



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

MONDAY – APRIL 23, 2018

Special Meeting

7:00 PM

Town Meeting Room, Second Floor

**Killingly Town Hall
172 Main St., Killingly**

RECEIVED
TOWN CLERK, KILLINGLY, CT
2018 MAY -1 AM 10:12
Elizabeth M. Wilson

MINUTES

- I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 7:02 pm.

ROLL CALL – Brian Card, Virge Lorents, Sheila Roddy, Milburn Stone, Keith Thurlow.
Matthew Wendorf was absent.

Staff Present – Eric Rumsey, Planner I; Elsie Bisset, Economic Development Director; David Capacchione, Town Engineer.

Also Present – Chris Dillon, Town Council Liaison, Alternate.

- II. **SEATING OF ALTERNATES** – None.

- 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) – None.

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

- VI. **PUBLIC HEARINGS**

A. Zone Change Applications – (review/discussion/action)

None

B. Special Permits – (review/discussion/action)

None

C. Site Plan Reviews – (review/discussion/action)

None

D. Subdivisions – (review/discussion/action)

None

E. Other/Various – (review/discussion/action)

None

- VII. **UNFINISHED BUSINESS**

A. Zone Change Applications – (review/discussion/action)

None

B. Special Permits – (review/discussion/action)

None

C. Site Plan Reviews – (review/discussion/action)

None

D. Subdivisions – (review/discussion/action)

None

E. Other/Various – (review/discussion/action)

1. Scenic Road Application # 18-1187; Adam Griffiths, request to designate Griffiths Road as a Scenic Road under Killingly Code of Ordinances Article IV. Scenic Roads; Sections 12.5-61 (Short Title) through and including Section 12.5-68 (Rescindment) UPDATE: **Staff spoke with Applicant, Documentation to be submitted by April 30, 2018. Commission to schedule a public hearing for Monday, May 21, 2018.**

Eric Rumsey explained that the Application is expected to be complete by April 30th. There was discussion regarding the requirement that a percentage of the other property owners on the road have to be in agreement. There was also discussion regarding timeline. Brian Card read from the Ordinance, Article IV - Scenic Road Designation.

Motion was made by Brian Card to continue with past practice and wait for a complete application to be received before scheduling a public hearing for Scenic Road Application # 18-1187; Adam Griffiths, request to designate Griffiths Road as a Scenic Road under Killingly Code of Ordinances Article IV. Scenic Roads; Sections 12.5-61 (Short Title) through and including Section 12.5-68 (Rescindment). Second by Virge Lorents. Motion carried unanimously (5-0-0).

VIII. NEW BUSINESS

A. Zone Change Applications – (review/discussion/action)

None

B. Special Permits – (review/discussion/action)

1. Special Permit Extension Application # 18-1192; Town of Killingly, for proposed gravel excavation expansion; 80 Edwardsen Street ; GIS Map 259, Lot 89; 123 acres; Low Density Zone – **Receive at this meeting, and if the application is complete, schedule a public hearing for Monday, May 21, 2018**

Mr. Thurlow asked when the first application for this property (the pit) had come before the PZC. There was discussion and Mr. Rumsey stated that it was between 1999 and 2001. Mr. Rumsey stated that the application is complete.

Motion was made by Virge Lorents to receive and schedule a public hearing for Special Permit Extension Application # 18-1192; Town of Killingly, for proposed gravel excavation expansion; 80 Edwardsen Street ; GIS Map 259, Lot 89; 123 acres; Low Density Zone for Monday, May 21, 2018, Town Meeting Room, Second Floor, Killingly Town Hall, 172 Main Street, 7:00 p.m. Second by Milburn Stone. Motion carried unanimously (5-0-0).

C. Site Plan Reviews – (review/discussion/action)

None

D. Subdivisions – (review/discussion/action)

None

E. Other/Various – (review/discussion/action)

None

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

1) Special Workshop Meeting of Monday, March 19, 2018 (@6:00 pm)

Copies of the Minutes for the Special Workshop Meeting of Monday, March 19, 2018 (@6:00 pm) were not included in the packets to the Commission Members, therefore, they postponed the vote to adopt until the next meeting.

2) Regular Meeting of Monday, March 19, 2018 (@7:00 pm)

Motion was made by Brian Card to approve the Minutes of the Regular Meeting of Monday, March 19, 2018 (@7:00 pm). Second by Virge Lorents. Motion carried unanimously (5-0-0).

X. OTHER – (review/discussion/action)

A. CGS 8-24 Referrals

1. 2018-2019 Town of Killingly Capital Improvement Program – review/discussion/action

David Capacchione gave a presentation of the 2018-2019 Town of Killingly Capital Improvement Program (copies were included in packets to the Commission Members).

There was discussion regarding the following:

- A stone wall on Peeptoad Road.
- Paving of dirt roads.
- A double-arch, stone bridge on Peeptoad Road.
- Pratt Road/Chase Reservoir.
- Sewer Upgrades.
- Work on bridges (two on Valley Road and one on Bear Hill Road) being postponed due to lack of State funding. They are structurally sound based on visual inspections and DOT inspections, but they are monitoring them.

Motion was made by Milburn Stone to accept the Capital Non-Recurring Budget Fund Estimates (2018-2019 Town of Killingly Capital Improvement Program). Second by Virge Lorents. Motion carried unanimously (5-0-0).

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

Enclosed – No discussion.

C. Inland Wetlands and Watercourses Agent's Report

Enclosed – No discussion.

D. Building Office Report

Enclosed – No discussion.

E. Bond Releases / Reductions / Calls

1. Special Permit Application #16-1145 of Briarwood Falls, LLC – Request for Bond Reduction from \$550,000 to \$22,990. **See Memo from Engineering Department recommending Reduction of \$300,000 to maintain a \$250,000 bond balance for Phase I. Phase II to remain the same. Commission to vote on bond reduction.**

David Capacchione explained that a lot of the work as shown on the plans was not completed as outlined in his memo to Ann-Marie Aubrey dated April 18, 2018 (included in packets to Commission Members). His recommendation is to release \$300,000 and to maintain a \$250,000 bond. Mr. Capacchione stated that work for that Phase that is still to be done includes curbing, paving and a couple of detention basins.

There was discussion regarding the issue of sediment going into the conservation areas. The Plunge Pool area is working very well to contain the sediment, but a couple of other areas have a significant amount of overland flow which is going through some riprap. Mr. Rumsey stated that he had made several inspections of those areas and, while there is some sedimentation, it is not anything to be concerned with at this time, provided that they do the work that is necessary.

Brian Card asked if there is justification for maintaining the \$250,000. Mr. Capacchione explained that he had not done an actual cost estimate, but he looked at \$50,000 for each detention basin, the price of linear feet of curb, the price asphalt, and raising manholes and structures. He feels that the reduction leaves adequate money to perform the remaining work. Incentive to perform the remaining work: They haven't gotten all of their CO's issued yet; Still holding money for Phase II.

Keith Thurlow stated that you could get lost in there and he suggested that signage be added for emergency services. Mr. Thurlow asked how much flexibility they have for where the structures are placed. Mr. Rumsey stated that, in general, they have been placed where they are shown on the plans (plus-or-minus a few feet). There was discussion regarding whether they had gotten permission, at Staff level, to make significant changes from what had been approved. Mr. Rumsey explained that every subdivision has slight changes and that, in general, they are following the plans that were presented to the PZC, with the exception of Skylark Lane. He stated that they did a cul-de-sac to avoid filling in. The disturbed area that goes beyond Skylark Lane is silt-fenced in.

Motion was made by Brian Card to grant a bond reduction for Special Permit Application #16-1145 of Briarwood Falls, LLC, maintaining a \$250,000 bond for Phase I. Second by Milburn Stone. Motion carried (4-1-0). Sheila Roddy was opposed.

F. Extension Requests, ETC. -Project Completion / Subdivision & Site Plan Approvals / Mylar Filings / Site Plan Amendments / Re-Classify Phases

None

G. Requests to Allow Overhead Utilities / Wireless Telecommunications Facility

None

H. Upcoming P&Z Commission Meetings

1. Next Regular Meeting of May 21, 2018

XI. CORRESPONDENCE – (review/discussion/action)

None

XII. WORKSHOP SESSIONS – (review/discussion/action)

1. Zone (TEXT) Change Application #18-1190; Town of Killingly; amendments to Section 566. Accessory Dwelling Unit to become Secondary Dwelling Unit. Discussion of proposed Text Change; if the Commission is satisfied with the text changes, the Commission may schedule a public hearing for June 18, 2018.

Mr. Thurlow stated that he is suggesting eliminating the special permit process and allowing these to be reviewed by Staff, but with the same conditions. If, for some reason, Staff feels the need, an application could come before the PZC for review (at the request of Staff).

Eric Rumsey stated that proposed Section 566.6 detached secondary dwelling unit requirements would be site plan review and it does not specify whether it is Staff level or Commission level. Mr. Rumsey stated that Section 566.5 for interior and attached secondary dwelling unit requirements would be a zoning permit (they are an allowed use). There was discussion.

Since revisions that had been discussed (in-law apartment definition, potentially some Borough Regulations changes that would need to be done) had not yet been addressed, it was decided to wait until a complete draft of the proposed language is available.

2. Continue discussion of upcoming work on POCD

The Commission Members were in agreement to wait until Ann-Marie Aubrey is present to continue discussion regarding the POCD.

XIII. ECONOMIC DEVELOPMENT DIRECTOR REPORT

Elsie Bisset reported:

- Ribbon-cutting at Fairway Independent Mortgage Company (at the corner of Furnace Street and Main Street) was held earlier in the day.

- EDC wants to be involved regarding the POCD. They passed-out the preliminary survey at Career Day at the High School. She urged the PZC to let her know when the survey is ready and she will encourage people to complete it.
Mr. Rumsey stated that the survey is scheduled to go live (on the Town website) on May 1st. They will be advertising: in local papers; sending out notices on Facebook; there will be paper copies available in Town Hall, Library and Schools; he spoke with Denise Coffey regarding doing a press release; WINY.
- Two new street lights were installed on Water Street last week behind Heart & Home with Special Act Funding from the Facades.
There was discussion regarding dark-sky compliance.
- There was a mandatory walk-thru regarding the facades. Seven contractors attended. Bids are due May 2nd. Twenty buildings will be improved with the money.

There was discussion regarding 20 Water Street for which the owner received façade funds for the exterior, but he had never done any improvements to the inside, so it has never been rented out. It is being handled by the Town's legal department.

XIV. TOWN COUNCIL LIAISON REPORT

Chris Dillon reported:

- Council has been reviewing the Town Manager's proposed budget increase of 1.1 mil. Last week the Town Council voted to lower it and approved a .45 mil increase.
- Annual Town Meeting will be May 7, 2018, 7 pm, at Killingly High School.
- All-day machine vote will be May 15th, 6 am – 8 pm.
- Budget information is available on the home page of the Town's website (www.killinglyct.gov)
There was discussion regarding Town Departments' projects that have been waiting for a long time. Mr. Dillon explained that each individual line item has been broken down to show the cuts and he stated that he believes that information is available online.
There was discussion regarding if the citizens will have the opportunity to alter the budget at the May 7th meeting.
Mr. Dillon encouraged feedback on the budget.
There was discussion regarding the Minimum Budget Requirement. Mr. Dillon explained that Killingly is meeting the MBR.

XV. ADJOURNMENT

Motion was made by Milburn Stone to adjourn at 7:56 p.m. Second by Virge Lorents. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault
Recording Secretary