



TOWN OF KILLINGLY, CT  
PLANNING AND ZONING COMMISSION

**MONDAY – DECEMBER 19, 2022**

**Regular Meeting – HYBRID MEETING**  
**7:00 PM**

**TOWN MEETING ROOM – 2<sup>ND</sup> FLOOR**

**Killingly Town Hall**

**172 Main Street**

**Killingly, CT**

THE PUBLIC IS ALLOWED TO ATTEND THE MEETING IN PERSON  
OR THE PUBLIC MAY VIEW THIS MEETING AS DESCRIBED BELOW

**AGENDA**

THE PUBLIC CAN VIEW THIS MEETING ON FACEBOOK LIVE.

GO TO [www.killinglyct.gov](http://www.killinglyct.gov) AND CLICK ON FACEBOOK LIVE AT THE BOTTOM OF THE PAGE.

- I. CALL TO ORDER/ROLL CALL
- II. SEATING OF ALTERNATES
- III. AGENDA ADDENDUM
- IV. CITIZENS' COMMENTS ON ITEMS **NOT SUBJECT TO PUBLIC HEARING** (Individual presentations not to exceed 3 minutes; limited to an aggregate of 21 minutes unless otherwise indicated by a majority vote of the Commission)

**NOTE:** Public comments can be emailed to [publiccomment@killinglyct.gov](mailto:publiccomment@killinglyct.gov) or mailed to the Town of Killingly, 172 Main Street, Killingly, CT 06239. All public comment must be received prior to 2:00 PM the day of the meeting. Public comment received will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov).

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To join by phone please dial 1-415-655-0001; and use the access code 2634 174 1473 when prompted.

- V. COMMISSION/STAFF RESPONSES TO CITIZENS' COMMENTS
- VI. PUBLIC HEARINGS – (review / discussion / action)

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*Elysebeth M. Wilson*

2022 DEC 16 AM 8:48

RECEIVED  
TOWN CLERK, KILLINGLY, CT

1) **Special Permit Ap #22-1303** – Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street, GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; to the offices of the Town Constables; under T.O.K. Zoning Regulations; Section 420.1.2(a). Public Service Corp or Municipal Land Use.

Hearings' segment closes.  
Meeting Business will continue.

**VII. UNFINISHED BUSINESS – (review / discussion / action)**

1) **Special Permit Ap #22-1303** – Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street, GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; to the offices of the Town Constables; under T.O.K. Zoning Regulations; Section 420.1.2(a). Public Service Corp or Municipal Land Use.

**VIII. NEW BUSINESS – (review/discussion/action)**

None.

(\* Applications submitted prior to 5:00 PM on MONDAY, DECEMBER 12, 2022 - will be on the agenda as New Business, with a "date of receipt" of MONDAY, DECEMBER 19, 2022, and may be scheduled for action during the next regularly scheduled meeting of **TUESDAY, JANUARY 17, 2023**.

(\* Applications submitted by 11:30 AM on FRIDAY, DECEMBER 16, 2022, will be received by the Commission ("date of receipt") on MONDAY, DECEMBER 19, 2022. However, these applications may not be scheduled for action on TUESDAY, JANUARY 17, 2023, as they were submitted after the Commission's deadline. This is in accordance with Commission policy to administer Public Act 03-177, effective October 1, 2003.

**IX. ADOPTION OF MINUTES – (review/discussion/action)**

- 1) Workshop Meeting Minutes – NOVEMBER 21, 2022
- 2) Regular Meeting Minutes – NOVEMBER 21, 2022

**X. OTHER / MISCELLANEOUS – (review / discussion / action)**

1) **Zone TEXT Review** – General Commercial vs. Business Park – RECAP/Continuation of workshop of December 19, 2022 at 6:00 pm with any further discussion if needed.

**XI. CORRESPONDENCE**

NONE

**XII. DEPARTMENTAL REPORTS – (review/discussion/action)**

- A. Zoning Enforcement Officer's & Zoning Board of Appeal's Report(s)
- B. Inland Wetlands and Watercourses Agent's Report

**XIII. ECONOMIC DEVELOPMENT DIRECTOR REPORT**

**XIV. TOWN COUNCIL LIAISON REPORT**

**XV. ADJOURNMENT**

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**VI. PUBLIC HEARINGS – (review / discussion / action)**

1) **Special Permit Ap #22-1303** – Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street; GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; to locate the offices of the Town Constables as a Special Permitted Use; under T.O.K. Zoning Regulations; Section 420.1.2(a). Public Service Corp or Municipal Land Use

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<b>APPLICANT(S):</b>	TOWN OF KILLINGLY (Town Manager)
<b>LANDOWNERS:</b>	United We Stand, LLC
<b>SUBJECT PROPERTY:</b>	26 Soap Street
<b>ASSESSOR'S INFO:</b>	GIS MAP 106, LOT 15
<b>ACREAGE AMOUNT:</b>	0.68 ACRES
<b>ZONING DISTRICT:</b>	Village Commercial Zone
<b>REQUEST:</b>	Special Permit – to use real estate as a midterm location for Town Constables
<b>REGULATIONS:</b>	TOK Zoning Regulations – Section 700 (Special Permit) – Section 420.1.2.a (Public Service Corp or Municipal Land Use

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**Documents**

- 1) Recorded Map (document) Number 6811 – Of an approved site plan for the owner/prior applicant of this site – this recorded document shows the locations of the buildings, fencing, etc.
  - 2) Google Earth Street view map of the site
  - 3) TOK GIS overhead map of the site
  - 4) TOK GIS location map of the site
- 

**Legal Notices**

- 1) Public Legal Notice of this hearing was posted in the Office of the Town Clerk on 12/07/2022
  - 2) Public Legal Notice was published in the Norwich Bulletin on Thursday, 12/08/2022 & Monday, 12/12/2022
  - 3) Public Legal Notice was posted to the Town of Killingly website on 12/08/2022
  - 4) Public Hearing Placard was posted at the site on Friday, 12/09/2022
- 

**Request for waiver of site plan** – as there is already an approved site plan (map/document #6811) on record at the Town Clerk's Office as of June 9, 2016; and said site plan shows the current location of the structures on site the town requests a waiver of the requirement for a site plan.

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**Staff Comments**

**§8-24 Review** – Staff reminds the commission that this came before the commission on November 21, 2022, and the commission agreed to the §8-24 review for the purchase of this location for the exact special permitted use the Town Manager is bringing before the commission tonight.

**Site Plan** – Staff does not have an issue with the site plan/site location; the buildings are pre-existing; and there is fencing all around the site where needed. (Section 470 -Site Plan)

Special Permit - The prior site plan was part of a prior special use permit – so the location already meets the requirements listed under the general special permit section of the TOK Zoning Regulations Section 700; and staff believes the location meets the requirements as set forth under this special permit use as listed below.

Village Commercial – Section 420.1.2 Special Permits – ...the following shall be permitted after the securing of a Special Permit as provided in Article VII.

a. Public Service Corporation or Municipal Land Use, provided:

\* The location of such use in this zone shall be necessary for the health, safety, or general welfare of residents of the Town of Killingly.

Staff believes “shall be necessary” is proven by two things, the voters of the municipality voting in the idea of having constables, and the Town Council’s public hearing on this matter this past December 13, 2022, where this location was approved for purchase. Town Manager can speak to both.

\* Any such use which in the opinion of the Commission if hazardous in nature shall be fenced and/or screened ~~(so as)~~ to avoid creation of a nuisance attractive to children. When required by the Commission outdoor storage areas shall also be fenced and/or screened.

Again, staff reminds commission that there is fencing already located at the site, and staff believes that fencing will do what is required as stated above.

26 Soap St  
Killbuck, Connecticut  
Google  
Street View - Sep 2019



Google

Imagery capture: Sep 2019 © 2022 Google

#22-1202



November 17, 2022

# 26 Soap Street

Killingly, CT

1 inch = 50 Feet



www.cai-tech.com



	TRACT LINE
	PROPERTY LINE
	ROAD

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

#22-1303



November 17, 2022

# 26 Soap Street

Killingly, CT

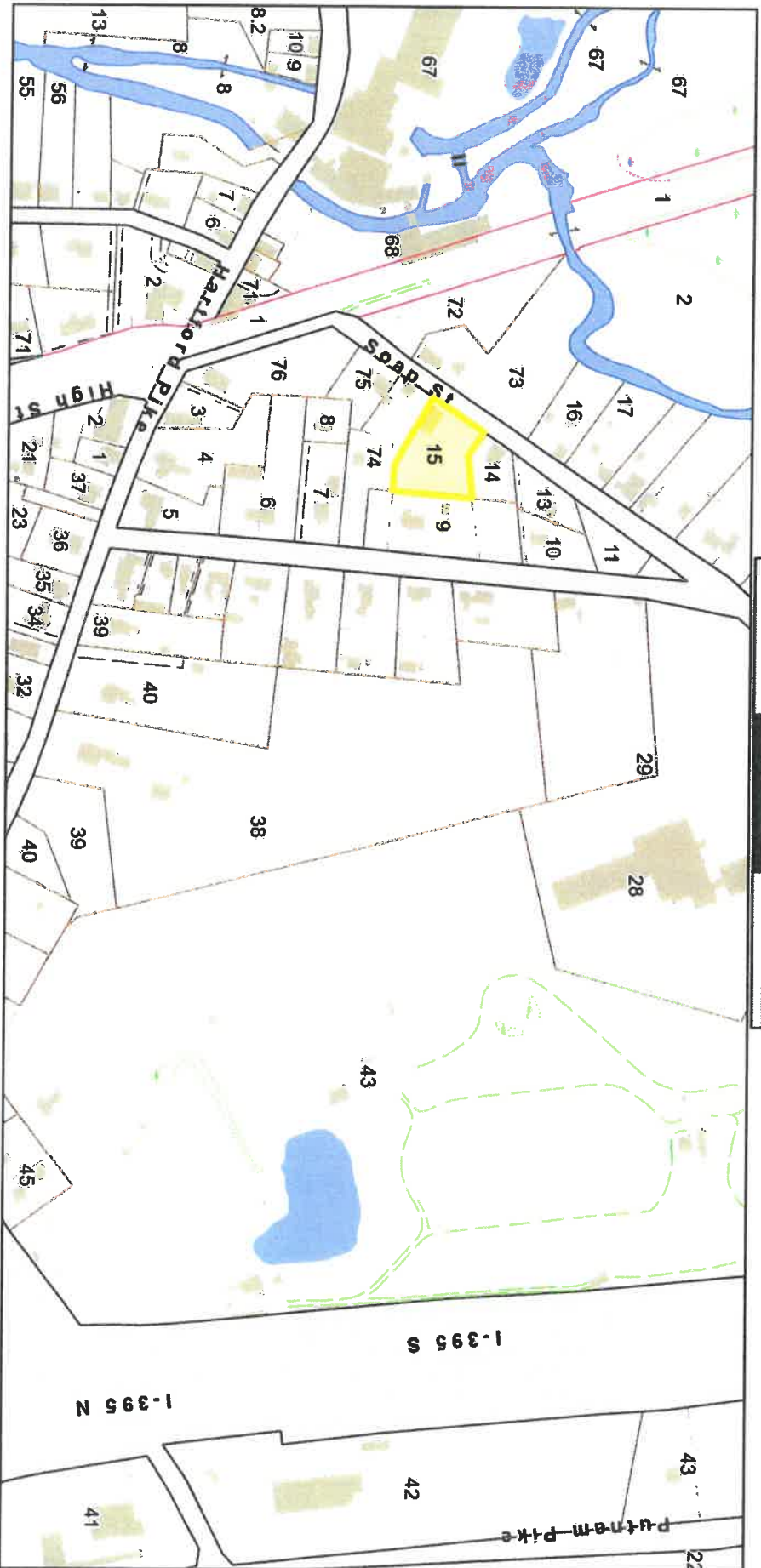
1 inch = 350 Feet



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	Water-poly		Buildings		RW		WETLAND		RAILROAD
	Wet Areas		DAM		TRACT LINE		PROPERTYLINE		ROAD
	Right of Ways		Property Hook		TRAIL		PWATER		

# 22-1303

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**TOWN OF KILLINGLY, CT  
PLANNING AND ZONING COMMISSION  
AND INVITED  
ECONOMIC DEVELOPMENT COMMISSION  
MEMBERS**

**MONDAY – NOVEMBER 21, 2022**

**Workshop Meeting - In Person  
6:00 PM**

**TOWN MEETING ROOM – 2<sup>ND</sup> FLOOR**

**Killingly Town Hall**

**172 Main Street**

**Killingly, CT**

**MINUTES**

*Elizabeth M. Wilson*  
RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 NOV 28 PM 4:31

I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 6:05 p.m.

**ROLL CALL - PLANNING & ZONING COMMISSION:**

Brian Card, Michael Hewko, Virge Lorents, John Sarantopoulos, Keith Thurlow.  
Matthew Wendorf was absent with notice.

**MEMBERS OF THE ECONOMIC DEVELOPMENT COMMISSION SEATED IN THE AUDIENCE:**

William Cheng; Mark Tillinghast and Jay Lirette.

**Staff Present** – Ann-Marie Aubrey, Director of Planning & Development; Jonathan Blake, Planner I/ZEO;  
Jill St. Clair, Director of Economic Development.

**Also Present** – Keith Kumnick, Commercial Real Estate Broker with Colliers International; J.S. Perreault,  
Recording Clerk.

II. **WORKSHOP DISCUSSION**

- \* Review / Discussion / Action
- \* Comparison of General Commercial Zone Regulations to Business Park Regulations

Motion was made by John Sarantopoulos to suspend the rules to open the floor to discussion with Members of the Economic Development Commission and the public.

Second by Virge Lorents. No discussion.

Motion carried unanimously by voice vote (4-0-0). Michael Hewko was seated after this Motion/Vote.

Keith Thurlow stated that Michael Hewko would be seated as a Voting Member for this meeting, in the absence of Matthew Wendorf.

Ann-Marie Aubrey handed out copies of the three-page document that had been provided last month entitled, "Comparison of General Commercial Zone to Business Park Zone."



Ann-Marie Aubrey explained that an applicant had come before the PZC for the Business Park and wanted to change some of the language in the Business Park (takes effect tonight at 12:01 a.m.). It made the PZC think that it needs to be reviewed again. One idea was to transfer everything under Business Park to General Commercial. There was a meeting with Staff, Keith Kumnick and others, and the overall impression of that meeting was that they would rather have the BP expanded instead of transferring it to a GC Zone because they didn't feel that there was a good merger between the two (looking at distribution center vs. warehousing). Things were limited in the GC Zone that they would like to have in the BP Zone. Ms. Aubrey spoke with the Economic Development Commission last week and their opinion was the same, to rewrite the BP to make it more accommodating for the uses that are already there because they do not want to lose the uses listed in the BP, but not in GC. They also saw some differences between the two. She would like to have discussion regarding some of the differences.

Staff had discussed, how do we define a distribution center vs. a warehouse? She explained that her research, with people within the business, showed that distribution center is the "new word" for a warehouse. A warehouse is usually owned or leased by somebody who just wants to store extra stock or an ingredient that they want to put into their final product. A distribution center could be numerous people going into the distribution center and the distribution center is helping people go from wholesale to retail and getting orders out that have been combined. It could be more than one company at a time. She explained about a 3PO (a third-party logistics party).

Ms. Aubrey explained that they could consider them both the same, classify it all as warehousing and distribution. She said that the way distribution is currently written for GC would not fit for the warehousing possibility at the BP. Ms. Lorents commented that we, as a Community, are more concerned with what is going on outside the buildings rather than inside (e.g. traffic/parking). She thinks that it makes sense to create regulations that differentiate how parking lots are designed.

Mark Tillinghast, EDC, commented that, in the past, he thought that warehousing and distribution were the same thing and we just used two different words. He asked for clarification. Ms. Aubrey explained that under BP there is warehousing, but it has to be secondary to a use. Distribution Center is under GC.

John Sarantopoulos explained that with a distribution center, you have finished products going to the customer, in some cases it may go to manufacturers who, then, will distribute to customers. He said that the trend today, is that you have warehouse distribution finished products from there to the customer and that is how they give less than 24-hour service. He explained that storage of product for manufacturing is warehousing and, in some cases, they may store finished products, and, in other cases, they may have material on a need basis. He feels that there is a major difference and does not see how one conflicts with the other. He feels you could have both in the same park. It is just a matter of what their purpose is. He said that a distribution center would have much heavier traffic than a warehouse-type situation which would have larger vehicles going in and out, cycling sometimes three or four times a day.

Ms. Aubrey explained that a distribution center is like a network: large hubs, smaller hubs, and last mile (where it is brought to the customer in a smaller vehicle like Amazon-type trucks/vans). Ms. Aubrey stated that it is up to the Commission which direction they want to go. She explained that the distribution center is a specialty type of warehousing. She said that we can use both in the Town of Killingly. She explained that we have manufacturers that are looking for warehousing space. Mr. Sarantopoulos spoke about two different types of distribution centers. Keith Thurlow spoke about products in, products out and he stated agreement with Ms. Lorents' earlier comment.

Ms. Aubrey explained the following concerns regarding General Commercial:

- That the GC Zone was more for the distribution center and that the definition was limited to the delivery to the ultimate customer at remote locations.

- That manufacturing and assembly were not part of the distribution process, not that that would happen at the distribution center, but they want to put the parts and pieces there.
- That GC is a little bit more restrictive.
- Afraid that GC would prohibit the wholesale distribution.
- Definition of remote location. What do we consider a remote location?

Ms. Aubrey explained the following concerns regarding Business Park:

- Does not prohibit the manufacturing or assembly as part of the distribution process (which meant that warehousing was accessory to whatever was happening).

Mr. Sarantopoulos asked, in GC, if there is a warehouse do we limit the manufacturing of products in those warehouses? Ms. Aubrey explained that they do not manufacture there.

Mr. Sarantopoulos said that the same thing would apply here for both warehousing and warehouse/distribution. Mr. Thurlow disagreed and commented that Automatic rolls makes hamburger rolls in the Industrial Park. There was discussion. Mr. Thurlow commented that, after all these years, the requirements of the Business Park have not accomplished anything for the Town. He questioned if the problem could be the term "Business Park." He looks at it as, maybe the Regulations, in their entirety, are part of the problem. He suggested that perhaps the focus should be on rewriting the GC to bring it up-to-date.

There was discussion:

- Jill St. Clair explained that there were uses in the Business Park that the EDC doesn't want to lose, such as Data Center. The EDC suggests moving the GC uses to the BP and reduce the setback (because, ultimately that is the real barrier).
- Brian Card commented that if you want to grow those uses, you have to look at where they really belong. He gave an example that the infrastructure in the BP is not suited for a Data Center, but there may be other areas where it would be more appropriate. He said that maybe some of the uses would belong in Industrial or Light Industrial. Since we are running out of Industrial space, maybe some areas need rezoning as people come into Town. How do we grow businesses rather than just pigeonhole them into just this one property. Mr. Card suggested defining warehouse vs. distribution center (some are commercial to commercial vs. commercial to endpoint).
- Ms. Aubrey explained that her research has also found that some of the local business parks are including office space and light industrial. They are building big buildings that could fit a warehouse or a distribution center. They are building the shell and breaking up the interior.
- Jonathan Blake commented that PZC has not defined distribution vs. warehouse in the past and it has been interchangeable. He feels that the language should be cleaned up in GC and in BP if they are separate or if they merge, either way.
- Brian Card commented that the Commission should be focusing at what impacts that activity would have upon the neighborhood. He stated agreement with Ms. Lorents' earlier comment about being concerned about what happens outside the building.
- Mr. Blake asked if the goal is a smaller, more concise document for that District. Mr. Card commented that it is another way to go, rather than trying to reduce the number of zones that we have. He said that he is fine with it if it solves the same purpose, using this as a template/model for the way we approach the rest of the zones. We need to take the best out of all the zones and say, "what really is going to develop this area?" and "what is suited for this area?" Discussion continued regarding Industrial/Light Industrial.
- Ms. Aubrey explained that Staff, rather than doing everything by zone, has started doing everything by use listing the zones that the uses are allowed in and whether special permit is required. She explained that, in the end, this will likely show whether we can combine zones.
- Mr. Thurlow suggested that the Commission Members review/study the comparison that Staff had compiled.

Mr. Thurlow asked Mr. Kumnick if he had any input:

- Keith Kumnick commented about inside (use) the building vs. outside (impact) the building. He agrees that there is a looseness in terminology regarding warehouse and distribution and everybody blurs the terms and confuses them. He said that the question for the PZC is whether you want to be very broad and open or whether you want to limit it.

Ms. Lorents stated "or both."

Mr. Kumnick stated that he thinks that there are other uses that are Light Industrial that go along with those that the PZC could consider for that area. "Where do you want to encourage development and what kind of development do you want there?" Mr. Lirette said that a lot was accomplished and that he would like to retain what we achieved, which was the use that we got and also the reduction in the setback. He said that the PZC showed an understanding that the Regulations hadn't worked and a willingness to consider other uses. He feels this is very positive.

Ms. Aubrey added that her online research, many times, gave a description of Business Park as office space/warehousing/light industrial. She said that the Business Park with offices is going by the wayside. In Massachusetts and Connecticut, they seem to be re-establishing a new identity for all of those "straight" Business Parks.

Discussion continued. Mr. Thurlow asked if the EDC had any feedback as a group.

- Mark Tillinghast stated agreement with Ms. Aubrey.
- Jay Lirette commented that when you have a distribution center you have one company, basically, encompassing the products coming in and the products going out. With regard to warehousing, you could have a company (like Putnam Plastics) in need of material to run their business that they want to stockpile to continue manufacturing (Rogers Corp). So, now you could have ten businesses in the area stockpiling in the warehouse that we create. If the distribution center went down, that is one business to repurpose that building, instead of having ten of our shareholders in there storing product or something to keep going. If they can build their own warehouse on-site, they can easily fill that.

A distribution center would, potentially, hire more employees. The warehouse would just be storing products, not shipping them from there.

Ms. Aubrey gave an example of a hypothetical situation of a business in the Community with over a hundred employees that cannot find warehousing for their raw materials which they need to stockpile, but the warehousing in a building is in another town, we would, potentially, lose a hundred employees and a very stable tax base. She said that it is not one over the other, they both serve a purpose that could help the Community.

Ms. Aubrey will try to have draft language ready by the next Workshop. She explained that it makes sense to do it.

Ms. Lorents feels that we worked on the framework and came up with some new ideas.

Mr. Hewko is not leaning in one direction or the other at this time.

Mr. Sarantopoulos feels that we should consolidate as much as we can.

Mr. Card stated agreement with Mr. Blake to adjust the Regulations to create a better up-to-date standard of our rules, incorporating some of the better parts from other zones into this new zone creating something that will help us develop in Town.

### III. MOTION TO ADJOURN

Motion was made by Virge Lorents to adjourn at 6:59 p.m.

Second by John Sarantopoulos. No discussion.

Motion carried unanimously by voice vote (5-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Clerk



TOWN OF KILLINGLY, CT  
PLANNING AND ZONING COMMISSION

**MONDAY – NOVEMBER 21, 2022**

**Regular Meeting – HYBRID MEETING  
7:00 PM**

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- I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 7:06 p.m.
- ROLL CALL** – Brian Card; Michael Hewko, Virge Lorents, John Sarantopoulos and Keith Thurlow (all were present in person). Matthew Wendorf was absent with notice.
- Staff Present** – Ann-Marie Aubrey, Director of Planning & Development; Jonathan Blake, Planner I/ZEO; Jill St. Clair, Director of Economic Development (all were present in person).
- Also Present (in person)** – Melissa Frink; Heather Benson, Business Partner of Melissa Frink; Mary C. Calorio, Town Manager; J.S. Perreault, Recording Clerk.
- Present via Webex:** Ulla Tiik-Barclay, Town Council Liaison.
- II. **SEATING OF ALTERNATES**
- Michael Hewko was seated as a Voting Member for this meeting in the absence of Matthew Wendorf.
- III. **AGENDA ADDENDUM** – None.
- IV. **CITIZENS' COMMENTS ON ITEMS NOT SUBJECT TO PUBLIC HEARING** (Individual presentations not to exceed 3 minutes; limited to an aggregate of 21 minutes unless otherwise indicated by a majority vote of the Commission)

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RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 NOV 28 PM 4:19  
Elysebeth M. Quisenberry

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There were no comments from the public. Ann-Marie Aubrey stated that there were no comments received.

**V. COMMISSION/STAFF RESPONSES TO CITIZENS' COMMENTS – None.**

**VI. PUBLIC HEARINGS – (review / discussion / action)**

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The above information was read aloud by Keith Thurlow.

1) **Special Permit Ap #22-1298** – Melissa Frink; (Davin Pensak / Owner); 330 State Avenue; GIS MAP 111; LOT 16; ~0.44 acres; Low Density Zone; request special permit to allow home occupation in a building outside the residence in the garage / "Wizard of Pawz Pet Grooming"; under Section 410.2.1.h; Section 595.1(A-M); and Section 595.2; and Article VII (Special Permits).

Ann-Marie Aubrey informed the PZC that the Applicant had requested that the requirement for a survey be waived. Ms. Aubrey explained the following:

- Staff agrees with the waiver of the site plan: the house was built in 1870 and the garage was built in 1919; they are not going to move; and they are not going to enlarge or increase anything.
- An aerial view photo of the property (CIA Technologies) and a map showing where the lot appears in the neighborhood were included in packets to Commission Members.
- Home occupations are allowed in the LD Zone.  
Home occupations are allowed outside of a residence by special permit. The Applicant requests that it be located in the garage (440 sq.ft. which is less than half allowed under Zoning).
- Staff believes that the Applicant has already applied for her Trade Name Certificate and has made her application to the State of CT Department of Agriculture, Bureau of Regulatory Services for a grooming facility.  
The Applicant appears to have taken all of the required and necessary steps.
- Staff has explained to the Applicant that if she becomes overly successful, she would need to find another location. The Applicant has explained that she does not expect to become so busy as to adversely affect her residence or the neighbors.
- Special Permit requirements have been reviewed with the Applicant.

**QUESTIONS/COMMENTS FROM THE COMMISSION:**

- **Brian Card** asked about the following: planned activities; hours of operation; customer scheduling; pet staying on site; any outdoor housing/kenneling; any exterior signage to be added; how the business is going to work. Mr. Card also asked if Staff has the letter from the landowner giving permission and if there were any concerns.
- **Keith Thurlow** asked about the following: number of employees; if there would be any exterior changes to the property; how waste would be handled; any interference with radio or television; parking; if any other articles (like soaps) will be sold; compliance with State and Federal Regulations; all alterations to be approved by the Building Official.
- **Virge Lorents** stated concern regarding noise from barking dogs. She asked about whether the dogs would be separated of kept from seeing each other.

**Melissa Frink and Heather Benson** (a groomer for 12 years) answered questions and explained the following:

- Hours of Operation: Monday thru Friday 8 a.m. to 4 p.m.; every other Saturday 8 a.m. to 12 p.m.; no Sundays at this time.

- A drop off and pick up service, likely with appointments scheduled each hour.
- No overnight boarding. No dog will be there longer than three hours. A typical grooming is between 2 to 2.5 hours.
- No more than three dogs to be in the salon at one time.
- Dogs to be contained in three different sized kennels within the salon, but there is a fenced-in yard for potty breaks.
- Traffic will be controlled in and out of the facility because it will be by appointment only. There is a horseshoe driveway.
- They would like to put a small sign, for identification purposes, to hang on the light post at the end of the driveway.
- They are to be only two employees.
- No changes to the exterior of the property.
- Regarding waste, there may be an extra bag of hair per week.
- No interference with radio or television.
- No other articles to be sold.
- They will comply with State and Federal Regulations.
- All alterations to be approved by the Building Official.
- If there is an aggressive dog, they would be able to accommodate not having any other dogs in the salon at that time. If there was a barking situation, they could drape something over the kennel so that the dogs could not see each other. They would never allow face-to-face interaction between two dogs unless approved by their owners.
- Ms. Aubrey explained that she had spoken with the landowner and that he had signed the letter in front of her giving straight-up permission.

Jonathan Blake stated that Staff met with the Applicant during the application process and saw the exterior of the property, the placard was up. There were no real concerns. There was a number of dogs less than what is allowed, as of right, for any homeowner to have on a property.

There were no comments from the public.

Motion was made by Virge Lorents to close the public hearing for **Special Permit Ap #22-1298** – Melissa Frink; (Davin Pensak / Owner); 330 State Avenue; GIS MAP 111; LOT 16; ~0.44 acres; Low Density Zone; request special permit to allow home occupation in a building outside the residence in the garage / “Wizard of Pawz Pet Grooming”; under Section 410.2.1.h; Section 595.1(A-M); and Section 595.2; and Article VII (Special Permits).

Second by Michael Hewko. No discussion.

Motion carried unanimously by voice vote (5-0-0).

**VII. UNFINISHED BUSINESS – (review / discussion / action)**

1) **Special Permit Ap #22-1298** – Melissa Frink; (Davin Pensak / Owner); 330 State Avenue; GIS MAP 111; LOT 16; ~0.44 acres; Low Density Zone; request special permit to allow home occupation in a building outside the residence in the garage / “Wizard of Pawz Pet Grooming”; under Section 410.2.1.h; Section 595.1(A-M); and Section 595.2; and Article VII (Special Permits).

Motion was made by Virge Lorents to approve **Special Permit Ap #22-1298** – Melissa Frink; (Davin Pensak / Owner); 330 State Avenue; GIS MAP 111; LOT 16; ~0.44 acres; Low Density Zone; request special permit to allow home occupation in a building outside the residence in the garage / “Wizard of Pawz Pet Grooming”; under Section 410.2.1.h; Section 595.1(A-M); and Section 595.2; and Article VII (Special Permits), to include a waiver of the requirement for a survey.

Second by Michael Hewko. No discussion.

Roll Call Vote: Brian Card - yes; Virge Lorents – yes; John Sarantopoulos – yes; Michael Hewko – yes; Keith Thurlow – yes. Motion carried unanimously (5-0-0).

Ann-Marie Aubrey explained to the Applicant that a letter will be sent explaining about the 15-day appeal period.

**VIII. NEW BUSINESS – (review/discussion/action)**

1) **Site Plan Review Ap #22-1301** – Luke Walker; (Susan Page / Owner); 208 Cutler Road; GIS MAP 5; LOT 4; 3.9 acres; ability to construct secondary dwelling unit; under TOK Zoning Regulations Section 586 (Secondary Dwelling Units) and Section 470 (Site Plan Review). **Receive application; staff is requesting the review be done at staff level.**

Virge Lorents, Michael Hewko and John Sarantopoulos stated agreement that the review be done at Staff level. Because there was no plan, Brian Card asked if it is just a secondary dwelling unit.

Ms. Aubrey explained that it is a secondary dwelling unit and that the property is partially in Putnam and that over 50 percent of the existing house is in Putnam.

Motion was made by John Sarantopoulos to receive **Site Plan Review Ap #22-1301** – Luke Walker; (Susan Page / Owner); 208 Cutler Road; GIS MAP 5; LOT 4; 3.9 acres; ability to construct secondary dwelling unit; under TOK Zoning Regulations Section 586 (Secondary Dwelling Units) and Section 470 (Site Plan Review), review to be done at Staff level.

Second by Virge Lorents. No discussion.

Motion carried unanimously (5-0-0).

2) **Site Plan Review Ap #22-1302** – Woodbury Supply c/o Paul Niland; (Niland Holdings, LLC/Owner); 140 Louisa Viens Drive; GIS MAP 57; LOT 6; ~3.2 acres; Industrial Zone; for construction of two (2) commercial loading docks; under TOK Zoning Regulations Section 430 (Industrial District) and Section 470 (Site Plan Review). **Receive application, staff is requesting the review be done at staff level.**

Jonathan Blake explained that this is a slight modification.

Motion was made by Virge Lorents to receive **Site Plan Review Ap #22-1302** – Woodbury Supply c/o Paul Niland; (Niland Holdings, LLC/Owner); 140 Louisa Viens Drive; GIS MAP 57; LOT 6; ~3.2 acres; Industrial Zone; for construction of two (2) commercial loading docks; under TOK Zoning Regulations Section 430 (Industrial District) and Section 470 (Site Plan Review), review to be done at Staff level.

Second by Michael Hewko. No discussion.

Motion carried unanimously (5-0-0).

3) **Special Permit Ap #22-1303** – Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street; GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; to locate the offices of the Town Constables as a Special Permitted Use; under T.O.K. Zoning Regulations; Section 420.1.2(a). Public Service Corp or Municipal Land Use. **Receive Application, schedule a hearing for Monday, December 19, 2022.**

Ann-Marie Aubrey explained that 8-24 Review AP #22-1303 (Agenda Item X.1) are for the same parcel of real estate for the same purpose. Municipal use is allowed in the Village Commercial Zone by special permit. Mary C. Calorio, Town Manager, was present to answer any questions.

John Sarantopoulos commented that he thinks it is a good location.

Motion was made by John Sarantopoulos to receive and schedule a public hearing for **Special Permit Ap #22-1303** – Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street; GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; to locate the offices of the Town Constables as a Special Permitted Use; under T.O.K. Zoning Regulations; Section 420.1.2(a). Public Service Corp or Municipal Land Use, for the next regularly scheduled meeting of the Planning and Zoning Commission to be held on Monday, December 19, 2022, Town Meeting Room, 2<sup>nd</sup> Floor, 172 Main Street, at 7:00 p.m.

Second by Virge Lorents. No discussion.

Motion carried unanimously by voice vote (5-0-0).

**IX. ADOPTION OF MINUTES – (review/discussion/action)**

1) Workshop Meeting Minutes – October 17, 2022

Motion was made by Virge Lorents to approve the Workshop Meeting Minutes of October 17, 2022.

Second by Michael Hewko. No discussion.

Motion carried by voice vote (4-0-1). Brian Card abstained as he did not attend the meeting.

2) Regular Meeting Minutes – October 17, 2022

Motion was made by Virge Lorents to approve the Regular Meeting Minutes of October 17, 2022.

Second by John Sarantopoulos. No discussion.

Motion carried by voice vote (4-0-1). Brian Card abstained as he did not attend the meeting.

X. **OTHER / MISCELLANEOUS – (review / discussion / action)**

1) **58-24 Review Ap #22-1303**; Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street; GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; for the purchase of property at 26 Soap Street to use as a midterm location for the Town Constables.

Mary C. Calorio explained that the Town Council will be receiving this item tomorrow to schedule a public hearing and Special Town Meeting for the potential purchase of this 26 Soap Street property. She explained the need for more office space as the 6 Officers and 2 Resident Troopers have outgrown their space at Town Hall and two more Officers will be joining (one next week and another expected in January). She explained that the 26 Soap Street property is centrally located within the Community, it has easy access to major Routes, and it has essential infrastructure connection including connection to our fiber network (which are key components). She explained that this would be a mid-term space because the Community has talked about developing a Municipal Police Force which will come with having to build a Police Station that will also have public spaces, holding facilities and evidence rooms (these components are currently housed in Troop D). She said that this 26 Soap Street facility would be strictly administrative offices. She explained that Town Council had approved \$800,000 of ARPA funds to be dedicated toward relocating that Division to its own dedicated space. They have been in negotiations with the property owner and are well-within their budgeted amount and it provides adequate space for the mid-term. The next step would be going into a full facility when the Community is ready to make that investment.

Ms. Calorio explained that all of the officers' administrative offices (hub) would be at the location on Soap Street. She explained that the officers would still do their normal patrolling and you would still see them in Downtown Danielson and you would still see bike patrols which they do in the summertime around Downtown Danielson and Owen Bell.

Ms. Calorio explained that the Soap Street facility would have adequate storage for their equipment and room to grow as demands grow. Another critical component she described is the secure-gated, fully fenced-in, rear portion/garage of the facility where spare vehicles, road bikes and additional equipment would be housed. The Town would also purchase the security system.

Ms. Calorio explained that traffic on Route 101 has been discussed and it won't be an issue because police cruisers have the lights and sirens to alert traffic to allow them access as does the Fire Department.

Ms. Calorio explained that there is, currently, a vehicle lift (which they would be purchasing) that they could use to look underneath a vehicle, but vehicle maintenance is still intended to happen at the highway garage.

Motion was made by Brian Card to move the **58-24 Review Ap #22-1303**; Town of Killingly (United We Stand, LLC/Owner); 26 Soap Street; GIS MAP 106; LOT 15; ~0.68 acres; Village Commercial Zone; for the purchase of property at 26 Soap Street to use as a midterm location for the Town Constables.

Second by John Sarantopoulos. No discussion.

Motion carried by voice vote (5-0-0).

Mr. Thurlow asked if they would be making any changes to the façade.

Ms. Calorio explained that they do have to do some hardening of the exterior for security purposes, such as the following: put glazing on the windows; they are considering putting a vestibule where the entrance doors are to the office space to harden the front entryway; and they would put a callbox on the exterior for calling Troop D as all Officers are dispatched out of Troop D.

2) **Zone TEXT Review** – General Commercial vs. Business Park – discuss next steps after the workshop meeting of Monday, November 21, 2022.

It was decided to have another Workshop meeting on December 19, 2022, at 6 p.m.



**XI. CORRESPONDENCE**

1) Letter received on November 15, 2022, regarding the parking lot at 1036 North Main Street. Please note staff could not determine the identity of the person sending the letter, signature was unreadable and no return address on envelope. Staff's report/response is included with the correspondence.

Copies of the letter, aerial photo and site plan were included in packets to Commission Members.

Ann-Marie Aubrey explained that Staff visited the site, did a survey of the parking and determined that it meets the parking requirements and it meets our Regulations. There was discussion. Ms. Aubrey stated that there has not been a major change. Jonathan Blake stated that it has been the same since it was originally approved in the 1980's.

Ms. Aubrey stated that it has been looked into, but they cannot respond because they don't know who sent the letter.

Mr. Blake explained that they have not reached out to the property owner yet. The only recommendation was whether or not to repaint the existing parking, which he believes is their intention. There was a transition of ownership and they are doing some small renovation work now.

2) Killingly Planning & Zoning Commission Meeting Dates for January 2023 to January 2024 (included in packets to Commission Members).

There were no comments.

3) CT Federation of Planning & Zoning Agencies Quarterly Newsletter (included in packets to Commission Members).  
There were no comments.

**XII. DEPARTMENTAL REPORTS – (review/discussion/action)**

A. Zoning Enforcement Officer's & Zoning Board of Appeal's Report(s) – None.

B. Inland Wetlands and Watercourses Agent's Report

Jonathan Blake reported that they may have a quorum in the beginning of December and may have their first meeting in a while in January.

**XIII. ECONOMIC DEVELOPMENT DIRECTOR REPORT**

Jill St. Clair reported on grants being applied for, third Small Business Academy to be held in March 2023, Phase One and Two Environmental Assessments at 125 Alexander Parkway have been completed (findings and cost opinions should be in before the end of the year).

**XIV. TOWN COUNCIL LIAISON REPORT**

Ulla Tiik-Barclay reported on the actions of the Town Council at their recent Special Meeting: there were three appointments to Boards and Commissions and Mary Broom gave a presentation on the progress at KMS and Westfield Avenue.

At this time, Keith Thurlow asked if the Town Attorney could be consulted about participation between the EDC and the PZC regarding zone changes. Mr. Thurlow suggested doing it in Workshops. Ms. Aubrey will look into it, but it probably won't happen until after January 1<sup>st</sup>. Ms. Aubrey commented that it may count toward the new educational requirements for PZC Members. Ms. Calorio will check into it.

**XV. ADJOURNMENT**

Motion was made by Brian Card to adjourn at 7:50 p.m.

Second by Virge Lorents. No discussion.

Motion carried unanimously by voice vote (5-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Clerk