



**TOWN OF KILLINGLY, CT
PLANNING AND ZONING COMMISSION**

MONDAY – NOVEMBER 21, 2022

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

**TOWN MEETING ROOM – 2ND 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

MINUTES

THE PUBLIC CAN VIEW THIS MEETING ON FACEBOOK LIVE.
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RECEIVED
TOWN CLERK, KILLINGLY, CT
2022 NOV 28 PM 4:19
Elizabeth M. Wilson

- 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)

NOTE: Public comments can be emailed to 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.

NOTE: To participate in the CITIZENS' COMMENTS– the public may join the meeting via telephone while viewing the meeting on Facebook live.

To join by phone please dial 1-415-655-0001; and use the access code 2632 123 6933 when prompted.

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)

NOTE: PUBLIC HEARING comments can be emailed to 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 Hearing comments received will be posted on the Town's website www.killinglyct.gov.

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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 and 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, 2nd 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) **§8-24 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 **§8-24 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 1st. 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