



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

RECEIVED  
TOWN CLERK, KILLINGLY, CT

**MONDAY – SEPTEMBER 21, 2020**

2020 SEP 28 PM 1:28

**Regular Meeting**

**7:00 PM**

*Elizabeth M. Wilson*

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

**KILLINGLY TOWN HALL**

**172 MAIN STREET, KILLINGLY**

**DUE TO COVID-19**

**THE PUBLIC MAY VIEW THIS MEETING AS DESCRIBED BELOW**

**MINUTES**

**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** – Chair, Keith Thurlow, called the meeting to order at 7:03 pm.

**ROLL CALL** – Virge Lorents (via Webex), Milburn Stone (via Webex), Matthew Wendorf, John Sarantopoulos, Keith Thurlow. Brian Card was absent with notice.

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

**Also Present** – Patti Larrow George, Town Council Liaison.

**II. SEATING OF ALTERNATES** – Keith Thurlow announced that both Matthew Wendorf and John Sarantopoulos would be seated as Voting Members for this meeting.

**III. AGENDA ADDENDUM**

Motion was made by Virge Lorents to:

**To add to the Agenda, the following, under Section X. OTHER / MISCELLANEOUS – (review/discussion/action):**

3) Bond Reduction Request – from Toutant Realty, Inc.; RE: Cardinal Drive Subdivision; road construction bond; Original bond amount -\$40,187.40; after a site inspection and review the Engineering Department requests to retain \$5,697.28; so, they agree to a bond reduction in the amount of \$34,490.12.

Second by John Sarantopoulos. No discussion. Motion carried unanimously (5-0-0).

**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:** Pursuant to Governor's Executive Order 7B, all 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 on or before the meeting. All public comment received prior to the meeting will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov).

Ann-Marie Aubrey stated that no comments had been received.

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

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

The following was read aloud by Keith Thurlow:

**1) Public participation in the PUBLIC HEARINGS – the public may join the meeting via telephone while viewing the meeting on Facebook Live.**

**2) To join by phone please dial 1-408-418-9388; and use the access code 132-707-8758**

**3) Please be aware that if joining during the meeting, you will be asked your name, the reason you are calling, and microphone (phone) will be muted until it is time for you to speak. Thank you.**

**1) Zone TEXT Change Application #19-1221; Town of Killingly; update and revision of Section 530 (Off Street Parking and Loading) of the Town of Killingly Zoning Regulations.**

Ann-Marie Aubrey explained that the PZC has been working on this for the past few months and that there had been various revisions. Ms. Aubrey and Jonathan Blake reviewed the latest revisions:

- ADA-compliant parking spaces to be referred to as Accessible Parking Spaces.
- Spacing between the one-way aisles for the 45-degree parking and the 60-degree parking.

There were no comments from the public or from the Commission Members. No comments had been received in the Killingly Planning and Development Office.

Ms. Aubrey noted that the effective date would be October 19, 2020 at 12:01 a.m.

Motion was made by John Sarantopoulos to close the public hearing for **Zone TEXT Change Application #19-1221**; Town of Killingly; update and revision of Section 530 (Off Street Parking and Loading) of the Town of Killingly Zoning Regulations.

Second by Matthew Wendorf. No discussion. Motion carried unanimously (5-0-0).

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

**1) Zone TEXT Change Application #19-1221; Town of Killingly; update and revision of Section 530 (Off Street Parking and Loading) of the Town of Killingly Zoning Regulations.**

Motion was made by Matthew Wendorf to approve **Zone TEXT Change Application #19-1221**; Town of Killingly; update and revision of Section 530 (Off Street Parking and Loading) of the Town of Killingly Zoning Regulations with an effective date of October 19, 2020 at 12:01 a.m.

Second by Virge Lorents. No discussion.

Roll Call Vote: Virge Lorents – yes; Milburn Stone – yes; Matthew Wendorf – yes; John Sarantopoulos – yes; Keith Thurlow – yes.

Motion carried unanimously (5-0-0).

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

**None**

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

**1) Regular Meeting Minutes – August 17, 2020**

Motion was made by Matthew Wendorf to adopt the Minutes of the Regular Meeting of August 17, 2020. Second by John Sarantopoulos. No discussion.

Motion carried unanimously (5-0-0).

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

**STAFF SITE PLAN APPROVALS – THE FOLLOWING APPLICATIONS WERE REVIEWED AND APPROVED BY STAFF**

**1) Site Plan Review Application #20-1248;** Louth Callan Renewables (Dandenau Prop. LLC / Landowner); installation of carport(s) with solar panels; 40 Louisa Viens Drive; GIS 57; Lot 12; ~8 acres; Industrial Zone.

**APPROVED W/CONDITIONS**

This application was considered a minor amendment to the prior approved site plan application #20-1237 which was approved by the PZC on April 20, 2020.

Ms. Aubrey stated that the solar panels are the reason for the installation of the carport(s) and that a copy of the approval had been included in packets to Commission Members for informational purposes.

**2) Site Plan Review Application #20-1249;** Desmarais & Sons, Inc. (Northeast Foods/ Landowner; Automatic Rolls of NE / Business name); 328 Lake Road; repair and maintenance of sound berm; GIS 61; Lot 53; ~8 acres; Industrial Zone. **APPROVED W/CONDITIONS** See attached

Ms. Aubrey stated that a copy of the DRAFT approval letter had been included in packets to Commission Members and she asked if there were any questions or comments from the Commission. She explained the concerns regarding the berms. There is a large berm behind Automatic Rolls and there are three smaller berms and, together, they are not working effectively. There have been noise complaints from neighbors and from the Lake Association. The construction of the berm is a collective partnership between the Town and Automatic Rolls. Automatic Rolls is willing to have the construction and they are paying for the construction. The Town used to own the property and has an easement (like a little flag lot), but the property has been sold to Connecticut Water because there is a well head in the larger section of the property. The Town retained and maintained an easement for a sound berm. There was a meeting between Staff, the Lake Association and Automatic Rolls and this Application (#20-1249) is one of the things that Automatic Rolls is doing to try to lower the sound. Conditions for the approval include the following:

- Site preparation
- Truck traffic
- Dirt and gravel (prior to being brought to the site, all dirt is to be tested to verify that it is clean fill)
- Miscellaneous Conditions
- Inspections
- Stabilization and Screening

There was discussion regarding sound ratings. A test had been done by the Town several years ago and the report suggested a better berm. When complaints started to be received, Automatic Rolls had a sound study done and that report showed that they were within the Noise Ordinance. However, the Lake Association continued to voice concerns. A hum was discovered and there are issues with the trucks, so they are looking into OSHA standards regarding a softer-sounding backup beeper.

Ms. Aubrey explained that they need to use 30 feet of the easement (which must be clearly marked) to perform the repairs. They must let the Town know when construction will begin. Some tree removal was supposed to

have started last weekend. The Lake Association was made aware of that are they are in agreement with having this done.

There was discussion about the well head which used to be the Town's water system and it fed the Industrial Park. Connecticut Water is in the process of doing a study to determine the aquifer for around that well (Connecticut Water may need to tap into it in the future). Connecticut Water has been contacted about the use of the easement and they asked to be kept informed.

3) Bond Reduction Request – from Toutant Realty, Inc.; RE: Cardinal Drive Subdivision; road construction bond; Original bond amount -\$40,187.40; after a site inspection and review the Engineering Department requests to retain \$5,697.28; so, they agree to a bond reduction in the amount of \$34,490.12.

Motion was made by Matthew Wendorf to approve Bond Reduction Request – from Toutant Realty, Inc.; RE: Cardinal Drive Subdivision; road construction bond; Original bond amount -\$40,187.40; after a site inspection and review the Engineering Department requests to retain \$5,697.28; so, they agree to a bond reduction in the amount of \$34,490.12. Second by John Sarantopoulos.

Discussion:

Ms. Aubrey explained that two percent retainage (\$2,697.28) is to be held for one year. The monumentation retention is \$3,000. This is for the road. Total reduction \$34,490.12.

Roll Call Vote: Milburn Stone – yes; Matthew Wendorf – yes; John Sarantopoulos – yes; Virge Lorents – yes; Keith Thurlow – yes. Motion carried unanimously (5-0-0).

## **XI. CORRESPONDENCE**

1) Dated 08/26/2020; from SAI Communications, LLC; RE: Notice of Exempt Modification (New Cingular Wireless PCS LLC) 246 East Franklin Street, Killingly.

Ms. Aubrey explained that the pole already exists, but they are changing some antennas. It can be seen from Route 395. They have made the proper reporting to the Connecticut Siting Council.

2) Dated 08/31/2020; from CT DEEP; RE: Notice of Tentative Determination (NTE); Notice of Public Hearing, 10/02/2020.

Ms. Aubrey stated that this is for the industrial wastewater discharge permit.

3) Dated 08/31/2020; from Wheelabrator (Putnam); RE: Putnam Ash Residue Landfill, Development of Phases 7 through 11; application (to the Town of Putnam) for an amendment to a special permit.

Ms. Aubrey stated that the full application is in her office for viewing.

4) Dated 09/08/2020; from Centerline Communications; RE: Notice of Exempt Modification (T-Mobile Site); 1375 North Road, Killingly.

Ms. Aubrey explained that this is a notice for exempt modification – they will be changing antennas on the tower. She has the full application in her office for viewing.

There was discussion regarding a new tower that had been proposed off of Bailey Hill Road. Mr. Wendorf stated that he thinks it has been constructed. Ms. Aubrey stated that she believes that it is up and running.

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

**A. Zoning Enforcement Officer's & Zoning Board of Appeal's Report(s)**

Jonathan Blake added on item not mentioned in the Inland Wetlands portion:

- Environmental cleanup at 444 Hartford Pike (former location of the Fitness Factory). This is part of the Prym Mill cleanup, but not at the main Mill site. This location had old petroleum oil tanks which left contaminated soil when removed. They are doing carbon injections under the approval of DEEP and EPA. Activity will continue through the end of October.

There were no further comments.

**B. Inland Wetlands and Watercourses Agent's Report – No discussion.**

**C. Building Office Report – No discussion.**

**XIII. ECONOMIC DEVELOPMENT DIRECTOR REPORT**

Jill St. Clair reported:

- She did 53 site visits to the stakeholders to see how they are managing through the COVID-19 pandemic. The small businesses are hurting the most. The Industrial Park is hurting in the way of trying to fill positions.
- There will be a Killingly-specific job fair in the Norwich area.
- Ribbon cuttings last week:  
Country Living at Westview Commons. They have 100 percent deposits on the facility which speaks to the need of aging in place in our community.  
Brunet & Company Real Estate.
- A Killingly Vo-Ag student needing community service hours conducted a cleanup of Quinebaug Pond last Saturday. There were 29 volunteers.
- EDC has put forward a preferred developer (Parker & Benjamin) for 140 Main Street which is a \$1.4 million investment (public hearing set for October 13, 2020). Second floor to be shared co-working space. First floor to be small retail units and a restaurant.
- This month, Ms. St. Clair will apply for Phase 1 and Phase 2 Brownfield Assessment Grants.

**XIV. TOWN COUNCIL LIAISON REPORT**

Patti Larrow George reported:

- Tammy Wakefield will fill the vacancy on the Town Council left by Chastity Walsh.
- NTE meeting on October 1, 2020 (will be on the website).
- Open Space: Left over funds from the Conservation Commission - \$1529.91; Inland Wetlands & Watercourses Commission - \$400.63; and Agriculture Commission - \$567.10 totaling \$2,497.64 to be put into the Open Space Land Acquisition Fund which will have a total balance of \$224,631.

**XV. ADJOURNMENT**

Motion was made by Matthew Wendorf to adjourn at 7:36 p.m. Second by John Sarantopoulos. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary