



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

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MONDAY – MAY 22, 2017 *Elizabeth M. Wilson*
SPECIAL MEETING – WORKSHOP MEETING
6:00 PM

Conference Room 102
Killingly Town Hall
172 Main St., Killingly
SPECIAL MEETING – WORKSHOP MEETING

MINUTES

I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 6:07 pm.

ROLL CALL – Todd Nelson, Milburn Stone, Virge Lorents, Matthew Wendorf, Keith Thurlow.
Brian Card and Sheila Roddy were absent with notice.

Staff Present – Ann-Marie Aubrey, Director of Planning and Development; Elsie Bisset, Economic Development Director.

Also Present - Joyce Ricci, Town Council Liaison; David Panteleakos, Westview Nursing and Rehabilitation Facility; and Norm Thibeault, Killingly Engineering Associates.

The Agenda had been incorrectly numbered, therefore, the minutes reflect the numbering of the Agenda.

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)

V. **COMMISSION/STAFF RESPONSES TO CITIZENS' COMMENTS**

Motion was made by Todd Nelson to open the floor to allow Mr. Panteleakos to speak regarding Planned Residential Development (Section 570 TOK Zoning Regulations) – to review proposed amendments to said section to include Independent Residential Living and Residential Life Care Communities; and to discuss next actions. Second by Milburn Stone. Motion carried unanimously (3-0-0).

Keith Thurlow stated, for the record, that Virge Lorents and Matthew Wendorf would be seated as voting members in the absence of Brian Card and Sheila Roddy.

VI. **WORKSHOP SESSION – (review/discussion/action)**

1. Zone (Text) Change – Planned Residential Development (Section 570 TOK Zoning Regulations) – to review proposed amendments to said section to include Independent Residential Living and Residential Life Care Communities; and to discuss next actions. (review/discussion/action)

The Commission discussed the most up-to-date draft which had been prepared by Brian Card (dated May 22, 2017). Mr. Panteleakos provided input.

ARTICLE III; DEFINITIONS; SECTION 310 DEFINITIONS:

- Active Senior Housing – No change.
- Adult Day Care Facility – Add Department of Public Health.
- Assisted Living Facility - The Commission was in agreement that it should be defined by the CT DPH, requiring an entity be licensed by the Assisted Living Services Agency (ALSA).
- Congregate Living Facility – To read, "Housing designed for seniors, 55 years or older and/or adult individuals with disabilities who require little, if any, assistance with activities of daily living..."
- Nursing Home – No change.
- Residential Life Care Communities – First sentence to read, "A service-enriched community comprised of a building or group of buildings located on one or more contiguous parcels of land containing dwelling units including such housing and facilities defined hereunder as Congregate Living Facilities, Assisted Living Facilities, and Nursing Homes, primarily for the aged."

Motion was made by Milburn Stone to open the floor to allow Norm Thibeault to speak regarding Planned Residential Development (Section 570 TOK Zoning Regulations) – to review proposed amendments to said section to include Independent Residential Living and Residential Life Care Communities; and to discuss next actions. Second by Virge Lorents. Motion carried unanimously (5-0-0).

SECTION 570 PLANNED RESIDENTIAL DEVELOPMENT

570.1 Definition

Mr. Thibeault brought up the need for public water and sewer if rural is added. Discussion ensued.

There was agreement for this Section to read, "A parcel of land to be developed in the Rural, Low or Medium Density Zones as a single entity for not less than ten dwelling units, the lot for which meets or exceeds the minimum requirements and specifications as provided in Section 570.5.18, and may include any combination of detached single and attached single-family dwellings or townhouses, to meet the densities permitted by the Planned Residential Development Regulations. A portion of, or the entire development may be designated as Active Senior Housing, age 55 and over in accordance with State and federal law."

570.2 Intent – No change.

570.3 Findings – No change.

570.4 Special Permit Use – Ann-Marie Aubrey explained that Rural Development had been added in and that it is appropriate since it was decided to keep "Rural" in 570.1 Definition.

570.5 Planning and Design Requirements – Keep the sentence that had been added.

570.5.1 Open Spaces – There was discussion regarding total lot area of 20% for both IRL and RLCC vs. 20% for ILR and 10% for RLCC. Mr. Thibeault suggested case-by-case basis. Ms. Aubrey suggested a minimum of 20% for the ILR and a maximum of 20% for the RLCC which allows flexibility. There was discussion regarding lighting (dark sky) and buffers. Ms. Aubrey will add 570.5.1.a. Buffering. Discussion continued. Mr. Wendorf feels it is important to introduce purposeful natural landscaping in open areas within the site. Ms. Aubrey suggested that there could be language regarding internal open areas for those living within the Community (open spaces for active/passive recreation) and buffering could be defined as the area that divides the Community from the neighbors. Consensus was for no change.

Ms. Aubrey will try to simplify the language, she will put the definition first in this Section, and she will use "Common" Open Areas throughout.

Last paragraph – The last sentence was moved to just after the first sentence in the paragraph.

570.5.2 Roadways – The word “ten” spelled out.

570.5.3 Common Driveways – “(10)” added after the word ten.

570.5.4 Pavements – “Killingly” Subdivision Regulations.

570.5.5 Storm Drainage – No change.

570.5.6 Parking – Ms. Aubrey stated that she needs to review the ILR parking issues.

There was discussion and Mr. Thibeault and Mr. Panteleakos provided input.

There was a consensus for RLCC to read, “Must provide at least 1 space for each dwelling unit plus an additional .75% for visitors and staff (if applicable). 18 spaces for 10 units. There was discussion. The following language was suggested to give more flexibility: This requirement may be waived by the Commission based on a detailed analysis.

570.5.7 Public Transportation – Last sentence of the paragraph to read as follows: “A convenient and reasonable shelter location shall be reserved and indicated on site plans of developments.”

570.5.8 Fire Safety – There was discussion regarding fire walls. Second paragraph to read as follows: “All dwelling structures shall be separated by a minimum of 30’ on all sides from other dwelling structures, except that the minimum separation distance may be reduced with the use of fire-rated materials and/or the approval of the Building Official and Fire Marshal.”

570.5.9 Lighting – No change.

570.5.10 Sidewalks – Add that sidewalks must meet ADA accessible standards.

570.5.11 Lot Coverage – There was discussion and consensus was for no change.

570.5.12 Utilities – No change.

570.5.13 Landscaping – No change.

570.5.14 Architecturals – No change.

570.5.15 Soil Erosion & Sediment Control – No change.

570.5.16 Densities – There was discussion. C

Consensus was to change RLCC to 15 dwelling units per acre in all three Zones.

In ILR, consensus was to leave it as six (6) dwelling units per acre in Low Density Zone, change it to nine (9) dwelling units per acre in the Medium Density Zone, and leave it as four (4) dwelling units per acre in Rural Development.

570.5.17 Structures – There was discussion.

Consensus was to delete everything in this Section except for the following:

For ILR & RLCC - Maximum height of Structures – 35’.

Setbacks for ILR & RLCC – Refer to Table A.

570.5.18 Frontage and Lot Area – No change.

570.5.19 Easements & Rights of Way – No change.

570.6 Other – No change.

570.5 Amendments to the Approved Plans – No change.

There was discussion regarding the Commission's right to determine whether plans meet the requirements for PRD or if it would be a standard subdivision.

Keith Thurlow asked the Commission Members if they were in agreement with what was accomplished at this meeting: Todd Nelson – yes; Milburn Stone – yes; Virge Lorents – yes; Matthew Wendorf – yes.

Ann-Marie Aubrey will make revisions and e-mail to everyone by the end of the week. If there are no comments, she will put it on the agenda in June to schedule for a public hearing in July.

2. Zone (Text) Change – Earth Filling and Excavation (Section 560 TOK Zoning Regulations) – to review proposed amendments to said section; and to discuss next actions. (Receive draft and schedule workshop session.)

Ann-Marie Aubrey provided copies of the draft for review by the Commission Members.

XI. OTHER

A. Upcoming P&Z Commission Meetings – review/discussion/action

- 1. Next Regular Meeting – Monday, June 19, 2017**
- 2. Next Workshop Meeting – To be scheduled, if needed.**
- 3. Next Special Meeting – To be scheduled, if needed.**

XII. ADJOURNMENT

Motion by Todd Nelson to adjourn at 8:10 p.m. Second by Milburn Stone. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault
Recording Clerk