



TOWN OF KILLINGLY, CT
PLANNING AND ZONING COMMISSION

MONDAY – JULY 8, 2019
SPECIAL WORKSHOP MEETING
RE: ZONE TEXT AMENDMENT; AND
PLAN OF CONSERVATION AND DEVELOPMENT

RECEIVED
TOWN CLERK: KILLINGLY, CT
2019 JUL 25 PM 1:17
Elysebeth M. Quinn

6:00 PM
TOWN MEETING ROOM
Killingly Town Hall
172 Main St., Killingly

MINUTES

I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 6:00 pm.

ROLL CALL – Brian Card, Virge Lorents, Sheila Roddy, Matthew Wendorf, Keith Thurlow.
Milburn Stone arrived at 6:03 p.m.

Staff Present – Ann-Marie Aubrey, Director of Planning and Development.

Also Present: Lynn LaBerge, Town Council Liaison; Paul Archer, Archer Surveying; Pine Hill Farm, LLC.

II. **SEATING OF ALTERNATES** – Matthew Wendorf was a Voting Member for this meeting.

III. **ENTERTAIN MOTION TO SUSPEND THE RULES AND RECEIVE COMMENTS FROM THE GENERAL PUBLIC**

Motion was made by Sheila Roddy to suspend the rules to receive comments from the public. Second by Virge Lorents. Motion carried unanimously (5-0-0). Milburn Stone was not present for this Motion.

IV. **WORKSHOP – ZONE TEXT AMENDMENT – (REVIEW/DISCUSSION/ACTION)**

A) Adaptive Re-Use of Agricultural Buildings – General Discussion, etc.

There was discussion with Paul Archer regarding draft regulations for the Adaptive Re-Use of an Agricultural Building. Mr. Archer explained that he had met with Ann-Marie Aubrey and Jonathan Blake and reviewed what had been discussed at the June PZC meeting. Mr. Archer and Ann-Marie Aubrey explained that the new draft addresses concerns that had been expressed by Commission Members:

- Added the Intent Section.
- Added Requirements Section defining agricultural building.
Limited to barns, chicken coops and stables.

- Documentation must be provided to the Commission that the building was in existence prior to the Regulations and the use was, at one time, agricultural/farm related.
- If the building must be renovated, it must be renovated to preserve the exterior characteristics of the building's prior agricultural/farming use.
- Prior to any new business occupying the building, the new business shall be required to apply for a special permit with the landowner as co-applicant.
- The number of businesses occupying any one building shall be solely determined by the Planning and Zoning Commission.
- Limited the uses.
- Listed what would be allowed in the units/buildings.
- Added screenings.
- Added the following, "In the interest of low impact development and maintaining existing characteristics, gravel parking may be permitted with the approval of the Town Engineer."

There was discussion regarding Ms. Roddy's concerns for minimizing impact to neighbors (including increased traffic) who may not want to live near businesses. Many of the issues would be addressed through the special permit process. Conditions can be placed based on the circumstances of each individual site.

There was discussion regarding third-party leasing. They have to come before the PZC. Ms. Aubrey will research the responsibility of the landowner as co-permittee vs. sole permittee should issues arise. There was discussion regarding having the landowner sign-off on it, but having the lessee be the applicant. If there were a zoning violation, notification would be sent to both. Mr. Card stated that the landowner is ultimately responsible (from the land use perspective) and he feels that the landowner should be the applicant. Discussion continued. Mr. Thurlow asked that the Town Attorney be consulted on this issue.

Ms. Lorents stated, for the record, that she would object to something as small/large as 1,000 square feet.

There was discussion regarding if a business dissolves and a new business owner wants to have the exact same business in the same place. There was agreement among Commission Members as well and Mr. Archer that the new business owner would need to apply for a new special permit. There was agreement that if it were the exactly same as the original special permit, it could be by Staff approval.

Mr. Stone commented about the footprint of the building remaining the same. Ms. Aubrey stated that this could be added as a requirement. There was discussion regarding how it would be proven that the building had been used for agriculture. The Assessor would have this information.

Mr. Wendorf commented that the current language has no requirement for separation between the uses (e.g. fire wall). Ms. Aubrey explained that this is a standard building/fire code requirement which would be addressed at a pre-application meeting with Staff to ensure that those requirements are met before coming before the PZC. Mr. Archer suggested that this be added as a requirement.

There was discussion regarding vehicular traffic.

Ms. Aubrey will do the following:

- Add that the footprint is to remain the same.
- Add that all fire codes and building safety codes must be met.
- Work on clarifying language for the second bullet point under “Landscaping, Screening & Aesthetics” regarding vehicular traffic.
- She will compare this draft to the special permit criteria. She feels that this will answer some questions/concerns.

Ms. Aubrey will put review of the potential final draft on the agenda for the next regular meeting on July 15, 2019.

V. PLAN OF CONSERVATION AND DEVELOPMENT (POCD) – (REVIEW / DISCUSSION / ACTION)

Ms. Aubrey stated that she is still working on revisions. Mr. Wendorf will send comments/written revisions (from the last special meeting) to Ms. Aubrey. There were no comments from the Commission.

A) Overall Review of Goals; Policies; and Action Items;

B) Assignment of Action Items and Assignment of Time Frames for Action Items

C) Discussion of next steps – set next meeting date for POCD workshop – July 22, 2019 (?)

IV. MOTION TO ADJOURN

Motion was made by Virge Lorents to adjourn at 6:51 p.m. Second by Milburn Stone. Motion carried unanimously (5-0-0).

Respectfully submitted,

J.S. Perreault
Recording Clerk

