

**CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
SPECIAL MEETING MINUTES
November 29, 2023**

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

Also Present: Jeremy Leifert, AICP; City Planner

1. Call to Order:

Chair Greg Mele called the meeting to order at 7:03 p.m.in the City Hall Auditorium. Attendance is by Zoom or in-person at City Hall Auditorium, Room 218, 140 Main Street, Torrington, CT.

2. Attendance/Announcement:

Chair Mele announced present and serving on the Commission in person at City Hall this Evening are Greg Perosino, Jim Bobinski, Donna Greco, Donovan Riley, Diane Carroll and Greg Mele. Present and serving via zoom are Commissioners Starley Arias and Tom Telman. Also present in person is Jeremy Leifert, City Planner.

3. Election of Planning and Zoning Commission Officers:

MOTION by Mr. Telman to nominate the same panel again:
Greg Mele, Chair
Greg Perosino, Vice Chair
Donna Greco, Secretary

Motion seconded by Ms. Greco, unanimously carried.

4. Minutes for Approval:

a. 10/18/23

MOTION by Mr. Telman to approve the October 18, 2023 minutes, seconded by Mr. Bobinski, motion carried with Commissioners Perosino, Carroll and Riley abstaining from voting.

5. Public Hearing beginning at 7:00 p.m., November 29, 2023 City Hall Auditorium, Room 218, 140 Main Street, Torrington, CT

- a. Applicant: City of Torrington Planning and Zoning Commission
 Proposal: Zoning Regulation Amendment, group day care facilities;
 Section 3.1, Subsection 2.40

At 7:06 p.m. Chair Mele opened the public hearing and stated serving on the Commission this evening are Greg Perosino, Jim Bobinski, Donna Greco, Donovan Riley, Diane Carroll, Starley Arias and Tom Telman. Also present is Jeremy Leifert, City Planner.

Ms. Greco read the legal notice of public hearing published in the Republican American.

Mr. Leifert read his memo to the Commission dated November 29, 2023. This proposed amendment is in response to a new requirement from the State of Connecticut.

In response to a questions from Mr. Perosino, Mr. Leifert read the definitions:

A family day care center is less than seven people

A group day care center is seven to twelve people

A child day care center is more than twelve children

The Planning and Zoning Commission will still retain oversight of the site plan process, such as parking, etc.

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

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

At 7:12 p.m. Chair Mele declared the public hearing closed.

MOTION by Ms. Greco to APPROVE

Applicant: City of Torrington Planning and Zoning Commission

Proposal: Zoning Regulation Amendment, group day care facilities; Section 3.1,
 Subsection 2.40

The effective date of the regulation change/amendment shall be the day after publication of the legal notice of decision in the local newspaper.

MOTION seconded by Mr. Perosino, unanimously carried.

6. Old Business:

None

7. New Business:

- a. Proposed Change of Zoning Regulations
Applicant: ECAD, Educated Canines Assisting with Disabilities
Proposal: Amendment to Section 3.0 Uses, 3.1 Tables of Uses, Section 10.00 Service & Business related to animals, Subsection 10.20 Kennel. Kennel shall be permitted in the I and IP Zone by Special Exception. (Set public hearing date)

MOTION by Mr. Perosino to set a public hearing date of January 17, 2024, motion seconded by Ms. Greco, unanimously carried.

- b. Site Plan 1473
Applicant: Allied Engineering Assoc., Inc.
Location: 93 Main Street and Maiden Lane
Proposal: Renovation of Yankee Pedlar Inn
(Lot #1 Building; Lot #9 Parking Lot)

George Johannesen of Allied Engineering Assoc., Inc., Canaan, CT appeared via zoom. Mr. Johannesen gave a presentation of the renovation proposal, referring to site maps that were screen shared, noting pavement removal, parking, landscaping, erosion and sedimentation control details, etc. This is basically the same plan that was submitted five years ago and approved by this Planning and Zoning Commission, the site plan approval has since expired. The new tenant will be a Hampton Inn.

Commissioners expressed an interest in floor plans and additional details of the proposal. Mr. Leifert requested Mr. Johannesen bring additional plans, layout, etc. to the next Commission meeting. The Architectural Review Committee favorable recommendation from five years ago is still in effect, as there have been no changes to the plan.

Mr. Johannesen stated he will provide more information and address City Staff comments.

MOTION by Mr. Perosino to table this agenda item until January 17, 2024, seconded by Mr. Riley, unanimously carried.

- c. Site Plan 1476
Applicant: Borghesi Building and Engineering Inc.
Location: 333 Kennedy Drive
Proposal: Relocate westerly driveway

Allan Borghesi of Borghesi Building and Engineering Inc. appeared before the Commission. Mr. Borghesi provided some past history on the location of this driveway, and a triangular sliver of land along with the driveway. The building was constructed thirty years ago. The new owner of the building does not want the driveway on his site. This new site plan includes all necessary site work. The sight lines are better with this new location.

Mr. Leifert read his memo to the Commission dated November 29, 2023.

MOTION by Ms. Greco to APPROVE Site Plan 1476

Applicant: Borghesi Building and Engineering Inc.

Location: 333 Kennedy Drive

Proposal: Relocate westerly driveway and add landscaping and revise stormwater infrastructure

with the following approval conditions and recommendations:

1. The applicant shall address comments of Paul Kundzins, City Engineer in his November 28, 2023 memo to the City Planner regarding the catch basin location and pipe depth. Corrections shall be shown on the approved plans to be filed.
2. The applicant shall follow comments of Nate Nardi-Cyrus, Assistant Planner outlined in his November 28, 2023 email to the City Planner regarding landscaping recommendations and current building lighting issues. Non-compliant lighting shall be replaced with full cutoff and compliant fixtures as part of this project.
3. A zoning permit is required prior to alteration of the site
4. 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 site plan sheet including the engineer's stamp and chairman's signature box
 - b. One mylar copy of the full approved final site plan sheet 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, unanimously carried.

d. Special Exception 23-06

Applicant: AJK, LLC

Location: 637 and 659 Winsted Road

Proposal: Renewal of existing earth excavation permit, Section 6.4
(set public hearing date)

MOTION by Mr. Perosino to set a public hearing date of January 17, 2024, seconded by Mr. Riley, unanimously carried.

e. Special Exception 23-07 and Site Plan 1477

Applicant: Northwest Hills Community Church

Location: 342 Prospect Street

Proposal: Cold weather emergency homeless shelter use
(set public hearing date)

MOTION by Mr. Perosino to set a public hearing date of December 13, 2023, seconded by Ms. Greco, unanimously carried.

f. Architectural Review Committee Reappointments

Mr. Leifert explained these are routine reappointments, and that there has been a past error listing Paul Kundzins, City Engineer and himself, Jeremy Leifert, City Planner, as “life” appointment to Architectural Review Committee which is incorrect. This should be corrected per language for the ARC in Section 8.5 of the Zoning Regulations, and Mr. Kundzins and Mr. Leifert should have an expiration date of December 31, 2024.

MOTION by Mr. Perosino to reappoint the following members:

Alan Diulio, Regular Member, reappoint for a new three year term to expire 12/31/2026.
John Sullivan, Alternate Member, reappoint as an alternate member for a new three year Term to expire 12/31/2026;

and Paul Kundzins, City Engineer and Jeremy Leifert, City Planner both shall have expiration dates of December 31, 2024 as members of the Architectural Review Committee.

MOTION seconded by Mr. Riley, unanimously carried.

g. Discussion of Zoning Regulation Amendments:
- Automotive Location Approvals

Mr. Leifert briefly explained the State of CT requirements to update the language of these Zoning Regulations, moving approvals to the Planning and Zoning Commission. The Planning and Zoning Commission will retain responsibility for new gas stations. Mr. Leifert will provide the Commission with updated regulation wording.

MOTION by Mr. Perosino to set a public hearing date of February 14, 2024, seconded by Mr. Telman, unanimously carried.

8. Correspondence:

a. Zoning and Blight Violation update

Mr. Leifert noted Nate Nardi-Cyrus will be here at the next Commission meeting of December 13, 2023 to provide an update on zoning and blight violations.

9. Adjournment:

MOTION by Mr. Perosino to adjourn at 7:45 p.m., seconded by Mr. Telman, unanimously approved.