there is never any guarantee. Mr. Corcoran noted that the Santinis posted a large erosion sedimentation control bond. Mr. Matteis noted also that the Santinis are a well-established local builder that usually has long waiting lists for its apartments.

There were no further questions or comments.

MOTION: Erin Stavens/Marilee Beebe to close the public hearing for PZC #23-16. Mr. Matteis, Ms. Stavens, Ms. Beebe and Mr. Powell voted in favor. Motion carried.

7. **Old Business**

7.1 Possible action on PZC #23-15 – There was no discussion.

MOTION: Erin Stavens/Joe Matteis to approve PZC #23-15 as presented. Ms. Stavens, Mr. Matteis and Mr. Powell voted in favor. Ms. Beebe abstained. Motion carried.

7.2 Possible action on PZC #23-16 – Mr. Matteis said he felt the PZC covered the changes thoroughly. Ms. Stavens said she felt glad that they involved the business community. Ms. Beebe said she felt an exceptional effort was made.

MOTION: Joe Matteis/Marilee Beebe to approve PZC #23-16 as presented. Mr. Matteis, Ms. Stavens, Ms. Beebe, and Mr. Powell voted in favor. Motion carried.

8. **New Business**

8.1 52 Rhodes Road – Sign Permit – Sami Khan, property owner of Kids Academy at 52 Rhodes Road, attend the meeting. Mr. Corcoran said the sign is 3 feet by six feet, less than the maximum 36 square feet allowed and meets the regulations. This is a property in the TCZ. The sign will go in front of the building and will be a new, fixed sign on Rhodes Road.

MOTION: Marilee Beebe/Erin Stavens to accept the sign permit as presented for 52 Rhodes Road. Ms. Stavens, Mr. Matteis, Ms. Beebe and Mr. Powell voted in favor. Motion carried.

9. **Reports**

9.1 Town Council Liaison – Chris Moran introduced himself as the new Town Council liaison for the year. He said he reached out to the Town Council Chair and noted they will be meeting to vote on

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the alternates presented by the Democratic Town Committee. He said they expect to soon receive a letter from the Republican Town Committee so their alternate can also be sworn in.

Mr. Matteis said this is the second meeting they've had since the election and they really need to have alternates sworn in right away. Mr. Moran said he understood, but they cannot do so until they receive a letter from the Town Committees. It was learned during the meeting that the RTC had also just submitted a letter so an effort will be made to get their approvals on the Agenda for tomorrow night's meeting.

Mr. Moran reported that they approved the collective bargaining agreement for the Tolland Board of Education for three years. He said they also approved ARPA funding for the Recreation Center and approved funding for a dump truck. At their meeting tomorrow night, they will be having a discussion with Troop C regarding modifying the Admin. Position to include the rank of Sergeant.

Mr. Powell asked about the status of the 8-23 for the sidewalk on the Green. He asked if it was on hold. Mr. Moran said there is ongoing litigation on the Green right now. Ms. Beebe said she believed a cease and desist order had been issued. Mr. Powell stressed that they also want to keep open communications with the Town Council. Mr. Matteis explained that the PZC had not been brought into the discussion until the 11th hour and in the future, they hope to be involved from the beginning. Mr. Moran said he agreed and will convey that message to the Town Council.

9.2 Economic Development Liaison – No report.

9.3 Capitol Region Council of Governments – No report. Mr. Powell said he believes the next meeting is in January and he'll confirm with Jason Philbin that he knows about it. Ms. Beebe asked Mr. Corcoran to let them know about any other training he learns about. Mr. Corcoran said they might post links to all available training on the website.

9.4 Zoning Enforcement Report – Mr. Corcoran said his office received a complaint about a house on Old Post Road that had some fill delivered. The rain had washed it down the hill and into the road. The property owner will install some hay bales and his office will keep an eye on it. He said they also did some driving around after the rainstorm to check areas that have had drainage issues.

9.5 Planning Update – Mr. Powell said their homework for the next meeting on January 8th is to think about goals for the new year.

Mr. Corcoran noted he got two inquiries about erecting billboards. Right now, their zoning regulations prohibit them. Mr. Matteis had referred one inquiry to his office, while Ms. Beebe referred another. Ms. Beebe said she believes they want them to be electrified so they can have them lit at night and change the messages regularly. The Commission will consider this idea.

10. **Other Business:** None.

11. **Correspondence:** The Commission acknowledged the letter from the EDC in their packets in support of the public hearing for the TCZ.

12. **Public Participation:** Claudette Morehouse of Merlot Way asked for a clarification. If the paperwork from the RTC gets to the Town Hall tomorrow, then will the Town Council be able to approve the alternates? Ms. Stavens said she just learned the letter was submitted today. Mr. Moran said he was not sure if it can get on tomorrow's agenda, but he will check into it.

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Ms. Morehouse also asked about black silt fencing by Exit 69. She asked what it was for. Mr. Powell noted it was erosion fencing. Ms. Beebe said the State might be planning to do some work there. Mr. Matteis said it might be sight-line work. Mr. Powell said, however, that is out of their purview. The Commission discussed whether it might be contaminated soil. Mr. Matteis said he did not believe it to be because they would not stockpile that.

13. **Approval of Minutes** – November 27, 2023 Regular Meeting

MOTION: Erin Stavens/Marilee Beebe to approve the November 27, 2023 Regular meeting minutes as written. Mr. Matteis, Ms. Stavens, Ms. Beebe and Mr. Powell voted in favor. Motion carried.

14. **Adjournment**

MOTION: Joe Matteis/Marilee Beebe to adjourn the meeting and pay the clerk at 8:23 p.m. Ms. Stavens, Mr. Matteis, Ms. Beebe and Mr. Powell voted in favor. Motion carried.

Respectfully submitted,

Annie Gentile
Clerk