

**CITY OF TORRINGTON  
PLANNING AND ZONING COMMISSION  
MINUTES  
April 19, 2023**

Present: Greg Mele, Chair  
Greg Perosino, Vice Chair  
Donna Greco, Member  
Jim Bobinski, Member  
Donovan Riley, Member  
Starley Arias, Alternate (7:29 pm)  
Diane Carroll, Alternate  
Tom Telman, Alternate

Also Present: Jeremy Leifert, AICP, City Planner

**1. Call to Order:**

Chair Greg Mele called the meeting to order at 7:02 at p.m. Attendance by Zoom or in-person at City Hall Auditorium, Room 218, 140 Main Street, Torrington, CT.

**2. Attendance/Announcement:**

Chair Greg Mele announced present and serving this evening are Commissioners Greg Perosino, Donna Greco, Jim Bobinski, Diane Carroll, Donovan Riley via zoom, Tom Telman via zoom and Greg Mele. Starley Arias (7:29 p.m.). Also present is City Planner Jeremy Leifert.

**3. Minutes for Approval:**

a. 2/15/23

MOTION by Ms. Greco to approve the February 15, 2023 minutes, seconded by Ms. Carroll, motion unanimously carried.

b. 3/15/23

MOTION by Mr. Perosino to approve the March 15, 2023 minutes, seconded by Ms. Greco, motion carried with Mr. Riley and Mr. Telman abstaining from voting.

**4. Public Hearings beginning at 7:00 p.m., April 19, 2023 City Hall Auditorium, Room 218, 140 Main Street, Torrington, CT**

a. Proposed Change of Zone Map and Site Plan 1441  
Applicant: Patrik Jonsson  
Location: 53 McDermott Avenue  
Proposal: Change Zone to Local Business (LB) with AM overlay and Adult use cannabis retail establishment (continued from 3/15/23)

Mr. Mele opened the public hearing at 7:04 p.m. and stated serving on the Commission this evening will be Greg Perosino, Donna Greco, Jim Bobinski, Diane Carroll, Donovan Riley via zoom, Tom Telman via zoom and Greg Mele. Also present is City Planner Jeremy Leifert.

Applicant Patrik Jonsson appeared and noted updated plans have been provided to address City staff comments.

Galen Semprebon, PE of East-West Engineering was also present and available to answer any questions.

Mr. Leifert read his memo to the Commission dated April 19, 2023.

Mr. Jonsson reviewed his hours of operation, and stated there will be approximately 250 cars per day on site for busy days such as weekends.

Mr. Mele opened the hearing for public comments in favor of the proposal. There were none.

Mr. Mele opened the hearing for public hearings in opposition to the proposal.

Mr. Roger Geiger of 23 Dogwood Drive, Torrington, appeared. He was unable to attend the first public hearing in March. Mr. Geiger stated things change with time, and this proposed product is a stepping stone to gateway drugs (portions inaudible). Mr. Geiger is an American Veteran and thanked the Planning and Zoning Commission for the opportunity to express his concerns. Mr. Mele thanked Mr. Geiger for his service.

No further public comments.

Mr. Mele closed the public hearing at 7:26 p.m.

MOTION by Ms. Greco to APPROVE Proposed Change of Zone Map and Site Plan 1441

Applicant: Patrik Jonsson

Location: 53 McDermott Avenue

Proposal: Change Zone to Local Business (LB) with AM overlay and Adult use cannabis retail establishment

The effective date of the Zone Change shall be the day after publication of the legal notice of decision.

Site Plan 1441 for change of use to Adult Use Cannabis Retail Establishment is approved with the following conditions and recommendations:

1. The applicant shall follow comments of Nate Nardi-Cyrus, Assistant Planner outlined in his April 6 email to the City Planner with respect to landscaping substitutions and provide corrections on the final plans for filing.
2. Removal of a portion of a concrete pad encroaching in to neighboring property shall be noted on the final plans and removed during property improvements.

3. The applicant shall make plan corrections for final plan set based on comments and plan markups from Paul Kundzins, City Engineer outlined in his April 12, 2023 memo to the City Planner
4. The applicant shall work with land use office staff to resolve existing zoning violations present near the office building on the property prior to issuance of the Certificate of Occupancy.
5. Maintenance shall be performed on the existing water quality basin on the property to the satisfaction of the City Engineer and land use department staff.
6. The applicant shall follow the recommendations of Fire Marshal Edward Bascetta in his February 28, 2023 letter to the City Planner regarding lock boxes and code requirements.
7. The applicant shall follow comments of Ray Drew, Public Works Director outlined in his February 15, 2023 memo to the City Planner regarding sewer discharge permitting.
8. The applicant shall follow building permit requirements outlined by Building Official Kevin Gillette in his March 2, 2023 email to the City Planner
9. Removal and landscaping/grass planting in the rear (western) gravel and asphalt parking lot and areas around the office building may be bonded for no more than one year from the date of approval.
10. The Planning and Zoning Commission finds that the proposed use, location and site design is compatible with the neighborhood and surrounding uses and is protective of the health, safety and welfare of the citizens of the City of Torrington.
11. Zoning permits are required prior to alteration or use of the site for the proposed use.
12. In accordance with section 8.4.3 and 8.4.6 of the zoning regulations, the following shall be submitted to the City Planner:
  - a. Two paper copies of the full approved plan set including the engineer's stamp and chairman's signature box on the title page.
  - b. One mylar copy of site plan sheet SP-1 for filing with the City Clerk in accordance with section 8.4.3.P of the zoning regulations. The mylar sheet shall bear a chairman's signature box, a copy of the approval letter from the commission, an engineers' seal and live ink stamp.
  - c. Mylar sheets shall be filed by the applicant with the City Clerk after the signature of the Chairman and prior to the approval of zoning permits to begin construction or site work.

Motion seconded by Mr. Perosino, unanimously carried to approve.

\*\* Commissioner Starley Arias joined the Commission at this time, 7:29 pm.

- b. Special Exception 23-01 and Site Plan 1442
 

Applicant:	A. Secondino & Sons Inc.
Location:	95 Grove Street and 104 Grove Street
Proposal:	Change of use to educational facility and office use (former church use) (continued from 3/15/23)

Mr. Mele opened the public hearing at 7:31 p.m. and stated serving on the Commission this evening will be Greg Perosino, Donna Greco, Jim Bobinski, Diane Carroll, Starley Arias, Donovan Riley via zoom, Tom Telman via zoom and Greg Mele. Also present is City Planner Jeremy Leifert.

Mr. Andrew Schmitz, Civil Engineer of BL Companies, Meriden, CT appeared representing the applicant. Mr. Schmitz provided a brief overview of the proposal, this is a former church use. Revised site plans have been submitted to address City Staff comments.

Mr. Leifert read his memo to the Commission dated April 19, 2023. These properties have recently been purchased by EdAdvance.

The construction phasing was briefly discussed. Ms. Greco inquired how many students would attend, and the response was approximately 120 students Monday through Friday.

Richard Carmelach of EdAdvance appeared and stated there will be no school buses used for transportation. All students will be dropped off by parents or by walkers. School will be in session Monday through Friday at different times, some classes as late as 5:00 p.m. This is a head start program, which is a full school day for three and four year old children.

Mr. Schmitz confirmed there will be no construction vehicles parked on Grove Street. There is no cafeteria planned for the school.

Mr. Mele inquired about details of the fire suppression system (inaudible response)

Mr. Mele opened the hearing for public comments in favor of the proposal, there were none.

Mr. Mele opened the hearing for public comments in opposition to the proposal, there were none.

At 7:53 p.m. Mr. Mele declared the public hearing closed.

MOTION by Ms. Greco to APPROVE Special Exception 23-01 and Site Plan 1442  
Applicant: A. Secondino & Sons Inc.  
Location: 95 Grove Street and 104 Grove Street  
Proposal: Change of use to educational facility and office use (former church use)

With the following conditions and recommendations:

1. A new property description and survey shall be filed showing the new rear property line following the lot line revision with the City. The property transferred from the City shall be combined with the EdAdvance parcel to make a contiguous property. New property pins shall be set or a bond submitted at the new property angles. These actions shall be conducted prior to issuance of zoning permits to begin construction.
2. The minimum parking requirements for the two properties are approved for a reduction of the required minimum as part of this special exception approval to allow for 55 parking spaces
3. The applicant shall modify the final plans for filing to address comments of Nate Nardi-Cyrus, Assistant Planner outlined in his emails to the City Planner

4. The applicant shall address comments of Paul Kundzins, City Engineer in his April 17, 2023 memo to the City Planner. Corrections based on these comments shall be addressed to the satisfaction of the City Engineer on the final filed plans required in #12 below and prior to the issuance of zoning or grading permits to begin construction.
5. The applicant shall address comments from Police Traffic Sergeant Dustin Baldis regarding line painting and signage adjustments on the final plans
6. The applicant shall follow the recommendations of Fire Marshal Edward Bascetta in his March 2, 2023 letter to the City Planner regarding lock boxes and code requirements.
7. The applicant shall follow comments of Ray Drew, Public Works Director outlined in his January 5, 2023 memo to the City Planner regarding sewer discharge permitting.
8. The applicant shall follow building permit requirements outlined by Building Official Kevin Gillette in his March 2, 2023 email to the City Planner
9. The Planning and Zoning Commission finds that the proposed use, location and site design is compatible with the neighborhood and surrounding uses and is protective of the health, safety and welfare of the citizens of the City of Torrington for the granting of a special exception approval.
10. Zoning and grading permits are required prior to alteration or use of the site for the proposed use.
11. A foundation as-built for the new building shall be required to confirm the minimum rear yard setback after the foundation is complete and prior to continuing construction.
12. An annual Stormwater Management report shall be submitted to the Planning and Zoning Commission in accordance with section 7.4.5.E of the regulations.
13. In accordance with section 8.4.3 and 8.4.6 of the zoning regulations, the following shall be submitted to the City Planner:
  - a. Two paper copies of the full approved final plan set including the engineer's stamp and chairman's signature box on the title page.
  - b. One mylar copy site plan sheet SP-1 for filing with the City Clerk in accordance with section 8.4.3.P of the zoning regulations. The mylar sheet shall bear a chairman's signature box, a copy of the approval letter from the commission, an engineers' seal and live ink stamp.
  - c. Mylar sheets shall be filed by the applicant with the City Clerk after the signature of the Chairman and prior to the approval of zoning or grading permits to begin construction or site work.

MOTION seconded by Mr. Perosino, motion unanimously carried.

- c. Special Exception 23-02
  - Applicant: Wendy Roberts for WMWater63LLC
  - Location: 63 Water Street
  - Proposal: Two residential units on first floor in DD Zone (6.8.17 A.b)

Mr. Mele opened the public hearing at 7:58 p.m. and stated serving on the Commission this evening will be Greg Perosino, Donna Greco, Jim Bobinski, Diane Carroll, Starley Arias, Donovan Riley via zoom, Tom Telman via zoom and Greg Mele. Also present is City Planner Jeremy Leifert.

Ms. Greco read the legal notice of public hearing.

Ms. Wendy Roberts appeared as applicant. She verified with Mr. Mele that the public hearing signs were properly posted, and she had submitted photos of the signage to the City Planner's office. Proof of neighborhood mailing notifications were submitted by Ms. Roberts.

Ms. Roberts explained her proposal for two additional residential apartments on the first floor. The building is already approved for eight residential apartments on the second and third floors. On the first floor, an approval was received from this Commission for a bakery use. This proposal is for two apartments in the rear part of the building, in back of the proposed bakery, for two additional apartments, a one bedroom unit and a two bedroom unit, with access onto Prospect Street. A total of ten apartments will be in this building. This apartment building will not have an elevator, which presents a challenge to some residents. These two apartments on the first floor will help tenants who have mobility issues. Some of the apartments will be market rate and some will be affordable units. There is no parking on site. There is some street parking allowed, along with a large parking lot behind the library.

In response to questions from Mr. Mele, the electrical service and apartment windows were discussed, and Ms. Roberts relayed information and conversations she has had with Eversource about the electrical service to the building. Ms. Roberts noted her architect John Martin would better be able to answer questions about the windows he designed. The bathroom in apartment 11 was discussed (portions inaudible as applicant not near a microphone)

Mr. Leifert read his memo to the Commission dated April 19, 2023.

Mr. Mele opened the hearing for public comments in favor of the proposal, there were none.

Mr. Mele opened the hearing for public comments in opposition to the proposal, there were none.

Mr. Mele declared the public hearing closed.

MOTION by Ms. Greco to APPROVE Special Exception 23-02

Applicant: Wendy Roberts for WMWater63LLC

Location: 63 Water Street

Proposal: Two residential units on first floor in DD Zone (6.8.17 A.b)

With the following conditions and recommendations:

1. The requirement for submission of full site plan for the project shall be waived
2. The applicant shall follow requirements of Nate Nardi-Cyrus, Assistant Planner outlined in his March 13, 2023 email to the City Planner regarding changes to exterior lighting
3. The applicant shall follow the requirements outlined by Building Official Kevin Gillette in his email to the City Planner dated March 15, 2023.

4. The Planning and Zoning Commission finds that the proposed use and location is compatible with the neighborhood and surrounding uses and is protective of the health, safety and welfare of the citizens of the City of Torrington for the granting of a special exception approval.
5. The certificate of special exception shall be filed on the land records with the City Clerk prior to permits for work or occupancy of the space that is subject to this approval.
6. An approved zoning permit is required prior to alteration or use of the space for the proposed use

MOTION seconded by Mr. Perosino, motion unanimously carried.

\*\*\*\* At 8:21 p.m. Chair Mele declared a brief recess.  
At 8:26 p.m. the Commission reconvened.

- d. Special Exception 23-03 and Site Plan 1446  
Applicant: Haynes Aggregates – Torrington LLC and O&G Industries, Inc.  
Location: 3217 Winsted Road and 3345 Winsted Road  
Proposal: 6.4 Earth Excavation and accessory retail sales

Mr. Mele opened the public hearing at 8:27 p.m. and stated serving on the Commission this evening will be Greg Perosino, Donna Greco, Jim Bobinski, Diane Carroll, Starley Arias, Donovan Riley via zoom, Tom Telman via zoom and Greg Mele. Also present is City Planner Jeremy Leifert.

Ms. Greco read the legal notice of public hearing.

Kenneth Hrica PE, Licensed LS of Hrica Associates LLC appeared via zoom representing the applicants, present with him were Patrick Haynes and Peter Adams of Haynes Aggregates. Richard Warren of O&G was present in the City Hall auditorium.

Mr. Hrica verified the four public hearing signs were properly posted, and photos were submitted to the City Planner's office of the public hearing signs. Neighborhood notification receipts were provided to the City Planner's office.

Mr. Hrica screen shared site plans of the proposal and provided explanations of the proposal, noting various areas of the quarry, property lines, current mining areas on the maps, outlined in various colors.

Mr. Hrica stated Haynes Aggregates and O&G Industries are now working together, and have been for several years. Property lines were noted on the maps. Site details were provided by Mr. Hrica, including the grades of rock vs. soil banks. Currently the approved retail operation of Haynes is not being used, but the applicants wish to retain that approved use. Mr. Hrica reviewed the various requested waivers, as part of the submitted application (in file).

Mr. Leifert read his memo to the Commission dated April 19, 2023.

Mr. Mele opened the hearing for public comments in favor of the proposal, there were none.

Mr. Mele opened the hearing for public comments in opposition to the proposal.

Amy Hill, 98 Starks Hill Road, Torrington, CT appeared with following concerns: she has been filing complaints with Haynes for over five years. Patrick Haynes, Fire Marshal and Haynes' insurance agent were at their house last month taking photos. They have wall and ceiling cracks. Ms. Hill has a special needs child who wears headphones. Haynes is supposed to let us know about blast timing, and they are supposed to have a person at her house so he could get a radio message saying a blast is coming, with a ten minute warning so Ms. Hill can attend to her son's needs. Her son is at home during the day when blasts occur.

Ms. Hill gets sand in their washing machine, sand in the toilet, and filters are always being replaced. They had surface water in their well and they had to pay for water testing which is expensive and they had to treat the well with bleach. They have lived there for fifty years and none of this ever happened previously. She also had a horse who reacted to a blast, and she no longer has a horse due to the horse's fractured leg.

Ms. Hill had a concrete frog pond which cracked several times, and they had to seal it with a flexible material. Ms. Hill said the applicant will tell you they have a seismograph on site, and their numbers are okay by State standards. They receive reports from the Fire Marshal. It is awful, with the truck traffic.

Chair Mele read a letter received at the City Planner's Office from Mr. Bruce Falls, 98 Starks Hill Road, Torrington, CT raising all the issues noted above by Ms. Hill, as well as his health being affected by the noise and dust. The direction of wildlife in their yard has changed. They have been told to put the damages through their own insurance company.

Susan Matz, 300 Cliffside Drive, Torrington, CT appeared and asked when the last environmental impact study was done and asked for a copy. Mr. Leifert responded he would review the older files. Ms. Matz stated the wildlife is being displaced into residential areas, they don't have a home anymore. She thinks there should be a whole new environmental impact study done.

Mary Clancey of 52 Woodside Circle, Lakeridge, Torrington, CT stated based on this interior presentation and because of the shoddy sound system, the public needs to have an opportunity to watch this meeting recording again, and asked that approval not be given until they have an opportunity to review the recording.

Barbara Douglas, 277 Cliffside Drive, Torrington, CT requested that when replanting is done, native plants with pollinators in mind be used. She reviewed the Plan of Conservation and Development, and this whole thing seems to be in conflict, as the mission is to protect open spaces. There are wetland areas, and there will be loss of habitat. There has been concerns with bear break-ins and this is a growing problem. Ms. Douglas noted issues from the POCD about protecting scenic ridgeways, funding for open space, trails, etc. We are losing the character and flavor of the Northwest Corner of Connecticut. She appreciates any new lighting being compatible with dark skies, it is progressive and good for bird migration.

Edward Potter, 195 Ledge Drive, Torrington, CT appeared and noted there are many things to consider, and he is questioning the amount of truck trips and traffic.

Kenneth Hrica, PE responded as in application documents: “daily truck traffic generated with generate averages between 280 to 320 truck trips, or 140 to 160 loads”. When they’re talking about trip generation, the trip each truck comes and goes, so that’s the equivalent of two trips. The 140 – 160 loads is the individual truck being loaded up, so there’s a coming and going component to the larger number of 280 to 320 truck trips.

Mr. Hrica verified this truck information is the same as the previous two year approval, the current two year approval.

Hakki Cinel, 409 Trailsend Drive, Torrington, CT appeared and stated he is the manager of the Lakeridge Association. Several times during the year they get a water break because their main water line supply at Lakeridge Association, and they have 474 units at Lakeridge. The main water lines are six inch, cast iron, and plastic pipes and it is costly to fix these breaks. He questioned if any engineering studies could be done to assure them that these blastings are not affecting and impacting their main water supplies to their community.

Susan Matz, 300 Cliffside Drive, Torrington, CT noted she did not remember seeing a sign for this proposal in 2021 on Burr Mountain Road. Mr. Leifert provided further details on the posting of public hearing signs, and the applicant is only required to post one sign for each property, and the City had them post two signs on each property.

Robert Leonard, 105 Highland Lake Road, Torrington, CT appeared with concerns, he knows the water course was changed coming down the mountain a few years ago, and provided details of how he never had water in his basement, and he found water coming out of his driveway, and this is because of the changed underground water, changing course over his property.

Mr. Leonard questioned the hours of operation. Back and forth discussion of hours of operation ensued. Commission member noted hours of operation have not changed, and no drilling or blasting on Saturdays, similar to the last two approvals. Mr. Leonard wanted those hours changed, they should get a day off a week from the noise. Many O&G trucks are quiet, but others are deafening. It’s not even legal for them to be that loud. At 6:30 a.m. there are trucks lined up on Winsted Road and the gates are closed. It’s a hazard to go around those trucks. He had made a complaint to the State once about the amount of debris that is dropped out of Haynes onto Winsted Road, and it’s a cloud of dust, everything is covered with white dust.

Laurie Dworkin, 460 Evergreen Road, Torrington, CT appeared and questioned when they do blasting, with the dust and debris, and has there been a study on the pollution with all the illness and allergies in the air. It is important for everyone’s safety that the air is tested and has that ever been done?

Commission member responded they have fugitive dust control requirements, and dust is to be controlled on site, and if not, we reach out to them. Complaints are received, and we have to reach out to use their water trucks to control the dust. It does happen.

Ms. Dworkin said the airborne particles are not good for people, and that's why its supposed to be controlled. The State and Federal government keeps changing the requirements because they realize how bad things are and they should be following those restrictions.

Terry Goodwin, 277 Cliffside Drive, Torrington, CT appeared and noted many concerns have come up, even more than expected. T. Goodwin has a background in healthcare and in wildlife and we need to have an environmental study. This needs to be analyzed again, and Hakki Cinel's concerns about water line breaks must be considered.

Catherine Winzler, 77 Oxford Way, Torrington, CT appeared, and she can hear it from her house, in her walls and her house shakes and things fall off the wall, pictures fall. There was a blast today, and it scared her and her dog. She can't leave the door open at night, or during the day because she works remote and it's so loud, both inside her house and outside due to crushing.

Mr. Mele noted there are concerns from the public regarding dust and environmental issues. He inquired if there are any reports or documents available for review. Mr. Hrica responded he will look into this.

Mr. Leifert noted the meeting recording will be up on the website by this Friday.

Mr. Donovan attempted to inquired about truck traffic, zoom connection failed.

At 9:26 p.m. Chair Mele declared the public hearing will be continued to the May 10, 2023 Commission meeting.

**5. Old Business:**

- a. Site Plan 1445
  - Applicant: Borghesi Building
  - Location: 2033 East Main Street
  - Proposal: Renovate and two new additions to existing car dealership (630 sq. ft. and 1,920 sq. ft.)

Marc Borghesi of Borghesi Building appeared before the Commission and gave a presentation.

MOTION by Ms. Greco to APPROVE Site Plan 1445

- Applicant: Borghesi Building
- Location: 2033 East Main Street
- Proposal: Renovate and two new additions to existing car dealership (630 sq. ft. and 1,920 sq. ft.)

with the following conditions and recommendations:

1. Documentation of the lot line revision shall be submitted prior to the issuance of zoning permits to begin construction.

2. Pins or other acceptable survey markers at new survey angles shall be installed or bonded prior to the approval of zoning permits to begin construction.
3. The applicant shall consult with and follow the recommendations of Assistant City Planner Nate Nardi-Cyrus as outlined in his March 29, 2023 email to the City Planner.
4. The applicant shall follow the recommendations and requirements of Paul Kundzins, City Engineer in his April 13, 2023 email to the City Planner, specifically the property grading and inspection schedule.
5. The applicant shall follow the requirements for sewer discharge permitting as outlined by Ray Drew, Public Works Director in his email to the City Planner dated April 6, 2023.
6. It is recommended that the applicant follow the permitting requirements of Building Official Kevin Gillette contained in his letter to the City Planner dated March 30, 2023
7. In accordance with section 8.4.3 and 8.4.6 of the zoning regulations, the following shall be
  - a. Two paper copies of the full approved plans including the engineer's stamp and chairman's signature box
  - b. One mylar copy of sheet SP-1 – Site Plan for filing with the City Clerk in accordance with section 8.4.3.P of the zoning regulations. Each mylar sheet shall bear a chairman's signature box, a copy of the approval letter from the commission, an engineers' seal and live ink stamp.
  - c. Mylar sheets shall be filed by the applicant with the City Clerk after the signature of the Chairman prior to approval of zoning permits to begin construction.

MOTION seconded by Mr. Perosino, unanimously approved.

**6. New Business:**

- a. Section 8-24 review  
Transfer of a portion of City property to EdAdvance, 95 Grove Street.

Mr. Leifert reviewed this proposal, and read his memo to the Commission dated April 19, 2023.

MOTION by Ms. Greco to make a favorable recommendation to Mayor and City Council 8-24 Referral, Proposed Lot Line Revision to transfer 0.1 acres of City property adjacent to Grove Street (MBL 118/016/010) to property owned by EdAdvance at 95 Grove Street (MBL 118/016/009), noted on Site Plan map SP-1 dated 3/23/2023 prepared by BL Companies.

MOTION seconded by Mr. Perosino, unanimously reviewed.

- b. Proposed Change of Zone Map  
 Applicant: Hutton ST 21 LLC  
 Location: 19 Hillside Avenue and 31 Hillside Avenue  
 Proposal: Change Zone Map to Local Business, LB (currently R6)  
 (Set public hearing date)

MOTION by Ms. Greco to set a public hearing date of May 24, 2023, seconded by Mr. Perosino, unanimously carried.

- c. Modification to Approved Site Plan 1430
  - Applicant: Lelah Campo
  - Location: 232 Klug Hill Road, Assessor Map 215 Block 003 Lot 016 and Assessor Map 215 Block 003 Lot 004
  - Proposal: Modification to recreational vehicle park with associated amenities

Ms. Lelah Campo, applicant, and Ryan McEvoy, PE, of SLR Engineering appeared via zoom. Mr. McEvoy and Ms. Campo gave a presentation, referring to screen shared maps of the site. Ms. Campo stated significant drilling and blasting would be needed at a cost of \$600,000, which would add no value to their campground. Instead of trying to reuse the existing horse stables and buildings currently on the site, they will build a new facility designed for people. The entrance will be changed, and a pond will be added.

Mr. McEvoy reviewed the site plans, they will be taking advantage of materials already on site. The driveway will be changed to the West side, instead of the previously proposed East side. There will be no fundamental impact to drainage. The RV sites will not be changed, the future building will be at the gate.

Mr. Telman inquired if dry hydrants would be installed in the pond. Ms. Campo responded, yes, they will look into that. Mr. McEvoy said they would work with the City's Fire Marshal.

The pond will not be fed by a stream. It may need to be refreshed, the soil is hard pack and should hold water for a long duration according to Mr. McEvoy.

Potential erosion issues and the driveway were discussed. Mr. Leifert noted items were added as recommendations, and not conditions.

- MOTION by Ms. Greco to APPROVE Modification to Approved Site Plan 1430
- Applicant: Lelah Campo
  - Location: 232 Klug Hill Road, Assessor Map 215 Block 003 Lot 016 and Assessor Map 215 Block 003 Lot 004
  - Proposal: Modification to recreational vehicle park with associated amenities

With the following conditions and recommendations:

All conditions stated in the initial approval of February 15, 2023 remain in effect except as noted below.

1. The applicant shall address comments of Paul Kundzins, City Engineer in his February 8, 2023 and April 19, 2023 memos to the City Planner. These comments shall be addressed to the satisfaction of the City Engineer on the final filed plans and prior to the issuance of zoning or grading permits to begin construction.

2. The applicant shall follow comments of Nate Nardi-Cyrus, Assistant Planner outlined in his April 18, 2023 email to the City Planner, including those conditions contained in the initial approval of site plan #1430.
3. Proposed grades are absent at the “future building” and parking lot as shown in sheet GR-3. Final plans for filing shall include grades around the parking area and handicap accessible spaces to confirm compliance with section 5.13 of the zoning regulations.
4. Each phase shall be completed in its’ entirety prior to opening for operation
5. Zoning and grading permits are required prior to alteration or use of the site for the proposed use, with the exception of those activities previously authorized under a grading permit for tree clearing only.
6. In accordance with section 8.4.3 and 8.4.6 of the zoning regulations, the following shall be submitted to the City Planner:
  - a. Two paper copies of the full approved final plan set including the engineer’s stamp and chairman’s signature box on the title page.
  - b. One mylar copy of each site plan sheet IN, GR-1 and GR-2 and GR-3 for filing with the City Clerk in accordance with section 8.4.3.P of the zoning regulations. The mylar sheets shall bear a chairman’s signature box, a copy of the approval letter from the commission, an engineers’ seal and live ink stamp.
  - c. Mylar sheets shall be filed by the applicant with the City Clerk after the signature of the Chairman and prior to the approval of zoning or grading permits to begin construction or site work.

MOTION seconded by Perosino, unanimously approved.

**7. Correspondence:**

- a. Zoning and Blight Violation update

Mr. Leifert noted the standard report was sent to Commissioners, and to call Nate Nardi-Cyrus, Assistant City Planner or himself if there are any questions or concerns. Mr. Leifert will updated his report for the next meeting.

- b. Opinion Letter – Westside Road properties

Mr. Leifert reviewed his letter to Eugene Green, property owner of land on Westside Road.

**8. Adjournment:**

MOTION by Mr. Perosino to adjourn at 10:08 p.m., seconded by Mr. Telman, unanimously carried.