

CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
AGENDA
May 13, 2020

In response to the Governor's Executive Orders regarding COVID-19, this meeting will be held remotely using the ZOOM online meeting platform. Members of the public wishing to listen to the meeting in real time can do so by calling:

1-646-558-8656

Meeting ID: 795-950-7035

Password: 907148

Public comments may be submitted in writing to the Land Use Office before 4:00 p.m. on Tuesday, May 12, 2020. Written comments should be sent electronically to Martin_Connor@torringtonct.org or by mail to Land Use Office, City Hall, 140 Main Street, Torrington, CT

PLEASE NOTE: All minutes, public hearing documents, etc. to be discussed at this meeting can be accessed by scrolling to the bottom of this agenda and keep scrolling to view documents. This is one single file, which includes Agenda and discussion items.

1. **Call to Order:**

7:00 p.m., Remote meeting via ZOOM online, see above for instructions. (not to be held at City Hall building)

2. **Attendance/Announcement:**

3. **Public hearings scheduled for 7:00 p.m., Wednesday, May 13, 2020, remote meeting (not to be held at City Hall):**

a. Special Exception 20-02

Applicant: New Hope Baptist Church

Location: 371 Pinewoods Road

Proposal: Change of use to Church (former banquet hall)

b. Special Exception 20-03 and Site Plan 1336

Applicant: Colby Engineering & Consulting LLC

Location: 150 Calhoun Street

Proposal: Change of use to office use in R6 Zone, former single family Residence.

The following public hearing for Special Exception 19-03 and Site Plan 1324 will NOT be heard on May 13, 2020. The public hearing has been continued to May 27, 2020 at 7:30 p.m.

Special Exception 19-03 and Site Plan 1324

Applicant: TDF Enterprises LLC; Daniel J. Ferraina, Manager

Location: Notting Hill Gate and Wimbledon Gate North
Assessor Map 219 Block 001 Lots 85 and 48

Proposal: Construct four (4) buildings, 120 units total, fifty-five and over residential community
Section 6.8 – Multi-family Residences
Section 6.12 – Active Adult Housing
(public hearing continued from 2-19-20)

4. **Minutes for Approval:**

a. 4/8/20

5. **Old Business:**

n/a

6. **New Business:**

- a. Special Exception 20-04
Applicant: Mmak LLC, Richard Weigold
Location: 21 Prospect Street, Suite B
Proposal: Change of use to residential use in the Downtown District
(former office use)
Set public hearing date
- b. Zone Change
Applicant: James R. Strub, Secor, Cassidy & McPartland PC, attorney for property owners
Locations: 1143 New Litchfield Street (Assessor Map 101/001/005) and 1185 New Litchfield Street (101/001/006)
Proposal: Change Zone to Local Business, LB
(both parcels currently zoned R6)
Set public hearing date
- c. Discussion: Temporary Seasonal Outdoor Sidewalk Dining Permit
- d. Enforcement Update

7. **Adjournment:**



Land Use Office

Please see following pages for documents related to this meeting.

**371 Pinewoods Road
Public Hearing
documents**

CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
* LEGAL NOTICE *

The Planning and Zoning Commission has scheduled a public hearing on the following applications on Wednesday, May 13, 2020, at 7:00 p.m.

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a. Special Exception 20-02



Applicant: New Hope Baptist Church

Location: 371 Pinewoods Road

Proposal: Change of Use to Church (former banquet hall)

Time of Hearing: 7:00 p.m.

b. Special Exception 20-03

Applicant: Colby Engineering & Consulting LLC

Location: 150 Calhoun Street

Proposal: Change of use to office use in R6 Zone, former single family residence.

Time of Hearing: Immediately following the close of the first public hearing beginning at 7:00 p.m.

Copies of the above mentioned plans and application are on file in the Land Use Office, (860-489-2221) City Hall, 140 Main Street, Torrington, CT

Greg Mele, Chairman

Planning and Zoning Commission

Dated in Torrington, CT

this 16th day of April, 2020

Land Use Office
City of Torrington
860-489-2221

CITY OF TORRINGTON



Land Use Office
Martin J. Connor, AICP, City Planner
140 Main Street • City Hall
Torrington, CT 06790-5245
E-mail: Martin_Connor@torringtonct.org

Phone: (860) 489-2221
Fax: (860) 496-5928

City of Torrington website: www.torringtonct.org

To: Planning & Zoning Commission
From: Martin J. Connor, AICP, City Planner
Date: May 5, 2020
RE: Special Exception 20-02, Andrew Browning, New Hope Baptist Church, 371 Pinewoods Road, change of use from restaurant - banquet facility to Church

Pastor Andrew Browning has submitted a Special Exception application to change the use of the property at 371 Pinewoods Road from a restaurant – banquet facility into a Church. This was formerly Chatterley’s restaurant – banquet facility and before that Cornucopia. New Hope Baptist Church will be relocating from their current location at 1701 East Main Street in Torrington. They plan no changes at this time to the exterior of the building or parking lot. The property is located in the LB – Local Business Zone. Churches are allowed in this Zone by Special Exception approval. The current owner of the property is Joseph J & Marilyn K. Ricci. The property is 4.5 acres in size. The pastor estimates the Church will have 225 seats which requires a minimum of 45 parking spaces plus 2 handicap spaces. The property currently has 142 parking spaces plus 5 handicap spaces.

Submitted and supporting documents:

1. Site Plan titled, “Improvement Location Survey Prepared for New Hope Baptist Church, 371 Pinewoods Road, Torrington, Connecticut,” sheet 1, dated January 2020, by Timothy G. Wyllie Jr., Land Surveyor.

In reviewing the plans submitted, I have the following comments:

1. The Information Table indicates compliance with the Zoning Requirements for a Church on this property for a congregation of the size proposed – 225 seats.
2. The proposed Church use will clearly be less intensive than the current use.
3. The property is served by public water and an on-site septic system. Torrington Area Health District approval is required for the change of use.

Fire Department

The application was referred to Fire Marshal Ed Bascetta. In his letter to me dated 3/23/20, he recommends the following:

1. *The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours makes it a prime candidate for the delayed discovery of a fire inside.*

2. Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box, and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a keyholder to arrive in the middle of the night.
3. The building and area must comply with all required building and electrical codes, and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.

Police Traffic: No comments were received from Officer Pisarski, Police Traffic Unit.

Inland Wetlands, Lighting & Landscaping

Jeremy Leifert, Assistant City Planner, in an e-mail memo to me dated 5/4/20 indicated:

Wetlands – Per the note added by Ralph Stanton Jr., PE, Certified Soil Scientist to the "Improvement Location Survey" submitted with this application, there are no regulated wetlands or watercourses on the property that is subject to this application, therefore no inland wetlands permits are required. No changes to building footprint or the property are proposed. This constitutes a favorable report from the Torrington Inland Wetlands Commission.

Landscaping – This application proposes a change in use to church use in an existing commercial building. There are currently no proposed changes to the exterior areas of the property. No additional landscaping is proposed or recommended as part of this application.

Lighting – No new exterior lighting or modifications to existing lighting appear to be proposed in this application. Any future changes to exterior lighting shall be in compliance with Section 5.17 of the zoning regulations.

Signage – No changes to signage appears to be proposed as permit of this application. Any future changes to existing signage or added signage proposals may be submitted as a separate sign permit application in accordance with section 5.15 of the Torrington Zoning Regulations. Any new individual signs over 32 square feet will require site plan approval by the Planning and Zoning Commission.

Engineering Review

Paul Kundzins, P.E., Assistant Public Works Director / City Engineer, in an e-mail memo to me dated 5/4/20, indicated, "*The Engineering Department does not foresee any issues with regards to this Special Exception and therefore endorses this application.*"

WPCA

Mary Perotti, Administrative Assistant, Water Pollution Control Authority, in a memo to me dated 4/27/20, indicated: "*We have no comment regarding 371 Pinewoods Road. The property is not connected to the City sanitary sewer system.*"

Torrington Area Health District

Referral has been made to the TAHD. I've sent a copy of the application to Tom Stansfield, Deputy Director of Health who has sent Pastor Browning TAHD's Change of Use Application for Approval. Zoning Permit approval should not be granted without the necessary approval from the TAHD for the change of use.

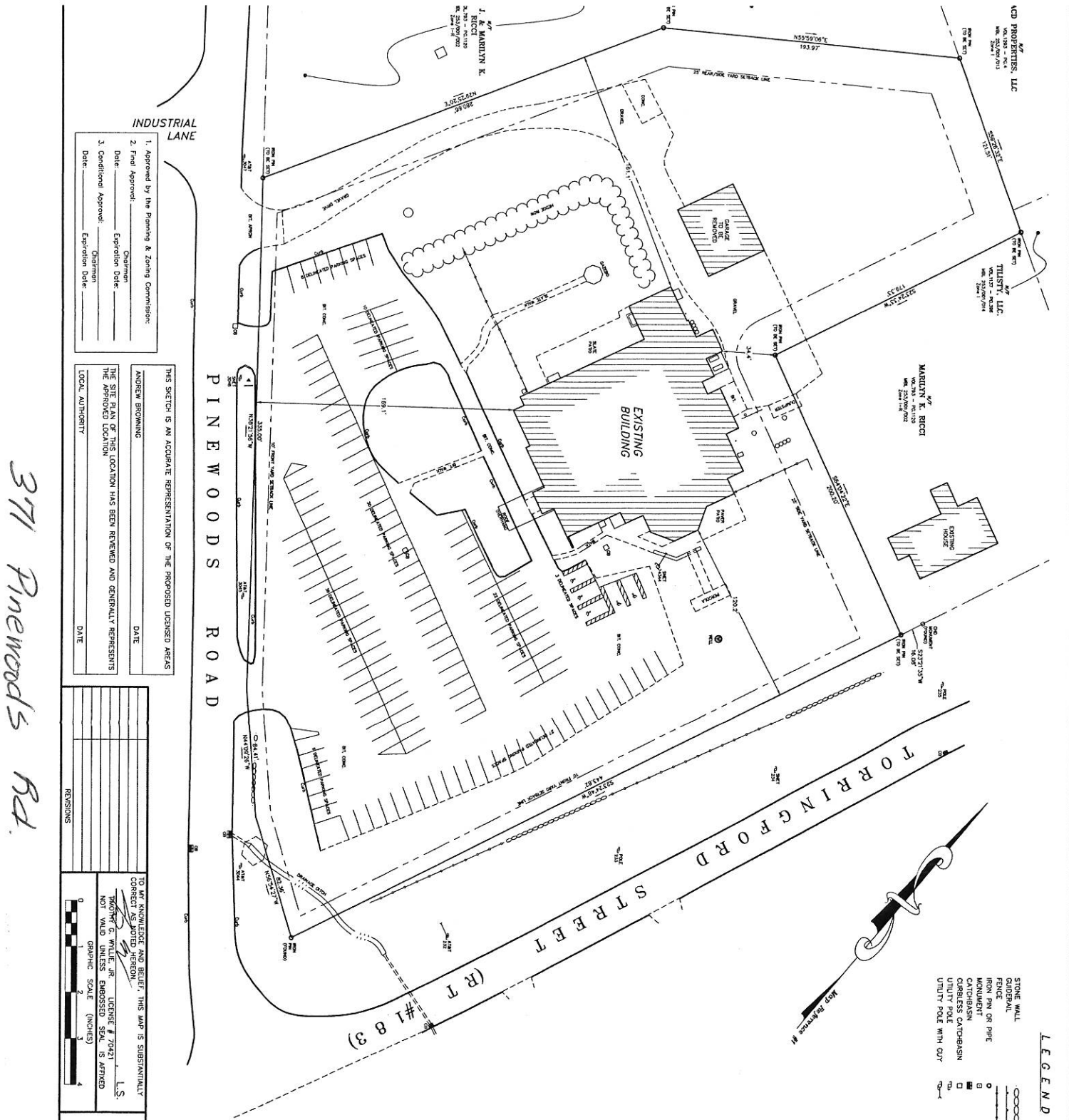
Conclusion

I recommend that the Commission make a finding that the application meets the general and specific standards for Special Exception Approval. The proposed use will be much less intensive than the current use. **I recommend approval of the Special Exception application for the proposed office use with the following condition and recommendation:**

1. A Zoning Permit shall not be issued unless approval from the Torrington Area Health District is obtained for the change of use.
2. It is recommended that the applicant follow the advice of Fire Marshall Bascetta contained in his letter to the City Planner dated 3/23/20.

Cc: Pastor Andrew Browning
Joseph J & Marilyn K. Ricci
Tom Stansfield, TAHD

371 Pinewoods Rd.



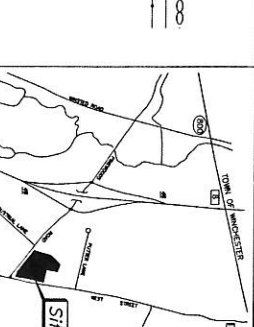
1. Approved by the Planning & Zoning Commission:
 2. Final Approval: _____
 Date: _____
 3. Conditional Approval: _____
 Date: _____

THIS SKETCH IS AN ACCURATE REPRESENTATION OF THE PROPOSED LICENSED AREAS
 ANDREW BROWNING
 DATE: _____
 THE SITE PLAN OF THIS LOCATION HAS BEEN REVIEWED AND GENERALLY REPRESENTS
 LOCAL AUTHORITY
 DATE: _____

REVISIONS

TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY
 CORRECT AS SHOWN HEREON
 TIMOTHY G. WYLLIE, JR. LICENSE # 70421 L.S.
 NOT VALID UNLESS EMBOSSED SEAL IS AFFIXED
 GRAPHIC SCALE (INCHES)
 0 1 2 3 4

NEW HOPE BAPTIST CHUR
 PREPARED FOR
 371 PINEWOODS ROAD
 TORRINGTON, CONNECTICUT
 SCALE 1"=40'
 DATE JANUARY, 2020
 SHEET NO. 1 OF 1
 371 Pinewoods Road
 Torrington, Connecticut
 Timothy G. Wyllie Jr., Land Surveyor
 Barhamsted, Connecticut
 email: twy@wylliejr.com
 Phone: 860.605.9075



VICINITY MAP
 SCALE: 1"=1000'

- LEGEND
- STONE WALL
 - CONCRETE WALL
 - IRON PIN OR PIPE
 - MONUMENT
 - CATCHBASIN
 - CURBLESS CATCHBASIN
 - UTILITY POLE WITH CUY
 - UTILITY POLE WITH CUY

- NOTES
1. This survey and map has been prepared in accordance with Sections 20-300b-1 through 20-300b-10 of the Regulations of Connecticut State Agencies - Minimum Standard of Land Surveys, Inc. It is a LIMITED PRECISION SURVEY based on a RETURN and conforms to a Horizontal Accuracy Class A-2.
 2. OWNER OF RECORD - JOSEPH J. & MARTIN K. RICCI (Vol. 305 - Pg. 447)
 3. PROPOSED AREA - 196,020 S.F. or 4.500 Acres.
 4. ZONE - I-8 (LOCAL BUSINESS)
 5. Location of underground utility service is unknown.
 6. No proposed changes in lighting.
 7. No proposed changes in grading.
 8. Property/Boundary lines shown taken from map reference #1. These lines shown are proposed and have not been formerly conveyed or occupied.
 9. Refer to Vol. 238 - Pg. 727 for possible water rights of others.
 10. There are no wetlands on this lot on per Ralph Stanton, Jr. PC, Certified Soil Scientist.

MAP REFERENCES

1. REFER TO MAP ENTITLED "LOT LINE REVISION PREPARED FOR JOSEPH J. & MARTIN K. RICCI, PINEWOODS RD. & TORRINGTON ST. (6th 183) TORRINGTON - CONNECTICUT" SCALE 1"=40', DATED JAN. 2020, PREPARED BY DONALD DAVIS SURVEYING SERVICES, TO BE FILED IN FILE # 112.
2. REFER TO MAP ENTITLED "CITY OF TORRINGTON PLAN SHOWING PROPERTY OF JOSEPH J. & MARTIN K. RICCI, PINEWOODS ROAD" SCALE: 1"=40', DATED 5-12-84 PREPARED BY DONALD DAVIS SURVEYING SERVICES, TO BE FILED IN FILE # 112.
3. REFER TO MAP ENTITLED "PROPOSED SUBDIVISION PLAN BETHWOODS INDUSTRIAL PARK & MARTIN K. RICCI, PINEWOODS ROAD" SCALE: 1"=40', DATED FEBRUARY 1985, REVISED JULY & NOVEMBER 1988, PREPARED BY URS ENGINEERING & SURVEYING, MAP #2892 TLR.

INFORMATION TABLE

1. EXISTING USE - BANQUET HALL
2. PROPOSED USE - CHURCH (225 SEATS)
3. ZONE - I-8 (Local Business)
4. TOTAL AREA - 284,486 S.F. or 0.654 Ac.
5. EXISTING GROSS FLOOR AREA - 15,072 S.F.
6. PROPOSED GROSS FLOOR AREA - (no change)
7. TOTAL IMPERVIOUS SURFACE - 91,708 S.F./196,020 S.F. = 46.8%
8. BUILDING HEIGHT - 1 story
9. PARKING SPACES REQUIRED - Church 225 seats = 45 spaces + 2 total = 47 spaces/1 parking
10. PARKING SPACES PROVIDED - 142 spaces + 5 handicapped

IMPROVEMENT LOCATION SUR



Peter A. Towey
Chief Fire Services

**Torrington Fire Department
City of Torrington**

David A. Tripp Jr.
Deputy Chief Operations

Robert Shohey
Training/Safety Division

Edward Bascetta
Fire Prevention/Investigation Division



March 23, 2020

Martin Connor, City Planner
Planning and Zoning
City of Torrington

Dear Mr. Connor,

I have received and reviewed the application for the construction of a Church located at 371 Pinewoods Rd. The Fire Department would provide the following general recommendations:

The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours makes it a prime candidate for the delayed discovery of a fire inside.

Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box, and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a key-holder to arrive in the middle of the night.

The building and area must comply with all required building and electrical codes, and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.

We appreciate the opportunity to review these plans. Please feel free to contact me if there are any questions.

Respectfully submitted,

Edward Bascetta

Edward Bascetta

Fire Marshal

City of Torrington

860-489-2534

Edward_bascetta@torringtonct.org

Martin J Connor

From: Jeremy Leifert
Sent: Monday, May 04, 2020 1:04 PM
To: Martin J Connor
Subject: 371 Pinewoods Road, Change of Use to Church

Marty,

I have reviewed the information submitted for the change of use proposal from a banquet facility to a church at 371 Pinewoods Road, and offer the following comments:

Wetlands – Per the note added by Ralph Stanton Jr., PE, Certified Soil Scientist to the “Improvement Location Survey” submitted with this application, there are no regulated wetlands or watercourses on the property that is subject to this application, therefore no inland wetlands permits are required. No changes to building footprint or the property are proposed. This constitutes a favorable report from the Torrington Inland Wetlands Commission.

Landscaping – This application proposes a change in use to church use in an existing commercial building. There are currently no proposed changes to the exterior areas of the property. No additional landscaping is proposed or recommended as part of this application.

Lighting – No new exterior lighting or modifications to existing lighting appear to be proposed in this application. Any future changes to exterior lighting shall be in compliance with Section 5.17 of the zoning regulations.

Signage – No changes to signage appears to be proposed as permit of this application. Any future changes to existing signage or added signage proposals may be submitted as a separate sign permit application in accordance with section 5.15 of the Torrington Zoning Regulations. Any new individual signs over 32 square feet will require site plan approval by the Planning and Zoning Commission.

Thanks,

Jeremy Leifert, CZEO
Assistant City Planner
Zoning and Wetlands Enforcement Officer
City of Torrington
140 Main Street, Room 324
860-489-2221

City Of Torrington

ENGINEERING DEPARTMENT
(860) 489-2234



140 Main Street • City Hall
Torrington, CT 06790-5245
Fax: (860) 489-2550

Memorandum

To: Martin Connor, City Planner
Jeremy Leifert, Zoning and Wetlands Enforcement Officer

From: Paul Kundzins, P.E. - Deputy Director of Public Works - City Engineer

Date: May 4 2020


RE: Engineering Review – 371 Pinewoods Road –Change of use from banquet hall to church

Applicant: New Hope Baptist Church

I have reviewed the above application, supporting plans and documentation, and provide the following comments:

1. Submitted supporting documents:
 - a. Special Exception Application
 - b. Improvement Location Survey
2. The applicant has requested to change use from former banquet hall to a church, no change to footprint.
3. The Engineering Department does not foresee any issues with regards to this change of use and therefore endorses this application.

Thank you,


Digitally signed by: Paul Kundzins, P.E.
Date: 2020.04.27 15:42:02 -04'00'
Paul Kundzins, P.E.
Deputy Director of Public Works - City Engineer

Martin J Connor

From: Mary Perrotti
Sent: Tuesday, April 28, 2020 8:09 AM
To: Martin J Connor
Subject: RE: upcoming public hearings
Attachments: 150 Calhoun WPCA Comments 4-27-20.pdf

Hi Marty,

Attached are our comments regarding 150 Calhoun Street

We have no comment regarding 371 Pinewoods Road. The property is not connected to the City sanitary sewer system

Have a good day.

Mary

Mary K. Perrotti
Administrative Assistant
City of Torrington WPCA
140 Main Street
Torrington, CT 06790
860-485-9166 (phone)



From: Martin J Connor
Sent: Monday, April 27, 2020 12:41 PM
To: Paul Kundzins <Paul_Kundzins@torringtonct.org>; Mary Perrotti <Mary_Perrotti@torringtonct.org>; Ray Drew <Ray_Drew@torringtonct.org>; Steven Pisarski <Steven_Pisarski@torringtonct.org>; Jeremy Leifert <Jeremy_Leifert@torringtonct.org>
Subject: upcoming public hearings

Hi all, please give me your comments on these two pending applications we have scheduled for public hearings. Thanks, Marty

Special Exception 20-02
Applicant: New Hope Baptist Church
Location: 371 Pinewoods Road
Proposal: Change of Use to Church (former banquet hall)

Special Exception 20-03

**150 Calhoun Street
Public Hearing
documents**

CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
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- a. Special Exception 20-02
Applicant: New Hope Baptist Church
Location: 371 Pinewoods Road
Proposal: Change of Use to Church (former banquet hall)
Time of Hearing: 7:00 p.m.

- b. Special Exception 20-03
Applicant: Colby Engineering & Consulting LLC
Location: 150 Calhoun Street
Proposal: Change of use to office use in R6 Zone, former single family residence.
Time of Hearing: Immediately following the close of the first public hearing beginning at 7:00 p.m.

Copies of the above mentioned plans and application are on file in the Land Use Office, (860-489-2221) City Hall, 140 Main Street, Torrington, CT

Greg Mele, Chairman
Planning and Zoning Commission

Dated in Torrington, CT
this 16th day of April, 2020

Land Use Office
City of Torrington
860-489-2221

CITY OF TORRINGTON



Land Use Office
Martin J. Connor, AICP, City Planner
140 Main Street • City Hall
Torrington, CT 06790-5245
E-mail: Martin_Connor@torringtonct.org

Phone: (860) 489-2221
Fax: (860) 496-5928

City of Torrington website: www.torringtonct.org

To: Planning & Zoning Commission
From: Martin J. Connor, AICP, City Planner
Date: May 4, 2020
RE: Special Exception 20-03 & Site Plan 1336, Colby Engineering & Consulting, LLC, for Carlson Heating Air and Hot Water, Inc., 150 Calhoun Street, office use

Bill Colby P.E., Colby Engineering & Consulting, LLC, for Carlson Heating Air and Hot Water, Inc., filed a Special Exception for an office use at 150 Calhoun Street. In 1999, former property owner Armand Corpaci, filed ZBA, Special Exception, Inland Wetlands & Site Plan applications to expand a pre-existing, non-conforming warehouse building, Quonset hut structure, on the property by 60%. These applications for expansion were denied. Subsequently Armand Corpaci, on behalf of Armand Corpaci Family C Limited Partnership, filed a demolition permit and a Zoning Permit application to tear down the existing non-conforming building and construct a conforming single-family dwelling on the property. ZP #02-77 was issued as the new use proposed was a conforming use in the R-6 Zone in which the property is located. Since it was a single family home he applied for referral to the Architectural Committee Review was not applicable. The building design however was a metal building not typical of a single family residence. We suspected it was being built for a storage use in conjunction with the property owners home improvement business. The Zoning Permit was conditioned as follows, "residence to be used for residential use only." A Cease and Desist Order - Revocation of Permit" was later issued 7/10/06 when it was apparent Mr. Corpaci was not using the building as a single family dwelling. Mr. Corpaci never received a Zoning Compliance or Certificate of Occupancy for the structure and use. He continued to use it for storage in violation of Building Department and Zoning Department Orders.

The present owner, Robert Carlson, purchased the property on January 31, 2020. He and his project engineer, Bill Colby, P.E. met with City Staff to discuss the application. Mr. Carlson owns Carlson Heating Air and Hot Water, Inc. and his intention is to receive Special Exception approval for an office use and move his present business located on Winsted Road in Torrington to this location. He would store his business vehicles and materials inside the building.

The property is 18,000 sq. ft. in size and has 100 ft. of lot width. The minimum requirement for an office use in the R-6 Zone is a minimum lot size of 7,500 sq. ft. with 75 ft of lot width. The one-story metal building on the property is 3,440 sq ft. in size. The existing driveway and parking lot is gravel. The applicant proposes to add 2 street trees, relocate the curb cut, pave a handicap and loading space, and add curb stops to accommodate 6 other vehicles. This would provide for the required parking for an office use.

Submitted and supporting documents:

1. Site Plan titled, "Application for Special Exception, Carlson Heating and Hot Water, Inc. Property Located at 150 Calhoun Street, Torrington, Connecticut," sheet 1, dated 4/1/20, by CEC, Colby Engineering And Consulting, LLC.

In reviewing the plans submitted, I have the following comments:

1. There is a typo in the Zoning Chart that needs to be corrected. It lists the property size as 180,000 sq. ft. rather than the actual 18,000 sq. ft.
2. An approval block needs to be added to the Site Plan in accordance with Section 8.4.3.P of the Regulations.
3. No new lighting is proposed. Only full cut-off fixtures are allowed for an office use in the R-6 Zone.
4. The proposed office use corrects a long time zoning violation and neighborhood nuisance.
5. The applicant will have an opportunity to clear up the current building violations as well.

Fire Department

The application was referred to Fire Marshal Ed Bascetta. In his letter to me dated 4/27/20, he recommends the following:

1. *The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours makes it a prime candidate for the delayed discovery of a fire inside.*
2. *Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box, and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a key-holder to arrive in the middle of the night.*
3. *The building and area must comply with all required building and electrical codes, and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.*

Police Traffic: No comments were received from Officer Pisarski, Police Traffic Unit.

Inland Wetlands, Lighting & Landscaping

Jeremy Leifert, Assistant City Planner, in an e-mail memo to me dated 5/4/20 indicated:

Wetlands – There is a watercourse known as "Troy Brook" that traverses the western edge of the property, bringing nearly all of the property into the regulated upland review area for inland wetlands. I have reviewed the plans, and the limit of the activity on the property appears to be maintenance of the existing parking lot. Typical maintenance activities of previously approved projects do not require new permits from the local inland wetlands commission, and there does not appear to be any other exterior work proposed that would require permits from the local

wetlands commission. This constitutes a favorable report from the Torrington Inland Wetlands Commission.

Landscaping – This application proposes to add office space in an existing commercial building. The applicant proposes to plant two additional maple trees as part of this application. One of the trees is proposed to be planted over top of the piped watercourse, so the applicants engineer should evaluate any potential impacts the underlying structure. Otherwise the positioning of the tree plantings as proposed on the plans are acceptable as part of the existing parking lot improvements. I recommend approval of the landscaping plan pending engineering comments.

Lighting – No new exterior lighting or modifications to existing lighting appear to be proposed in this application. Any future changes to exterior lighting shall be in compliance with Section 5.17 of the zoning regulations.

Signage – No changes to signage appears to be proposed as permit of this application. Any future changes to existing signage or added signage proposals may be submitted as a separate sign permit application in accordance with section 5.15 of the Torrington Zoning Regulations. Any new individual signs over 32 square feet will require site plan approval by the Planning and Zoning Commission.

Engineering Review

Paul Kundzins, P.E., Assistant Public Works Director / City Engineer, in an e-mail memo to me dated 5/4/20, indicated, “The Engineering Department does not foresee any issues with regards to this Special Exception and therefore endorses this application.”

WPCA

Ray Drew, Administrator, Water Pollution Control Authority, in a memo to me dated 4/27/20, indicated:

1. Applicant shall submit application for Sewer Discharge Permit
2. Additional Information Required
 - a. Weekly Days of Operation
 - b. Number of full time and part time employees.
 - c. Square footage of office
3. Capacity Reserve Fee shall be paid prior to commencement of discharge. (Fee will be determined upon receipt of items in #2 Above)
4. Owner shall certify that there are no discharges of storm water either directly or indirectly into the sanitary sewer system from the building. Storm water discharges shall comply with City of Torrington Department of Engineering Standards.
 - a. Owner/Applicant shall contact WPCA to inspect building for compliance with chapter 170-14 of Torrington Code.
 - b. Contact James Hilton 860-485-9166 to schedule inspection.
5. Occupants shall use Best Management Practices to minimize the amount of fats, oil and greases that are discharged to the public sewer.
6. Occupants shall use Best Management Practices to minimize the use of phosphate containing cleaners and detergents.
7. Submit copies of any Federal or State permits related to wastewater discharges.
8. For additional information or questions contact WPCA (860) 485-9166.

Conclusion

Approval of the proposed office use clears up a long time Zoning violation that was not created by the former owner. I recommend that the Commission make a finding that the application meets the general and specific standards for Special Exception Approval. **I recommend approval of the Special Exception application for the proposed office use with the following conditions and recommendation:**

1. The applicant shall address the comments from Ray Drew, Administrator, WPCA, contained in his memo to the City Planner dated 4/27/20 prior to issuance of a Zoning Permit.
2. The proposed tree located over the top of the piped watercourse shall be relocated to another spot on the lot acceptable to the Assistant City Planner/Zoning Enforcement Officer.
3. It is recommended that the applicant follow the advice of Fire Marshall Bascetta contained in his letter to the City Planner dated 4/27/20.

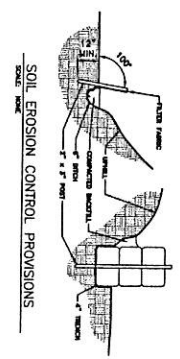
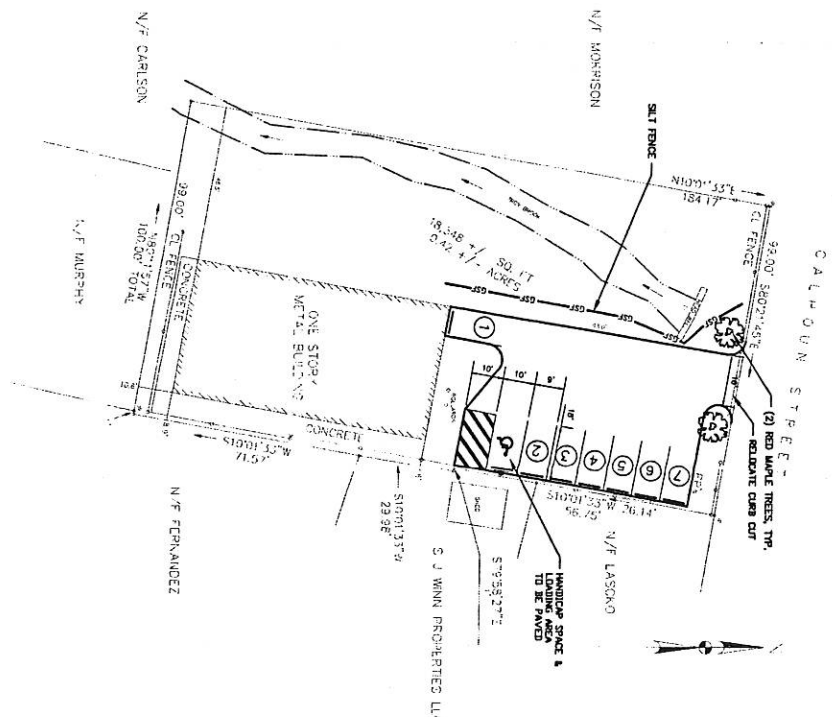
Cc: Bill Colby, P.E.
Robert Carlson



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ZONING INFORMATION TABLE

ITEM	EXISTING	PROPOSED
Property Use	Single Family Residential	Office and Storage
Zone Location	R-6	R-6
Zone Description	47,180 sq. ft.	47,180 sq. ft.
Lot Width (20 ft. Required)	47,180 sq. ft.	47,180 sq. ft.
Ground Floor Area	47,180 sq. ft.	47,180 sq. ft.
Total Impervious Surface	47,180 sq. ft.	47,180 sq. ft.
Building Height (50 ft)	47,180 sq. ft.	47,180 sq. ft.
Required Parking Spaces	Two	Seven plus One Handicap
Proposed Parking Spaces	None	Seven plus One Handicap
Required Loading Spaces	None	None
Proposed Loading Spaces	None	None
Raw Yard Setback (20 ft)	10.5 ft.	10.5 ft.
Side Yard (8 ft min / 20 ft Total)	8.5 ft. 17 ft.	8.5 ft. 17 ft.
Impervious Area (<50%)	47,2%	47,2%



150 Calhoun St

City Of Torrington



WATER POLLUTION CONTROL AUTHORITY
140 Main Street
Torrington, CT 06790-5245

Tel: (860) 485-9166
Fax: (860) 485-0730

MEMO

TO: Marty Connor, City Planner

FROM: Ray Drew, WPCA Administrator

DATE: 4-27-20

RE: 150 Calhoun Street, Change of Use, Residential to Office

WPCA Comments:

1. Applicant shall submit application for Sewer Discharge Permit
2. Additional Information Required
 - a. Weekly Days of Operation
 - b. Number of full time and part time employees.
 - c. Square footage of office
3. Capacity Reserve Fee shall be paid prior to commencement of discharge. (Fee will be determined upon receipt of items in #2 Above)
4. Owner shall certify that there are no discharges of storm water either directly or indirectly into the sanitary sewer system from the building. Storm water discharges shall comply with City of Torrington Department of Engineering Standards.
 - a. Owner/Applicant shall contact WPCA to inspect building for compliance with chapter 170-14 of Torrington Code.
 - b. Contact James Hilton 860-485-9166 to schedule inspection.
5. Occupants shall use Best Management Practices to minimize the amount of fats, oil and greases that are discharged to the public sewer.
6. Occupants shall use Best Management Practices to minimize the use of phosphate containing cleaners and detergents.
7. Submit copies of any Federal or State permits related to wastewater discharges.
8. For additional information or questions contact WPCA (860) 485-9166

City Of Torrington

ENGINEERING DEPARTMENT
(860) 489-2234



140 Main Street • City Hall
Torrington, CT 06790-5245
Fax: (860) 489-2550

Memorandum

To: Martin Connor, City Planner
Jeremy Leifert, Zoning and Wetlands Enforcement Officer

From: Paul Kundzins, P.E. - Deputy Director of Public Works - City Engineer

Date: May 4, 2020

RE: Engineering Review – 150 Calhoun Street – Special Exception, office space in existing building, residential zone

Applicant: Colby Engineering & Consulting LLC

I have reviewed the above application, supporting plans and documentation, and provide the following comments:

1. Submitted supporting documents:
 - a. Site Plan Application
 - b. Special Exception Application
 - c. Map by Colby Engineering

2. The applicant has requested a special exception for office space in an existing building, residential zone, no change to footprint.

3. The Engineering Department does not foresee any issues with regards to this **Special Exception** and therefore endorses this application.

Paul Kundzins, P.E.
Deputy Director of Public Works - City Engineer

Digitally signed by: Paul
Kundzins, P.E.
Date: 2020.04.27 16:25:09 -
04'00'



Peter A. Towey
Chief Fire Services

**Torrington Fire Department
City of Torrington**

David A. Tripp Jr.
Deputy Chief Operations



Robert Shoppey
Training/Safety Division

Edward Bascetta
Fire Prevention/Investigation Division

April 27, 2020

Martin Connor, City Planner
Planning and Zoning
City of Torrington

Dear Mr. Connor,

I have received and reviewed the application for the construction of an Office Space located at 150 Calhoun ST. The Fire Department would provide the following general recommendations:

The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours makes it a prime candidate for the delayed discovery of a fire inside.

Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box, and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a key-holder to arrive in the middle of the night.

The building and area must comply with all required building and electrical codes, and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.

We appreciate the opportunity to review these plans. Please feel free to contact me if there are any questions.

Respectfully submitted,

Edward Bascetta

Edward Bascetta
Fire Marshal
City of Torrington
860-489-2534

Edward_bascetta@torringtonct.org

**CITY OF TORRINGTON
PLANNING AND ZONING COMMISSION
MINUTES
April 8, 2020**

Present: Greg Mele, Chairman
Greg Perosino, Vice Chairman
Donna Greco, Member
Jim Bobinski, Member
Jaime LaMere, Member
Starley Arias, Alternate
Diane Carroll, Alternate

Also Present: Martin J. Connor, AICP; City Planner

Not Present: Tom Telman, Alternate

1. Call to Order:

Chairman Greg Mele called the remote meeting to order at 7:00 p.m., via ZOOM online.

2. Attendance/Announcement:

a. Enforcement Update dated 3/12/20; Jeremy Leifert, Asst. City Planner

3. Minutes for Approval:

a. 2/19/20

MOTION by Mr. Perosino to approve the 2/19/20 minutes, seconded by Ms. Greco, unanimously carried.

4. Old Business:

n/a

5. New Business:

a. Site Plan 1335
Applicant: Borghesi Building & Eng.; Gary Capitanio
Location: 49 Hayden Hill Road
Proposal: Construct new 10,150 sq. ft. office building

Gary Capitanio, VP, Borghesi Building and Engineering Inc. was present via ZOOM and discussed their plans to construct a new 10,150 sq. ft. office building at the C.H. Nickerson site.

Commissioners reviewed maps and associated staff memos regarding this proposal.

Martin Connor read his memo to the Commission dated 4/1/20.

MOTION by Mr. Perosino to APPROVE Site Plan 1335
Applicant: Borghesi Building & Eng.; Gary Capitanio
Location: 49 Hayden Hill Road
Proposal: Construct new 10,150 sq. ft. office building

With the following conditions and recommendation:

1. A Grading Permit shall be submitted and approved by the Zoning Officer prior to issuance of a Zoning Permit for the Project.
2. A bond estimate, prepared by the Project Engineer, shall be submitted for the cost of the installation and maintenance of the soil erosion and sediment controls as shown on the approved plans. The performance bond, in an amount approved by the City Planner's office and in a form acceptable to the Corporation Counsel, shall be submitted prior to issuance of the Grading Permit to cover the estimated costs of the E&S measures.
3. A Stormwater Management/Best Management Practice (BMP) Maintenance Agreement with the City of Torrington shall be filed on the Torrington Land Records per Section 7.4.2.D of the Regulations.
4. The architectural plans sheets A1-A2 shall be signed and sealed by an Architect per 8.4.3.M of the Regulations.
5. The applicant shall address the comments contained in a memo to the City Planner from Ray Drew, WPCA Administrator dated 3/8/20.
6. It is recommended that the applicant follow the advice of Fire Marshal Edward Bascetta contained in his letter to the City Planner dated 3/11/20.

MOTION seconded by Ms. LaMere, unanimously carried.

- b. Special Exception 20-02
Applicant: New Hope Baptist Church
Location: 371 Pinewoods Road
Proposal: Change of use to Church (former banquet hall)
(set public hearing date)

MOTION by Mr. Perosino to set a public hearing date of May 13, 2020, seconded by Ms. Greco, unanimously carried.

- c. Special Exception 20-03
Applicant: Colby Engineering & Consulting LLC
Location: 150 Calhoun Street
Proposal: Change of use to office use in R6 Zone, former single family Residence. (set public hearing date)

MOTION by Mr. Perosino to set a public hearing date of May 13, 2020, seconded by Ms. Greco, unanimously carried.

6. **Public hearings scheduled for 7:30 p.m., Wednesday, April 8, 2020, remote meeting (not to be held at City Hall):**

- b. Special Exception 20-01
Applicant: Gjelbrim Dobrova
Location: 182 East Elm Street
Proposal: Residential Use in the Local Business Zone (former retail space)

Chairman Greg Mele opened the public hearing at 7:30 p.m.

Mr. Connor read the legal notice which was published in the Republican American.

Applicant Gjelbrim Dobrova was present via ZOOM and verified the public hearing sign was properly posted and notifications were properly sent to abutting property owners. Mr. Dobrova gave a brief explanation of his plans to convert this site (former liquor store) into a single family residence.

Mr. Connor read his memo dated 2/25/20 to the Commission.

City Planner Martin Connor received no written comments from the public via first class mail, or via e-mail.

There were no public comments for or against the proposal.

Chairman Greg Mele declared the public hearing closed.

MOTION by Mr. Perosino to APPROVE Special Exception 20-01

Applicant: Gjelbrim Dobrova
Location: 182 East Elm Street
Proposal: Residential Use in the Local Business Zone (former retail space)

With the following condition:

1. The applicant shall address the comments from Ray Drew, Administrator, WPCA, contained in his memo to the City Planner dated 2/14/20 prior to issuance of a Zoning Permit.

MOTION seconded by Ms. Greco, unanimously approved.

The following public hearing for Special Exception 19-03 and Site Plan 1324 will NOT be heard on April 8, 2020. The public hearing has been continued to May 13, 2020 at 7:30 p.m.

- a Special Exception 19-03 and Site Plan 1324
Applicant: TDF Enterprises LLC; Daniel J. Ferraina, Manager
Location: Notting Hill Gate and Wimbledon Gate North
Assessor Map 219 Block 001 Lots 85 and 48
Proposal: Construct four (4) buildings, 120 units total, fifty-five and over

residential community
Section 6.8 – Multi-family Residences
Section 6.12 – Active Adult Housing
(public hearing continued from 2-19-20)

Chairman Mele read this announcement into the record.

7. **Adjournment:**

MOTION by Mr. Perosino to adjourn at 7:41 p.m., seconded by Ms. Greco, unanimously carried.

Land Use Office

Temporary
Compliance #

City of Torrington
Application for Seasonal Outdoor Sidewalk Dining
Temporary COVID 19 Pandemic Restaurant Outdoor Dining Permit

Restaurant Name: _____

Applicant: _____

Property Address: _____

Phone number: _____ Email Address: _____

The following must be submitted with this application:

- Submit a plan, drawn to scale, showing the area intended for outdoor sidewalk dining or Parking Lot (Plan shall show the limits of the dining area, remaining sidewalk, utility structures and any other sidewalk obstacles)
- If using a public sidewalk area, you must submit a Certificate of Liability Insurance covering the effective dates of the permit in the amount of \$1,000,000.00. In addition, the City of Torrington shall be named additional Insured. The Business owner's insurance shall be primary.

Business Owner must read and agree to the following Hold Harmless Agreement:

The Business Owner shall fully indemnify, defend and hold harmless the City of Torrington ("City") and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury and any other injury, loss or damage of any kind, including, but not limited to attorney fees and other professional fees, occurring during the term of the agreement and alleged to have been caused in whole or in part by the Business Owner's use of the sidewalk adjacent to the property listed above for outdoor dining purposes. The terms of this agreement shall remain in effect until such time as the Business Owner is no longer using said sidewalk for outdoor dining purposes.

I, the undersigned applicant, acknowledge I have read the Hold Harmless agreement above and agree to its terms: Applicant's Signature _____ Date: _____

I, the undersigned applicant, have read and will comply with the Specific requirements in Section 5.18.2 of the City of Torrington Zoning Regulations (See Attached).

Applicant's Signature: _____ Date: _____

Approved by Land Use Office: _____ Date: _____

5.18.2 Specific Requirements: All outdoor seasonal sidewalk dining areas in the DD, Downtown District and LB, Local Business District, shall comply with the following requirements:

- a. The seasonal sidewalk outdoor dining area may be located entirely or partially on the public sidewalk adjoining the premises, subject to the receipt of all other necessary approvals relative thereto.
- b. The seasonal sidewalk outdoor dining area shall not create interference with, hazards to, or visibility problems for Pedestrians on sidewalks or for vehicular traffic. A minimum of 4 feet of sidewalk width shall be kept clear for pedestrian travel.
- c. The seasonal sidewalk outdoor dining area shall not be located within or interfere with any parking or loading areas.
- d. Any non-vegetative shading devices shall be of a non-permanent type (e.g., umbrellas, retractable Awnings) and shall be safely anchored.
- e. Adequate trash receptacles shall be provided, and the restaurant shall be responsible each day for cleanup of all trash (both on-site and off-site) generated by the outdoor dining area.
- f. Tables and chairs in the outdoor dining area shall be so located as to maintain proper access to the building for emergency services.
- g. Aside from individual table lighting, such as candles, there shall be no additional exterior lighting installed.
- h. At the end of each outdoor dining season, all tables, chairs, trash receptacles, etc., shall be removed from the outside of the premises.
- i. Any signs placed on outdoor umbrellas, awnings or chairs shall be limited to the name of the establishment, products sold by the establishment, or services offered by the establishment.
- j. The seasonal sidewalk outdoor dining area shall open no earlier than 6:00 a.m. and close no later than 11:00 p.m.