

**DESIGN REVIEW MEETING MINUTES
PLANNING AND ZONING COMMISSION
DECEMBER 11, 2013**

A Design Review Meeting of the **EAST HARTFORD PLANNING AND ZONING COMMISSION** was held in Town Council Chambers, 740 Main Street, East Hartford, Connecticut on December 11, 2013.

CALL TO ORDER

The meeting was called to order at 5:36 PM.

ROLL CALL

Present:

Anthony F. Kayser, Chair
Peter Bonzani, Vice Chair
Paul J. Roczynski
Travis Simpson
Valentine Povinelli
Thomas Fitzgerald
Mary Whaples (Alternate)

Absent:

Kathleen Salemi, Secretary
Crystal Hernandez (Alternate)
Amy Sawyer (Alternate)

Also Present:

Michael Dayton, Town Planner
Denise Horan, Town Engineer

Chair Anthony Kayser declared a quorum and announced that Mary Whaples would serve as Acting Secretary. Chair Kayser stated that the Commission would be voting with 7 members.

SITE PLAN APPLICATION – 211 Riverside Drive, Installation of twelve antennas attached to the façade of an existing educational facility and construction of a 12' x 24' equipment shelter.
Applicant: Cellco Partnership d/b/a Verizon Wireless, Attn. Sandy M. Carter

Upon a motion by Thomas Fitzgerald, seconded by Mary Whaples, the Commission **Voted (7-0)** to **approve** the above site plan application, with the following conditions:

1. Final plans are to be signed and stamped by the Professional Engineer, Land Surveyor, or Architect licensed in the state of Connecticut who is responsible for the work.
2. Graphically depict existing utilities in the area of the proposed installation.
3. Include a note instructing the contractor to "Call Before you Dig"
4. Site Improvement bond set in the amount of \$1,700.00.

SITE PLAN MODIFICATION APPLICATION – 71 George Street, Installation of one additional truck loading dock, two new curb cuts and realignment of existing parking spaces.

Applicant: Jeffrey N. LeBeau, Jr., P.E.

Upon a motion by Peter Bonzani, seconded by Thomas Fitzgerald, the Commission **Voted (7-0)** to **approve** the above site plan modification application, with the following conditions:

1. Final plans and mylars are to be signed and sealed by the professional engineer or land surveyor licensed in the State of Connecticut that is responsible for the work.
2. Provide dimensions for size and layout of the proposed work.
3. Provide grading information at new driveways. The grades at the proposed George Street driveway exceed 10%.
4. Adjust the note for restoring lawn area – the Town standard is 6” of topsoil, not 4”.
5. A Site Improvement Bond set in the amount of \$5,200.00.

SITE PLAN APPLICATION – 199 Roberts Street, Construction of on 14’ x 48’ electronic billboard on an existing commercial property.

Applicant: The 1900 Corporation

Upon a motion by Thomas Fitzgerald, seconded by Mary Whaples, the Commission **Voted (7-0)** to **approve** the above site plan application with the following conditions:

1. Final plans are to be signed and stamped by the Professional Engineer, Land Surveyor, or Architect licensed in the state of Connecticut who is responsible for the work.
2. Add a note to the plans stating that the proposed project as depicted complies with the amended Town Council approval of September 3, 2013 (billboard face shall not be visible or audible from residential properties on Roberts Street).
3. Correct the line weight depicting the proposed white 45 degree pavement markings adjacent to the billboard pole; define the line width.
4. Add a note to restore painted pavement markings at parking stalls within the limits of the disturbed pavement (define color and width).
5. Correct the detail for the pavement repair – use processed aggregate base material.
6. The execution of a contract between the Town of East Hartford and the applicant shall be pursuant to the conditions of approval set by the East Hartford Town Council at their September 3, 2013 meeting.
7. Site Improvement bond set in the amount of \$12,500.00.

REVIEW OF CORRESPONDENCE

- Correspondence from Mr. Greg Grew, Director of Inspections and Permits, dated October 4, 2013 regarding the installation of storage containers in the business zones.

It was the consensus of the Commission to move forward with the enforcement of the current zoning regulations regarding storage containers in business zones.

BOND RELEASES/REDUCTIONS

- Site Plan Modification Improvement bond recalculation for 870 Burnside Avenue

Upon a motion by Paul Roczynski, seconded by Thomas Fitzgerald, the Commission **Voted (7-0)** to **approve** the recalculated site plan modification improvement bond for 870 Burnside Avenue in the amount of \$17,680.00.

8-24 REFERRALS

- 1692 Main Street, aka Firehouse #2 parking lot rehabilitation

Upon a motion by Thomas Fitzgerald, seconded by Paul Roczynski, the Commission **Voted (7-0)** to **approve** the above 8-24 Referral for 1692 Main Street, aka Firehouse #2, parking lot rehabilitation.

REVIEW/RECOMMENDATION FOR TOWN PLANNING AND ZONING COMMISSION'S BUDGET FOR FISCAL YEAR 2014-2015

Upon a motion by Paul Roczynski, seconded by Mary Whaples, the Commission **Voted (7-0)** to **approve** the Town Planning and Zoning Commission's budget for FY 2014-2015.

APPROVAL OF MINUTES

- Regular Session Minutes – November 13, 2013

Upon a motion by Paul Roczynski, seconded by Thomas Fitzgerald, the Commission **Voted (7-0)** to **approve** the regular session minutes of November 13, 2013.

SETTING A ZONING WORKSHOP DATE OF JANUARY 22, 2014

It was the consensus of the Commission to hold a zoning workshop on January 22, 2014 at 5:30 PM, weather permitting.

ADJOURNMENT

The meeting adjourned at 6:22 P.M.

Respectfully submitted,

Mary Whaples, Acting Secretary