

**MEETING MINUTES
TOWN PLANNING AND ZONING COMMISSION
MAY 20, 2025
7:00 P.M. HYBRID MEETING
275 BROAD STREET, WINDSOR, CT**

Present: Commissioners Mips, Levine, DeCarlo, Jaggon and Jepsen and Alternate Commissioners Hallowell, and Harvey

Absent: Alternate Commissioner Tetteh

Also Present: Town Planner Todd Sealy, Assistant Town Planner Mitchell Vye and Secretary Andrea Marcavitch

I. NEW BUSINESS

Commissioner Mips opened the meeting at 7 p.m.

A. Public Communications and Petitions (five-minute time limit per person)

Rhonda Myers of 44 Hope Circle stated that she was informed by Mr. Sealy that she would have to reapply for her special use permit because someone drove by and did not see the public hearing signs. She stated that the person who mowed her lawn had moved the signs to the side of the house but that it had been in the yard since February. She asked that the Commission move forward with her application.

Commissioner Mips stated that staff had pictures and that she drove by yesterday and did not see the sign. She explained that it has to be visible to the public and is supposed to be in the front so that anyone driving by can see the sign.

Ms. Myers said that the lawn guy moved it when he came to mow the grass.

Commissioner Mips said that it should have been moved back and that the Commission cannot go against state statute, which says they cannot hear the application if the sign has not been out for the public to see.

Ms. Myers asked if the Commission would waive the application fees to reapply.

Commissioner Levine asked how much is the fee and Mr. Sealy replied that it is \$210. He said there are advertising fees that the Town incurs with an application and fees for staff's time for providing materials and putting everything together for packets.

Commissioner Mips stated that she could not see waiving the whole fee, but that they could probably split it in half because the town has to pay for advertising again.

Mr. Sealy said that it would be a new precedent as he had not seen the Commission waive fees on applications.

Commissioner Mips replied that they have but that it was very seldom done. She asked if any other commissioners wanted to give input.

Commissioner Levine thought splitting it in half would be fair.

Commissioner DeCarlo stated that he was okay with splitting the fees but stated that Ms. Myers had been ill prepared from the beginning and hoped that she would learn through this experience. He recommended that she come prepared and have the proper documentation.

Commissioner Levine stated that if she reapplies that she would have to make sure that the sign is where it is supposed to be and that it should be dead center in the middle of the lawn parallel to the street.

Commissioner Mips stated that she would get new signs with new dates and stated that Ms. Myers should educate the lawn people that they cannot touch or move the sign.

Ms. Meyers replied that she would.

Motion: Commissioner Levine moved that the re-application fee for 27 Sinclair Street be reduced in half to \$105.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

B. Communications and Petitions from the Town Planning and Zoning Commission – None

C. Zoning Enforcement Officer's Report – None

D. C.G.S. §8-24 Referral Requests

1. Prospect Hill Road Rehabilitation

Town Engineer Suzanne Choate was present and reviewed the 8-24. She said that the town would be receiving state funding for the project and that it had been reviewed by Capitol Region Council of Governments (CRCOG) and Department of Transportation and that sidewalks were suggested along the road. She stated that the Plan of Conservation and Development (POCD) does recommend sidewalks in this area and that they feel it is filling a gap for pedestrians by providing important connections, improving safety of the traveling public and fostering safe streets for all.

Commissioner DeCarlo shared concerns with making people cross the road two times and thought that it was dangerous, especially around the circle where there is a yield and not a stop sign. He said he would feel more comfortable if they put the sidewalk on the other side.

Ms. Choate noted that there were some encumbrances in the way, such as a retaining wall that make it difficult to keep it on that side of the road.

Commissioner DeCarlo asked if the retaining wall was owned by the Town and Ms. Choate replied that it was her recollection from the survey that it is on the edge of the right-of-way and that it was a homeowner's retaining wall.

Commissioner Jepsen stated that Prospect Hill Road was totally reconstructed a few years back and that a number of retaining walls were put in because of the topography of the area. He said he understood why the town would have to switch back and forth to save money, and because the steepness of slopes in places almost makes it impractical.

Ms. Choate said that the plans are at a conceptual level right now.

Motion: Commissioner Levine moved that the Planning and Zoning Commission of the Town of Windsor, pursuant to the provisions of Section 8-24 of the General Statutes of Connecticut, recommends the Windsor Town Council agree to incorporate the installation of sidewalks and curb ramps as part of Project No. L164-0009.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

2. 150 Broad Street Electrical Easement and Pedestrian Right-of-Way

Town Engineer Suzanne Choate was present and stated that there is an electric line that is being installed from an existing panel near the Palisado intersection and that it goes across the development to service a relocated town-owned streetlight on Prospect Street and that a pedestrian right-of-way is being sought through the site as depicted on the easement map. She stated that they are not accepting the sidewalk itself but ensuring that pedestrians have the right to walk across the site on the relocated sidewalk.

Motion: Commissioner Levine moved that the Planning and Zoning Commission of the Town of Windsor, pursuant to the provisions of Section 8-24 of the General Statutes of Connecticut, recommends the Windsor Town Council agree to accept the electric easement and pedestrian right-of-way as depicted on “Easement Map, prepared for Grava Properties, 150 Broad Street and 114 Upper Broad Street, Windsor, CT, by Alford Associates, Inc., dated 4/4/2025, revised 5/15/2025, scale 1”=30’.”

Commissioner Jaggon seconded the motion and it passed 5-0-0.

E. Pre-Application Scrutiny – None

F. Re-Approvals/Revisions/Extensions

- 1. 3.9 Site Plan Revision – 4 Batchelder Road, Addition, NZ Zone, Loomis**
- 2. 3.9 Site Plan Revision – 1095 Kennedy Road, Add recycling station, PUD Zone, Count & Crush, LLC**
- 3. 3.9 Site Plan Revision – 300 Lamberton Road, Parking and loading dock revisions, I Zone, Alford Associates, Inc.**

Town Planner Todd Sealy reviewed the applications.

G. Site Plans – None

H. Minutes

1. April 8, 2025

Motion: Commissioner Levine moved to approve the draft minutes of April 8, 2025 as amended.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

2. April 24, 2025 – Special Meeting

Motion: Commissioner Levine moved to approve the draft minutes of April 24, 2025 as amended. Commissioner Jepsen seconded the motion and it passed 5-0-0.

II. MISCELLANEOUS

A. Connecticut Federation of Planning and Zoning Agencies – spring 2025 newsletter

The Commission noted the articles pertaining to wetland's buffer, open space, off street parking, and affordable housing in the newsletter with Mr. Sealy.

III. PLANNER'S REPORT

A. Update on recent development

Mr. Sealy reported that the Town and the POCD consultant had a table at the Shad Derby and had the opportunity to speak with a lot of people to promote the survey and the planning efforts. He noted that the survey would be closing at the end of the month. He reported that they had their first focus group meeting on cultural and historic resources and they will have the second focus group on Thursday at 6:30 p.m. in the Council Chambers on the topic of housing and transportation. He stated that the last focus group would be held on June 4th to discuss open space and natural resources.

Mr. Sealy reported that he successfully passed the AICP (American Institute of Certified Planners) exam and the Commission congratulated him. He reported that he had also completed Certified Zoning Enforcement Officer (CZEO) training and was awaiting zoning enforcement certification. He said two of the Planning staff, Mitch and Chloe, completed the first portion of CZEO training last week and are waiting on the results of their exam.

Mr. Sealy also reported that he would continue to do research and gather information regarding Federal Firearms Licenses (FFLs) and Airbnbs. He also presented a map to the Commission showing some of the recommendations from the Day Hill corridor study. He said that it is staff's hope to work on drafting some regulations and get it to the Commission for the July meeting.

Commissioner Levine said it would be helpful if the streets were labeled on the map and Mr. Sealy said that he would develop the map further and make notes to highlight specific parcels and areas. He said the map was just to give the Commission an idea of the overall framework that they are looking at.

B. Airbnbs – discussion of possible zoning amendments

C. FFL – Federal Firearms License text amendment

IV. BUSINESS MEETING

A. Application Acceptance

- 1. Site Plan – 176 Addison Road, Flex industrial, I Zone, 37.41 acres, 175 Addison Property Owner, LLC**
- 2. Subdivision – 176 Addison Road, Create 60' right-of-way on Addison Road, I Zone, 37.41 acres, 175 Addison Property Owner, LLC**

3. **Special Use – 550 Marshall Phelps Road**, Section 3.7.2H, Freestanding sign, W Zone, Bodum
4. **Site Plan – 29 Windsor Avenue**, Phase II, Commercial, B2 Zone, 11.98 acres, Dijon, LLC
5. **Special Use – 67 Rainbow Road and 1911 Poquonock Avenue**, Section 15.2.10, Temporary or portable commercial amusements on private property, AG Zone, 52 acres, Campiti

V. PUBLIC HEARINGS

Commissioner Levine read the legal notice into the record.

- A. Special Use – 27 Sinclair Street**, Section 4.5.7B, Group Homes, R8 Zone, .25 acres, Myers – *recessed from February 11, 2025 meeting*

Commissioner Mips stated that the Commission would not be able to hear the application because the public hearing notice was not displayed where it was supposed to be for the whole time that this application was under consideration.

Motion: Commissioner Levine moved to deny the application without prejudice due to a failure to comply with the public notice requirements.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

- B. Design Development Concept Plan – 1 & 10 Targeting Centre and 465 Bloomfield Avenue**, Mixed-use development, RC & B2 Zones, 11.81 acres, Alford Associates, Inc.

The concept plan and special use applications were heard together. See agenda item E.

- C. Special Use – 465 Bloomfield Avenue (portions of 465 Bloomfield Avenue & 1 Targeting Centre)**, Section 5.1.6A, Drive-through windows, B2 & RC Zones, Alford Associates, Inc.

- D. Special Use – 1 Targeting Centre (portions of 465 Bloomfield Avenue & 1 Targeting Centre to become 475 Bloomfield Avenue)**, Section 5.1.6A, Drive-through windows, B2 Zone, Alford Associates, Inc.

- E. Special Use – 1 & 10 Targeting Centre and 465 Bloomfield Avenue (includes future 475 Bloomfield Avenue address)**, Section 15.2.6, Shared required parking and Section 15.2.7, Reduced parking, B2 & RC Zones, 11.81 acres, Alford Associates, Inc.

Professional Engineer and Land Surveyor Wilson Alford, Jr. was present and discussed the location of the two retail buildings, drive-through windows, parking, and special use applications. He stated that they had added elevations to their plans, which show variations of textures and styles. He reported that they provided a traffic report and that the level of service does not change versus what was previously on the piece of property. He stated that their changes to the plans did not make it into the Commission's packets and would ask the public hearing to be continued to the June 10th meeting.

Commissioner Levine asked where the 345 parking spaces were and Mr. Alford replied that a great number of them are under the building. He said the new building will have parking under it and 1 Targeting Centre, the building that is closer to Bloomfield Avenue, will also have parking underneath it.

Commissioner Levine asked about the last one that is furthest away and Mr. Alford stated that it would not have parking underneath it and would use the surface parking that is adjacent to it.

Commissioner Levine asked if it was still anticipated that they will have a pool in the new building and Mr. Alford said yes, the pool is shown on the site plan.

Commissioner Levine stated that it seemed as though the traffic pattern for the two commercial buildings might be problematic and that it seemed very congested. Mr. Alford said that they looked at several alternatives to it and he showed on the projected map how the traffic would flow in and out of the site.

Commissioner Levine shared concerns over how long the queues could get at peak hours with two drive-through windows right next to each other. Mr. Alford replied that they had enough room at Starbucks for 14 cars to stack up and he also said they provided an escape so that at least five or six cars could turn and escape and not have to wait in the complete drive-through. He stated that the other drive-through is different because it is a pickup window and anticipated there would not be a lot of people picking up at the same time. He said they had room for one car at the window and room for four cars behind it. He said customers would just be picking up their order and leaving and did not anticipate that they would be there long.

Commissioner DeCarlo explained that he had over 20 years of experience in the fast food industry and saw a problem at the exit from Starbucks, on the right-hand side, going all the way up because they are combining two drive-throughs together into one narrow exit. He showed Mr. Alford on the projected map where he saw concerns of congestion and flow especially during peak traffic. He commented that it would be problematic to have one way in and one way out and that they could create an exit for those in the retail area to be able to get out in two ways.

Mr. Alford said they do have striping but that they could put a curb in there and asked Commissioner DeCarlo where his concerns were.

Commissioner DeCarlo suggested the Starbucks people do not go straight out and have them come back in and out because combining the retail traffic with the Starbucks will cause a mess. Mr. Alford said that they have it striped and they could add signage or put in a curb in there. Commissioner DeCarlo stated that adding a curb would be best in his opinion or something so the people in the retail area cannot get out to join the Starbucks traffic.

Commissioner Levine added that the residents from the apartments will also be in the queue at the light on Bloomfield Avenue, so getting in and out of there at times will be difficult.

Commissioner Levine asked how wed to the commercial aspect are they and if it was either this or nothing. Mr. Alford said yes, they want it. Commissioner Levine said she understood but was just trying to figure out how they can do the project and not have a big traffic jam.

Mr. Alford replied that he did not think there was a big traffic jam there.

Commissioner Levine said that there are 345 parking spaces, which means at least 345 people are coming in and out of there every day, plus all the people from the two commercial businesses.

Commissioner DeCarlo said that Starbucks is usually busy first thing in the morning and then they have residents who are commuters also leaving out of the site. He suggested separating the two retail buildings so they are not in the same section.

Mr. Alford stated that the town's regulations talk about bringing the retail out to Bloomfield Avenue. He said he would have the Traffic Engineer Scott Hesketh address the issue.

Commissioner Mips asked if they had sent this application through to the Office of the State Traffic Administration (OSTA) and Mr. Alford replied that it required zoning approval first.

Commissioner Levine asked if it would be one lane in and one lane out and Mr. Alford replied yes. Commissioner Levine replied that it was a lot of cars for one lane and Mr. Alford said that he would have Mr. Hesketh address the issue.

Commissioner DeCarlo asked if it was a private road coming in off the main road and Mr. Alford replied yes.

Commissioner Levine asked if there was a retention pond at the bottom of the sheet and Mr. Alford replied that is was a retention pond that was constructed 40 years ago for the original development.

Public Comment:

Estelle Labarre of 116 Mountain Road shared concerns with the approximately 600 new apartments that have been approved in town and asked if it was wise or necessary development for Windsor. She suggested that senior living apartments be built offering different levels of care would give Windsor seniors an option to remain in Windsor. She also raised concerns on the impact of the added traffic in this already congested area. She requested an 8 foot fence be installed along the property lines as the site is surrounded on two sides by single family homes. She said the fence would provide privacy, visual screening and prevent any pedestrian shortcuts through properties. She provided a picture to the Commission showing her view of the site from her property before leaves were on the trees.

Bob Mazairz of Silvia Lane shared concerns with traffic, number of traffic lights once getting off the Interstate 91 exit, the amount of 18 wheeler trucks coming through, and the continual red light coming out of the two proposed retail establishments. He asked them not to do commercial along Bloomfield Avenue and to consider another residential building or to take a step back from the density of the development.

John Zappulla of 112 Mountain Road stated that he liked Ms. Labarre's suggestion of a fence and shared concerns with people dumping trash and motor oil into the swale between this property and neighbors. He shared concerns with snow being plowed into the swale, and contaminants melting into the swale. He stated the swale area is a wildlife movement area, and thought that animals might be attracted to the

apartment's trash. Lastly, he shared that anyone in the area can tell you that the traffic is a mess and that this proposal would make it worse.

Mr. Sealy stated that staff received revised plans late last week and that there had not been enough time to review them and provide feedback for the Commission. He said they would need to continue the meeting like Mr. Alford had suggested. He stated that staff would continue to work with the applicant to address some of the concerns raised tonight.

Mr. Alford agreed that the application be continued to the next meeting.

Motion: Commissioner Levine moved to continue the design development concept plan for 1 & 10 Targeting Centre and 465 Bloomfield Avenue until the June 10th meeting. Commissioner Jepsen seconded the motion and it passed 5-0-0.

- F. Zone Change – 550 Marshall Phelps Road,** Warehouse to Industrial Zone, 29.75 acres, DiBattisto Engineer Lorri DiBattisto and Bodum representative Elyse Mahoney were present. Ms. DiBattisto shared Bodum's background, and explained that their plan is to get the distribution facility up and running with future plans to manufacture. She stated that the zone change request is because the warehouse zone does not allow for food processing, and they roast their coffee. She noted that the POCD suggested that the zone of this property be changed to Industrial as well.

Commissioner Levine shared concerns with the smell of the coffee roasting and the residential neighbors nearby. Ms. Mahoney explained that they planned to put the coffee roaster in the farthest corner of the building from the residential area and would try to limit impact to neighbors.

Commissioner Levine asked if they anticipated using the loading docks and Ms. Mahoney said that they did plan to use them for distribution.

Commissioner Levine mentioned that the previous owner was asked that drivers only make a right turn coming out of the driveway onto Marshall Phelps Road to keep trucks away from the residential areas.

Ms. Mahoney asked if the town would provide signage or would they be responsible and Commissioner Levine replied that they would be responsible.

Regarding the text amendment application, Ms. DiBattisto explained that their vision is to create a destination for their facility and their plan is to include an outlet facility, so they can display their goods, people can see demonstrations and how everything works, and additionally there would be a coffee house with Danish hot dogs. She said they want to create a destination for families and folks in the area. They showed examples of what their outdoor patio area would look like and also the interior. Ms. DiBattisto reviewed the proposed changes in the text amendment.

Commissioner Mips asked if there were any staff comments and Ms. DiBattisto replied that there were no comments on the zone change but there was one comment from the Fire Marshal's office on the text amendment. She acknowledged that there would be fire constraints that they would have to take care of that would be addressed during the building process.

Public Comment:

Roland Bernier of 17 Haskins Road recalled strategies discussed by the previous owners to help mitigate noise from the loading docks and asked them to consider raising the berm another six or eight feet and adding trees to create a sound barrier. He also noted that there are some wetlands back there.

Mr. Sealy provided clarification that the application before the Commission is a zone change and that they will have to make a determination on whether this change fits with our POCD and our current zoning pattern and regulations. Mr. Sealy recalled that a lot of conversations about noise came about because the former owners were looking to expand the truck courtyard in the back, and that Bodum's current plan is to work within the existing facility. He said Bodum is allowed by right to operate and work in that facility as it is today.

Mr. Sealy stated that this property is the only warehouse zoned parcel in an area that is almost completely industrial. He considered it a less intensive use than a warehouse zone.

Commissioner DeCarlo asked about parking and if the requirements would change. Mr. Sealy replied that parking is determined by use and not by the zone and that they would be prepared to address parking when it comes up during their special use application, but that they found that there was a significant amount of parking on the site.

**Motion: Commissioner Levine moved approval of the zone change for 550 Marshall Phelps Road from warehouse (W) to Industrial (I).
Commissioner Jepsen seconded the motion and it passed 5-0-0.**

- G. Text Amendment** – Section 8.6E, Commercial recreational and cultural buildings and facilities, and Section 8.6M, Limited retail sales, I Zone, DeBattisto
See discussion above in agenda item F.

Public Comment: None

Mr. Sealy reported that staff met with the applicant on several occasions and staff felt that the best way was operating under the limited retail sales, which is currently a provision in the I zone. He explained how they determined the proposed changes.

The Commission and Mr. Sealy had discussion on how they would measure the distance from the residential zone.

Ms. Mahoney shared that they believed they are over 1,000 feet from where they are looking to do retail sales.

Mr. Sealy stated that they would do some analysis on that once they receive the special use application.

Commissioner Levine read a CRCOG letter dated May 16, 2025 into the record.

Motion: Commissioner Levine moved approval of the text amendment as presented by the applicant.

Commissioner Jepsen seconded the motion and it passed 5-0-0.

VI. PUBLIC COMMUNICATIONS AND PETITIONS – None

VII. ADJOURNMENT

Motion: Commissioner Levine moved to adjourn the meeting at 9:04 p.m.

Commissioner Jaggon seconded the motion and it passed 5-0-0.

Respectfully submitted, _____, Andrea D. Marcavitch, Recording Secretary on May 20, 2025.

Jill Levine, Secretary