

**TOWN OF BROOKLYN
PLANNING AND ZONING COMMISSION
Special Meeting
Tuesday, July 18, 2023 6:30 p.m.**

3 WAYS TO ATTEND: IN-PERSON, ONLINE, AND BY PHONE

MEETING LOCATION:	
Tiffany Street Community Center, 31 Tiffany Street, Brooklyn, CT	
Click link below: https://us06web.zoom.us/j/84765564828	or Go to https://www.zoom.us/join Enter meeting ID: 847 6556 4828
Dial: 1-646-558-8656	
Enter meeting number: 847 6556 4828, then press #, Press # again to enter meeting	

MINUTES

- I. Call to Order** – Carlene Kelleher, Acting Chair, called the meeting to order at 6:32 p.m.
- II. Roll Call** – Carlene Kelleher, Allen Fitzgerald, John Haefele, Lisa Herring, Seth Pember, Gil Maiato (all present in person).
Brian Simmons was absent with notice.
Michelle Sigfridson and Karl Avanecean were absent.

Staff Present (in person): Jana Roberson, Town Planner and Director of Community Development; Austin Tanner, First Selectman.

Also Present in Person: David Held, Provost & Rovero, Inc.; Andrew Sholes; Sam Sholes; J.S. Perreault, Recording Secretary.

There was one additional person present in the audience.

Present via Zoom online: None.

- III. Seating of Alternates** – None.
- IV. Adoption of Minutes:** Meeting May 7, 2023

Motion was made by A. Fitzgerald to accept the Minutes of the Regular Meeting of May 7, 2023, as presented.

Second by J. Haefele. No discussion.

Motion carried unanimously by voice vote (6-0-0).

- V. Public Commentary** – None.

- VI. Unfinished Business:**
- a. **Reading of Legal Notices:** None.
 - b. **Continued Public Hearings:** None.
 - c. **New Public Hearings:** None.
 - d. **Other Unfinished Business:** None.

- VII. New Business:**

- a. **Applications:**
 - 1. **SP 15-006 mod:** Special Permit modification for Self-Storage Facility and Commercial Space (35,460 s.f. in three buildings) at 538 Providence Road, Applicant: Townsend Development Associates, LLC.

Motion was made by S. Pember to schedule the public hearing for **SP 15-006 mod** – Special Permit modification for 16,100 s.f. self-storage facility in two buildings and 19,360 s.f. commercial building, 538 Providence Road, Planned Commercial Zone, Applicant: Townsend Development Associates, LLC for the special meeting of the Planning and Zoning Commission to be held on **August 15, 2023** at 6:30 p.m. at the Tiffany Street Community Center, 31 Tiffany Street, Brooklyn, CT and via Zoom.
Second by J. Haefele. No discussion.
Motion carried unanimously by voice vote (6-0-0).

J. Roberson stated, for the Record, that the Applicant had requested an extension which was granted. Therefore, it goes a little beyond the 65 days to open the public hearing. They are currently before the IWWC.

2. **SP 22-006:** Special Permit for State Route Business Enterprise for Craftsperson at 481 Pomfret Road, Applicant: Mindy Delp.

Motion was made by L. Herring to schedule the public hearing for **SP 22-006** – State Route Business Enterprise for Craftsperson at 481 Pomfret Road, Applicant: Mindy Delp for the special meeting of the Planning and Zoning Commission to be held on **August 15, 2023** at 6:30 p.m. at the Tiffany Street Community Center, 31 Tiffany Street, Brooklyn, CT and via Zoom.

Second by S. Pember.

There was discussion regarding the Cease & Desist Order that had been issued by the ZEO for land clearing:

- Ms. Roberson explained that they had been clearing land in preparation for solar panels to be installed. The land clearing has stopped. Ms. Roberson explained that this special permit application may be modified to include the land clearing and other site work. They are no longer planning to install solar panels.

Motion carried unanimously by voice vote (6-0-0).

3. **SPR 99-12 mod:** Site Plan Review modification for site plan changes at 490 Providence Road, Applicant: Jewett City Savings Bank.

J. Roberson explained that the original Permit, in 1999, was a Site Plan Review, so this is a modification to it with a modified Site Plan. She explained that the waiver of the Special Permit would be applicable. She explained that the net increase in structure is approximately 300 s.f. which is below the threshold for special permit. She stated that she feels that the proper way to handle this is as a modification to their initial Site Plan.

C. Kelleher asked the Commission Members if there were any objections to Ms. Roberson's suggestion. No objections were voiced.

David Held, Professional Engineer and Land Surveyor with Provost & Rovero, represented the Applicant and gave an overview (posterboard presentation):

- Mr. Held provided five copies of the revised plans to Ms. Roberson. Plans were displayed as discussed.

- Mr. Held orientated the property and explained the Existing Conditions Plan (sheet 1).
- Mr. Held explained the Demolition Plan (sheet 2), indicating the existing canopy, ATM and island structure in the back, the parking island on the westerly side of the building, and a large concrete parking island in the front parking area that are proposed to be removed.
- Mr. Held explained the Proposed Site Plan (sheet 3), showing the modifications. He indicated that the new canopy will be on the westerly side of the building (similar in size to the existing canopy) which will be visible from Route 6.
- The Applicant is in the process of re-branding their Branches. Mr. Held explained about the interior changes. He also explained about the ATM being moved from the back of the building to the front of the building being safer as it will be more visible.
- Mr. Held referred to the Parking Table on the Site Plan and explained that they comply with the Zoning requirements for minimum parking spaces (13 total spaces). Currently, there are 26 regular spaces and two handicap spaces. They are proposing 20 regular spaces and three handicap spaces, which is still in excess of what is required.
- Mr. Held referred to the Dimensional Table and explained that they are within all dimensional requirements (setbacks, coverage, etc.).
- Mr. Held explained that they are changing the traffic pattern slightly. He explained how they are fitting in some diagonal parking with a fifteen-foot, one-way isle, outside of the island for the drive-up windows (which he said is in compliance with what the Zoning Regulations require).
He explained that, in the back, there is a 17-foot isle where 15 feet is required, and angled parking. They added proposed pavement arrows and text on pavement to indicate that it is a one-way traffic pattern there and also indicating what all of the drive-thru lanes are for (tube transactions or ATM).
He explained that they added signage indicating “ONE WAY” and a pair of “DO NOT ENTER” signs.
- Mr. Held explained that they would be removing a portion of existing pavement in the back and would be installing a landscaped island. They would also install a landscaped island in the front to control the traffic patterns there. Regarding compliance with the landscape requirements, Mr. Held explained that he had provided a dimensional breakdown to Ms. Roberson showing that they are well in excess of the square footage required for the parking spaces that they are showing.
- Mr. Held displayed and explained Architectural Drawings (elevations and changes to the building inside and outside), which he said had been submitted as part of the Application package. Ms. Roberson stated that she did not have those. Mr. Held provided

copies of a rendering, to Staff and Commission Members, showing what it is to look like after completion.

- Mr. Held explained that there are to be two lanes for the drive-thru and one for the ATM exclusively. He explained that there is an aisle, with no service, for free traffic flow.

QUESTIONS/COMMENTS FROM COMMISSION MEMBERS:

- L. Herring asked about changes to handicapped accessibility. Mr. Held explained that there are two existing accessible spaces in front of the building and how they would be removing the concrete island in the front and would be installing two new accessible spaces (that would both comply with dimensions for van-accessible space) with an accessible ramp. He explained that they would also be providing an accessible space in the rear of the building because there is a new entry door proposed there. No need for a ramp there due to only minor grading is needed there to match.
- C. Kelleher expressed concern about parking on the side of the building and people walking from there to the bank safely. Mr. Held explained that those four spaces would likely not be used by customers and that employees would likely use those spaces, if needed.
- J. Haefele asked about a crosswalk. Mr. Held stated that the level of traffic does not warrant it and he explained about how it would be a lower speed, safer situation than you would have in a WalMart parking lot.

COMMENTS FROM STAFF:

- J. Roberson explained that the Application had been approved by the Wetlands Agent. No changes to pervious area.
- Syl Pauley has reviewed the Application and had some very minor comments which have already been addressed by Mr. Held.

There were no comments from the public.

Motion was made by A. Fitzgerald to approve the Site Plan Review Application **SPR 99-12 mod:** Site Plan Review modification for site plan changes at 490 Providence Road, Applicant: Jewett City Savings Bank in accordance with all final documents and testimony submitted with the application with the finding that the proposal complies with the Route 6 Corridor Design Guidelines and Section 9.C Site Plan Objectives of the Brooklyn Zoning Regulations.

Second by J. Haefele.

Discussion:

- S. Pember indicated to Mr. Held that some arrows on the plans are backwards. Mr. Held agreed and stated that it would be corrected.

Motion carried unanimously by voice vote (6-0-0).

4. **ZRC 23-005/ZC 23-002/SRC 23-001:** Floodplain Overlay Zoning Regulation and Map Update, Subdivision Regulation Update (FEMA/NFIP), Applicant: PZC.

J. Roberson explained that the Zoning Regulations, Map, and Subdivision Regulations need to be changed to update to match the new NFIP flood-zone boundaries and requirements which is a mandate. The deadline for adoption is September 7, 2023. The Map was included in the digital packets to Commission Members.

Ms. Roberson explained that, currently, the Floodplain Zoning is a Town Ordinance which states that Planning and Zoning is the responsible party authorized to enforce those Regulations. She explained that the ZEO has been enforcing this and that this is an opportunity to take it out of an Ordinance and put it exclusively in the Zoning Regulations and the Subdivision Regulations. Ms. Roberson reached out to Glen Chalder, who was the Consultant for the re-write of the Zoning Regulations, and he gave her some tips on how to incorporate the very technical language into an appendix of the Zoning Regulations and refer to it on the map and on the page for the Floodplain Overlay Zone.

There was discussion and A. Fitzgerald asked about how people would be informed if they need to get flood insurance. Ms. Roberson will contact the State Floodplain Coordinator.

Motion was made by J. Haeefe to schedule the public hearing for **ZRC 23-005/ZC 23-002/SRC 23-001:** Floodplain Overlay Zoning Regulation and Map Update, Subdivision Regulation Update (FEMA/NFIP), Applicant: PZC for the special meeting of the Planning and Zoning Commission to be held on **August 15, 2023** at 6:30 p.m. at the Tiffany Street Community Center, 31 Tiffany Street, Brooklyn, CT and via Zoom.

Second by A. Fitzgerald. No discussion.

Motion carried unanimously by voice vote (6-0-0).

b. Other New Business:

1. Preliminary discussion with Sholes Ace Hardware, 564 Providence Road.

A Site Plan showing a proposed location for a propane tank, as well as a Draft Store Lay-out / Fixture Plan were included in packets to Commission Members.

Andrew Sholes and Sam Sholes were present to discuss their plans to put an Ace Hardware Store in the former Salvation Army space (approximately 14,000 square feet):

- A lot of construction will be needed to bring it up to Code.
- They would want to be able to sell bulk propane gas as opposed to a tank exchange program. They want to put the 1,000-gallon, bulk propane tank (22' to 26' long including the area with the pump), in the rear of the building. They would bollard and fence it off so it is protected/secured and not visible from the street.

- They would want to be able to store and display product on the sidewalk outdoors (as Job Lot does).
- They would discuss signage at a later time.

Ms. Roberson explained that the large, unused area in the rear would be an appropriate place for a propane tank as well as for storage. Discussion ensued.

Andrew Sholes stated that the plans are ready and that they had applied for a Building Permit. Ms. Roberson explained that the change of use would be under the Zoning Permit, but the outdoor display and the propane tank need to come before the PZC. There was discussion regarding Special Permit/public hearing vs. Site Plan Review. Ms. Roberson will research how it had been handled in the past.

VIII. Reports of Officers and Committees

1. ZEO Report – Margaret Washburn’s Report dated 7/3/2023 was included in packets to Commission Members. No discussion.

IX. Public Commentary – None.

X. Adjourn

C. Kelleher adjourned the meeting at 7:24 p.m.

Respectfully submitted,

J.S. Perreault
Recording Secretary

Attachment