

**REGULAR SESSION MEETING MINUTES  
PLANNING AND ZONING COMMISSION  
OCTOBER 8, 2014**

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TOWN CLERK  
EAST HARTFORD

A Regular Session Meeting of the **EAST HARTFORD PLANNING AND ZONING COMMISSION** was held in Town Council Chambers, 740 Main Street, East Hartford, Connecticut on October 8, 2014.

**CALL TO ORDER**

The meeting was called to order at 8:17PM.

**ROLL CALL**

**Present:**

Peter Bonzani, Chair  
Mary Whaples, Vice Chair  
Thomas Fitzgerald  
Paul J. Roczynski  
Valentine Povinelli  
Amy Sawyer (Alternate)

**Absent**

Kathleen Salemi, Secretary  
Travis Simpson  
John Ryan (Alternate)  
Crystal Hernandez (Alternate)

**Also Present:**

Michael Dayton, Town Planner  
Denise Horan, Town Engineer

Chair Bonzani declared a quorum and the Commission would be voting with 6 members, including Amy Sawyer, Alternate.

**APPROVAL OF MINUTES**

➤ Design Review Minutes – September 17, 2014

Upon a motion by Mary Whaples, seconded by Val Povinelli, the Commission **Voted (3-0-3)** to approve the Design Review minutes of September 17, 2014. *Abstentions: Fitzgerald, Roczynski, Sawyer*

➤ Regular Session Minutes – September 17, 2014

Upon a motion by Mary Whaples, seconded by Val Povinelli, the Commission **Voted (3-0-3)** to approve the Regular Session minutes of September 17, 2014. *Abstentions: Fitzgerald, Roczynski, Sawyer*

➤ Workshop Session Minutes – September 24, 2014

Upon a motion by Mary Whaples, seconded by Val Povinelli, the Commission Voted (3-0-3) to approve the Workshop Session minutes of September 24, 2014. *Abstentions: Fitzgerald, Roczynski, Sawyer*

**SPECIAL PERMIT USE APPLICATION** – Under Section 222.3 to allow a catering hall serving alcoholic liquors on land located at 30 Olde Roberts Street.

Assessors Map #47 Lot# 104

Applicant: Difano, LLC

*At the Public Hearing held earlier this evening, the above special permit use application was postponed until the November 12<sup>th</sup> meeting.*

**SPECIAL PERMIT USE APPLICATION** – Under Section 304.2(a) to allow an adaptive reuse of one existing residential structure for an office use on land located at 81,83,77,71 Ensign Street.

Assessors Map #10 Lot #53, 54, 52, 51

Applicant: Goodwin College Inc.

Upon a motion by Mary Whaples, seconded by Paul Roczynski, the Commission Voted (6-0) to approve the above special permit use application, deleting 71 Ensign Street, and the following conditions:

1. Final plans are to be signed and stamped (ink and impression) by the Professional Engineer and/or Land Surveyor licensed in the state of Connecticut who is responsible for the work. Provide appropriate signature blocks for each Profession on applicable sheets.
2. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended or revoked.
3. Provide appropriate signature blocks for each Profession on applicable sheets.
4. Add a note specifying that all disturbed areas are to receive 6" of topsoil and turf establishment.
5. At both driveways, remove and replace existing sidewalk with 8" reinforced sidewalk. Provide the Town of East Hartford standard detail for this installation.
6. Provide pavement radius labels for layout on applicable sheets.
7. Investigate switching the handicap space and hatching to provide better access to the ramp. Presently the vehicle will be parked at the entrance landing limiting access to the ramp.
8. Comply with Section 304.1 pertaining to dwelling units per lot of the Zoning regulations.
9. Label the scale for the abutters map on the cover sheet.
10. Comply with Section 207.4-B-2. Provide half mile radius map.

**SITE PLAN APPLICATION** – 81 & 83 Ensign Street, Construction of a new parking lot, handicapped ramp, and installation of one ground mounted sign.

Applicant: Goodwin College Inc.

Upon a motion by Val Povinelli, seconded by Tom Fitzgerald, the Commission Voted (6-0) to approve the above site plan application, with the following conditions:

1. Final plans are to be signed and stamped (ink and impression) by the Professional Engineer and/or Land Surveyor licensed in the state of Connecticut who is responsible for the work. Provide appropriate signature blocks for each Profession on applicable sheets.
2. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended or revoked.
3. Final plans are to be signed and sealed by the Land Surveyor, Professional Engineer, and Architect who is responsible for the work. Add a note specifying that all disturbed areas are to receive 6" of topsoil and turf establishment.
4. At both driveways, remove and replace existing sidewalk with 8" reinforced sidewalk. Provide the Town of East Hartford standard detail for this installation.
5. Provide pavement radius labels for layout on applicable sheets.
6. Investigate switching the handicap space and hatching to provide better access to the ramp. Presently the vehicle will be parked at the entrance limiting access to the ramp.
7. Comply with Section 304.1 pertaining to dwelling units per lot of the Zoning regulations.
8. Label the scale for the abutters map on the cover sheet.
9. Comply with Section 207.4-B-2. Provide half mile radius map.
10. Site Improvement Bond to be set in the amount of \$4,800.00.

**ZONE CHANGE APPLICATION:** Master Plan modification request to allow additional way-finding and locational signage throughout the Goodwin College river campus on land located at 9,133,167(aka 195) and 211 (aka 1) Riverside Drive.

Assessor's Maps #9 & 10 Lots # 3,4,1,5,6

Applicant: Goodwin College Inc.

Upon a motion by Paul Roczynski, seconded by Mary Whaples, the Commission Voted (6-0) to **approve** the above zone change application, with the following conditions:

1. Final plans are to be signed and stamped (ink and impression) by the Professional Engineer and/or Land Surveyor licensed in the state of Connecticut who is responsible for the work.
2. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended or revoked.
3. Areas of the DDDI on the Existing Zoning Plan do not match the "Subject Parcel Information" provided with the application. The drawing appears to include large portions of the Connecticut River in the area calculations. The calculations should be revised to match the proposal by the Applicant.
4. Open space is provided by parcels in the Connecticut River flood zone that are not part of the DDDI zone. The Applicant should explain the rational for the open space calculations.
5. Parcel areas on the Existing Zoning Plan include portions of the Connecticut River. Clarify why the portions of the Connecticut River in the DDDI zone are not calculated as open space.
6. The application needs to be signed by the Applicant/Petitioner and Owner (if different).
7. The "Subject Parcel Information" requires revision. The table does not reflect changes due to the subdivision application that created 2 Pent Road from a portion of One Pent Road and 139 High Street.
8. Sign calculations for 1 Riverside Drive (found on signage plan 4.2) are not included with the other sign calculations in the application.

9. Final drawings should be signed and sealed.
10. The 500 FT Radius Map does not provide street numbers necessary to determine property locations listed in the application.
11. Eliminate the Stream Channel Encroachment Line on all plans as it is no longer a regulatory line.
12. Correct all plans to reflect existing/proposed conditions (e.g. 500 FT Radius Map indicates that the Pathway Magnet School as proposed and does not correctly illustrate the existing 2 story building at 135 Riverside Drive).
13. Master Utility Plans, previously submitted with master plan updates, should be submitted for this application.
14. Master Plan 1: The 500 year flood zone should be updated to reflect changes in the grade of the low point on Riverside Drive
15. Sign Distribution Plan: Correct labels for existing/proposed buildings and development to match other master plan drawings (e.g. show the Pathway Magnet School).
16. Sign Distribution Plan: Show extent of all parking areas.
17. Conceptual Phasing Plan: Revise phases to reflect the order of development (e.g. Overflow parking in Phase IV has not been built).
18. Sign drawings indicate "All text shown is typical of possible messages but may change on actual building usage and access at time of sign manufacture". The approval should be for the text as proposed.
19. The proposed ground sign at 9 Riverside Drive (CT River Academy) on Drawing 1.1 is located in a sidewalk easement granted to the Town of East Hartford, which should be indicated on the drawings. The Town plans to use a portion of the easement to extend sidewalk to a crosswalk on Colt Street for an intersection improvement related to the East Hartford Multi-Use trail. The 10 foot wide sidewalk will extend from the northeast property corner of the CT River Academy and connect with the existing sidewalk. The location of this ground sign should be revised to avoid conflict with the proposed sidewalk section and maintain setbacks from the property lines.
20. The proposed campus direction sign at 133 Sign 2.1 conflicts with a future storm drainage extension proposed by Goodwin College. The Applicant should explain their approach to resolving this conflict.

**SOIL EROSION AND SEDIMENTATION CONTROL APPLICATION** – 76 Meadow Street, Installation of under-drains associated with a parking lot restoration to an existing natural gas utility facility.

Assessor's Maps #4 Lots # 54/56

Applicant: CNG Real Estate Associates, LLC

Upon a motion by Mary Whaples, seconded by Paul Roczynski, the Commission Voted (6-0) to **approve** the above soil erosion and sedimentation control application, with the following conditions:

1. Final plans are to be signed and stamped (ink and impression) by the Professional Engineer and/or Land Surveyor licensed in the state of Connecticut who is responsible for the work.
2. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended or revoked.
3. Plans appear to show proposed pipe into MH#3 in the Upland Review area. No work can occur in this area prior to wetlands approval.
4. Any proposed stockpile areas should be shown with proper sedimentation controls in place.

5. Comply with Section 217 of East Hartford Zoning Regulations pertaining to Soil Erosion and Sediment Control Regulations, including submission of .5 mile radius map and adding the required approval signature block as per Section 217.6
6. Add the Town's inspection notification note to the plans.
7. Please provide a written response to the above comments. Please note that additional comments may be generated upon receipt of a revised set of plans.
8. Erosion and sedimentation control bond to be set in the amount of \$1,200.00.

**SOIL EROSION AND SEDIMENTATION CONTROL APPLICATION** – 1 Pent Road aka Pratt & Whitney Andrew Willgoos Turbine Laboratory, To perform remedial soil excavation activities in upland portions of the site.

Assessor's Maps #9, Lots # 1

Applicant: Pratt & Whitney, Division of United Technologies Corporation

Upon a motion by Tom Fitzgerald, seconded by Val Povinelli, the Commission Voted (6-0) to approve the above soil erosion and sedimentation control application, with the following conditions:

1. Final plans are to be signed and stamped (ink and impression) by the Professional Engineer and/or Land Surveyor licensed in the state of Connecticut who is responsible for the work.
2. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended or revoked.
3. Separate sheets of final plans will be required for each application. Final plans to be drawn at a scale no smaller than 1"=40'.
4. Limits of Upland Review areas need to be demarcated in the field to avoid activity in the regulated area if construction activity begins prior to the issuing of wetlands permits.
5. Construction details sheet should be included into the plan set.
6. Add standard detail for hay bale installation.
7. Construction sequence narrative should be incorporated into the plans.
8. Clarify access road tie-ins to existing roadways and traffic flow.
9. Anti-tracking pads should be installed to avoid soil and debris being deposited on adjoining roads. Show locations on plan and add typical construction to detail sheet.
10. Provide clarification of upland equipment staging and truck loading areas. Silt fence may be required on the down gradient side of these areas and shown on the plan.
11. Clarify if there are separate soil storage areas for clean fill vs. excavated material.
12. A complete Soil-Erosion and Sediment Control application will need to be completed per Section 217.
13. Add the town's construction inspection contact note to the plans.
14. Erosion and Sedimentation control bond set in the amount of \$32,500

## MISCELLANEOUS

Town staff asked to add a site plan application and an erosion & sedimentation control application to the October 22<sup>nd</sup> workshop. The Commission agreed.

**ADJOURNMENT**

The meeting adjourned at 8:46 P.M.

Respectfully submitted,

Mike Dayton, Town Planner