

**MEETING MINUTES
TOWN PLANNING AND ZONING COMMISSION
JUNE 10, 2025
7:00 P.M. HYBRID MEETING
275 BROAD STREET, WINDSOR, CT**

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

Absent: Commissioners Hallowell and 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) – None**
- 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 – None**
- E. Pre-Application Scrutiny – None**
- F. Re-Approvals/Revisions/Extensions**
 - 1. 3.9 Site Plan Revision – 100 Helmsford Way, EV charging stations, I Zone, Naska**
 - 2. 3.9 Site Plan Revision – 330 Windsor Avenue, Add 14' x 20' pavilion, B2 Zone, TOW**

Town Planner Todd Sealy stated for the benefit of the public that the applicant for 1 and 10 Targeting Centre agreed to a continuation. He said the public hearing would be open and that the Commission would take public comments.

Town Planner Todd Sealy reviewed the applications.

G. Site Plans

- 1. Site Plan – 29 Windsor Avenue, Phase II, Commercial, B2 Zone, 11.98 acres, Dijon, LLC**

Attorney Megan Hope with Alter, Pearson and Hope in Glastonbury and Professional Engineer John Furman of VHB were present. Attorney Hope gave a history of the application and Mr. Furman reviewed the overall plan for the site.

Commissioner Mips stated that there were outstanding comments for Phase I and Mr. Furman explained that the outstanding comments were related to the car wash building and the request for windows. He

stated that it would not be feasible and the reasons why. He said that they have added landscaping along the wall of the building and that Mr. Sealy had not yet seen the updated plans. He believed that was the only outstanding item from Phase I.

Commissioner Mips asked about the monument sign mentioned in staff comments and Mr. Furman replied that the monument sign had not been decided for the development. He said if they do have a sign that it would be added to the site plan and be located near the entrance.

Commissioner Levine asked to look at the fire truck plan and Mr. Furman brought up a drawing of the plan showing the internal and external fire truck routes. Commissioner Levine was satisfied to see there was a plan in the event there was a fire in the car wash.

Commissioner Levine asked about the electric vehicle (EV) stations and if there would be two and Mr. Furman said there would be one station with 20 spaces. He said there were some questions about how much EV parking they needed to provide and said he would work with town staff.

Commissioner Levine asked if the Ranch House would remain and Mr. Furman replied no. He said that it falls right in the middle of the canopy.

Commissioner DeCarlo asked if they would have been able to install heavily frosted windows so they would not be able to see inside and Mr. Furman replied that he believed the architect looked at those and said it would be impossible to access them for cleaning.

Commission Jepsen asked about their stormwater collection system and Mr. Furman replied that it was a very complicated system. He described how the water would be managed for the site and said that even if they experience a 100-year storm that they still have capacity for it to work. He said the area has silty soils and the groundwater is fairly high on the site and explained that is why they went with a solid wall pipe so they would be able to hold the water and then release it out in a controlled way.

Mr. Sealy addressed EV chargers and stated they would have to be EV ready, which meant that the infrastructure is in place and not necessarily that the EV chargers are installed and operating. He also said that the outstanding issue from Phase I was a minor architectural detail and reported that he was confident that they would get it resolved. He also commented that adding the monument sign to the plans now would keep them from having to come back later with another application. He stated that he was confident that the comments can be addressed and would recommend approval subject to resolution of the outstanding comments.

Motion: Commissioner Levine moved approval of the site plan for 29 Windsor Avenue, pending resolution of all the outstanding issues raised by the town staff in their June 4 memo and the June 9 memo from the Engineering Department.

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

2. **Site Plan – 176 Addison Road**, Flex warehouse, I Zone, 37.41 acres, 175 Addison Property Owner, LLC

***Note – there is a corresponding public hearing application for a subdivision at this property. See agenda item V.E.**

The Commission heard the site plan and the subdivision applications together under agenda item V.E.

H. Minutes

1. May 20, 2025

Motion: Commissioner Levine moved to approve the draft minutes of May 20, 2025 as amended. Commissioner Jepsen seconded the motion and it passed 5-0-0.

II. MISCELLANEOUS – None

III. PLANNER’S REPORT

A. Update on recent development

Mr. Sealy reported that the last focus group meeting for the Plan of Conservation and Development (POCD) was held last Thursday on open space and economic development. He said the survey had also closed and that they received about 800 responses from the community. He reported that the next public workshop will likely take place in the fall. He said they are hoping to have a workshop with the Commission in August to review the findings and any possible regulation changes from the Day Hill Road Corridor Study.

Commissioner Levine asked if there is a copy of the study’s findings they can read and Mr. Sealy said that he would get it to them.

Mr. Sealy announced that he had received his AICP (American Institute of Certified Planners) certification and the Commission congratulated him.

IV. BUSINESS MEETING

A. Application Acceptance

1. **Special Use – 27 Sinclair Street**, Section 4.5.7B, Group Homes, R8 Zone, .25 acres, Myers
2. **Special Use – 144 (150) Broad Street**, Section 5.2.6D(1), Limited-service restaurant, B2 Zone, Moneta Moments, LLC
3. **Special Use – 200 Rainbow Road**, Section 4.5.16, Increasing accessory building size, R11 Zone, 1.56 acres, Enders
4. **Special Uses – 63 Lighthouse Hill Road**, Section 4.5.16, Increasing accessory building size, A Zone, .67 acres, Bramucci
5. **Text Amendment – Section 8.6E(2), Commercial recreational and cultural buildings and facilities**, I Zone, Donegan

V. PUBLIC HEARINGS

Commissioner Levine read the legal notice into the record.

- A. **Design Development Concept Plan – 1 & 10 Targeting Centre and 465 Bloomfield Avenue**, Mixed-use development, RC & B2 Zones, 11.81 acres, Alford Associates, Inc. – *continued from May 20, 2025*

- B. 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.
- C. 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.
- D. 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.

Mr. Sealy stated that the applicant agreed to an extension and that it was not a strategy on the applicant's part to stall the public hearing or that they were not prepared for the meeting. He said after discussion with staff, the applicant agreed to an extension to work through staff comments. He said the Commission received some additional staff comments, one being from the Fire Marshal's office. He said their goal is to take all the public comments and the Commissions comments and work with the applicant to try to address them.

Public Comment:

Estelle LaBarre of 116 Mountain Road expressed her frustration that the applicant was not present when she was told by town staff that they would be at the meeting. She was very concerned about traffic in the area. Mr. Sealy apologized about the change and said that it was a miscommunication between himself and the Assistant Town Planner.

Ulyses Perez of 15 Sylvia Lane said he was shocked to hear about this proposal and said that it was like playing Russian roulette trying to get out of Mountain Road and crossing route 305. He reported that trucks just blast through the light and that traffic is horrible. He said traffic was his only concern with this application.

Tracey Young of 2 Sylvia Lane shared traffic concerns and stated that they have not yet seen the impact of the last development that was approved in the area. She mentioned the timing is terrible on the traffic lights. She said she would love to see something done with the property but did not know what with the current traffic flow problems.

Tracy Rotkiewicz of 65 Sheffield Drive shared that she goes through the north-side of Mountain Road many times and that the four-way intersection is awful. She reported almost being hit head on there. She said the trucks and cars blow through the lights on a regular basis. She shared concerns that this development would make the traffic worse for those who live in the area.

Karen LeClair of 28 Millbrook Circle shared traffic concerns and did not know where all the extra cars would go, unless they plan on putting two extra lanes in Bloomfield Avenue to handle all the traffic. She said there are 13 traffic lights within 5.1 miles. She also questioned who would live in all of the apartments that were being added to town. She did not think this development would be good for the area.

Suzette Brown of 60 Sheffield Drive shared concerns with traffic, especially with the tractor trailers. She reported that she had witnessed accidents. She said she opposed the development and thought it would make the traffic more chaotic.

Motion: Commissioner Levine moved to continue the public hearing for 1 and 10 Targeting Centre until the July 8, 2025 meeting.

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

- E. Subdivision – 175 & 176 Addison Road,** Create 60’ right-of-way on Addison Road, I Zone, 37.41 acres, 175 Addison Property Owner, LLC
Professional Engineer David Ziaks of F.A. Hesketh Associates and Bradford Wainman of H-M Realty, LLC were present. Mr. Ziaks gave a history of the site and said they had spent a lot of time with town staff legal counsel trying to figure out why Addison Road was put into an easement or a right-of-way rather than a public right-of-way like you would for all the other roads in town. He said the property was put in a 60-foot wide easement that split the property down the middle and it was for the purpose of building a town road known as Addison Road. He said they are proposing to convert the 60-foot easement area to just a town right-of-way and then the second step would be to have the Town Council take action to accept the road just like they would for any subdivision road in town.

Commissioner Levine asked if Mr. Ziaks identified this as just a 60’ right-of-way now known as Addison Road and Mr. Ziaks replied yes.

Commissioner Jepsen stated that typically when the Town accepts the road they accept ownership but if they will not own it if it is only a right-of-way. Mr. Ziaks replied that Aetna dedicated an easement to the Town for the purposes of constructing and operating a town road.

Commissioner Jepsen said that the Town does not own the road and Mr. Ziaks replied that it does own the road.

Commissioner Jepsen said that the ownership is still with the property. Mr. Ziaks stated that they will deed the ownership of the right-of-way to the Town.

Commissioner DeCarlo clarified and asked if the Town would own the road and the land underneath it and Mr. Ziaks replied yes.

Commissioner Levine asked what would happen with the crosswalks and Mr. Ziaks replied that they are staying.

Public Comment: None

Mr. Sealy stated that he did not have much to add and believed this application will help address some issues from when this was originally constructed for Aetna. He said that it would come back to the Commission for an 8-24 referral request and then onto the Town Council to accept the road and the land underneath it.

Motion: Commissioner Levine moved approval of the subdivision of 175 and 176 Addison Road. Commissioner Jepsen seconded the motion and it passed 5-0-0.

The Commission then heard the site plan application.

Site Plan – 176 Addison Road, Flex warehouse, I Zone, 37.41 acres, 175 Addison Property Owner, LLC
Mr. Ziaks reviewed the plans for the property and stated that they proposed to construct two one-story buildings for flex manufacturing or office space buildings at 150,000 square feet each. They hope to start construction this fall.

Commissioner Mips asked if they were closing off the parking lot onto Pigeon Hill Road and Mr. Ziaks responded yes, and said they have two driveways and full circulation around the buildings.

Commissioner Levine asked if this is in an area that would require sidewalks and Mr. Ziaks replied that they had talked about this during their special use permit and that there are no sidewalks anywhere near the facility. He said the main pedestrian need would be to go back and forth between the buildings.

Commissioner Mips asked if there would be a sign and Mr. Ziaks replied that they were not sure and they would be back for that. He said signage on the building would be very minimal and that they may do something at the north and south end of the facilities.

Commissioner Jepsen stated that he was looking at the back of the property where the trucks would be and asked how the noise from the trucks might be mitigated towards the residential. Mr. Ziaks said there is a large amount of wooded open space to the east and south. He said they did conduct a sound study which concluded that noise was not going to be an issue for residential neighborhoods that are far to the east.

Mr. Bradford Wainman stated that they had done two acoustic studies to determine the ambient sound and that the closest house is well over a thousand feet away. He said it was determined that there are existing noises right now from Interstate 91 in those neighborhoods which will generate a higher noise level than what will come from the proposed buildings. He stated that they are in compliance with the regulations.

Motion: Commissioner Levine moved approval of the site plan for 176 Addison Road in the I Zone, pending resolution of any outstanding issues raised by staff. Commissioner Jepsen seconded the motion and it passed 5-0-0.

Mr. Sealy added that staff have been working with the Town Attorney to address comments on parking within the front yard and he said that comment had been addressed.

- F. Special Use – 550 Marshall Phelps Road**, Section 3.7.2H, Freestanding sign, I Zone, 29.75 acres, Bodum USA, Inc.
Warehouse Manager Elyse Mahoney of Bodum was present and reviewed the application to add a freestanding road sign to their site.

Commissioner Levine asked if the sign would be a similar in size to the GXO sign and Ms. Mahoney replied that the proposed sign would be a little taller and the letters would be illuminated with an opaque background and a cement base.

Commissioner Mips asked Mr. Sealy if they are allowed a second sign and Mr. Sealy responded that the zoning regulations state that the Commission may allow more than one freestanding sign as a special use if the applicant demonstrates a need based on the configuration, size, location and/or topography.

Commissioner Levine asked if they would be installing a right turn only sign coming out of the parking lot and Ms. Mahoney replied that they are planning to install the sign.

Public Comment: None

Motion: Commissioner Levine moved approval of the special use at 550 Marshall Phelps Road for a freestanding sign as described by the applicant.

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

G. Special Use – 550 Marshall Phelps Road, Section 8.6M, Limited Retail Sales, I Zone, 29.75 acres, DiBattisto

Professional Engineer Lorri DiBattisto was present and reviewed the application to allow a limited retail sales area in the building at 550 Marshall Phelps Road.

Commissioner Levine asked questions about the square footage of the proposed café area and Ms. DiBattisto and Ms. Mahoney were able to clarify.

Mr. Sealy mentioned that one of the recommendations of the Day Hill Road Corridor is to have mixed-use development in that area and he thought the café and roaster was in line with the Study's recommendations.

Commissioner DeCarlo asked about hours of operation and Ms. Mahoney replied that they are looking at Monday-Saturdays and maybe Monday-Fridays to start with open hours of 7 a.m. to 4 p.m.

Public Comment: None

Motion: Commissioner Levine moved approval of the special use at 550 Marshall Phelps Road for a limited retail sales area.

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

H. Special Use Renewal – 67 Rainbow Road and 1911 Poquonock Avenue, Section 15.2.10, Temporary or portable commercial amusements on private property, AG Zone, 52 acres, Campiti
Frank Campiti was present and reviewed the renewal application to have a Halloween drive through at Brown's Harvest. He reported that last year was successful and that there were no issues. He said no cars were backed up onto the road and that they would like to do it again this year. He asked if the permit could be extended for longer, like two years or more.

Commissioner Mips said that she did not see any complaints and that she was glad they have the 1400 feet from the road for the cars to line up. Mr. Campiti said there were two Saturdays when the line went half way of that 1400 feet and that the line never spilled out onto Rainbow Road.

Commissioner Levine asked if they needed to put a time limit on it and Mr. Campiti said they plan to operate only for the month of October on Thursdays through Sundays.

Commissioner Jepsen said that Halloween is on a Friday this year and asked if Mr. Campiti would be going to November 1st and Mr. Campiti replied that it was up for debate if they would be open on Halloween. He said Halloween would be the last day of the drive through, if they decide to operate that day.

Commissioner Mips said that she would be willing to extend the special use for five years and the other commissioners agreed.

Public Comment: None

**Motion: Commissioner Levine moved approval of the special use renewal at 67 Rainbow Road and 1911 Poquonock Avenue for a period of five years.
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 8:39 p.m.
Commissioner Jaggon seconded the motion and it passed 5-0-0.**

Respectfully submitted, _____, Andrea D. Marcavitch, Recording Secretary on June 10, 2025.

Jill Levine, Secretary