

**East Hartford Planning & Zoning Commission
Hybrid-Teleconference Meeting
February 14, 2024**

A Regular Meeting of the **EAST HARTFORD PLANNING AND ZONING COMMISSION** and was held via Microsoft "Teams" at Community Cultural Center 50 Chapman PL Auditorium, East Hartford CT – January 10, 2024.

1. CALL TO ORDER

Chair Ryan called the meeting to order at 7:04 PM.

Present:

John Ryan, Chair
Peter Marra
Henry Pawlowski
Stephen Roczynski
Sidney Soderholm
Wesaneit Tsegai – via Teams

TOWN CLERK
EAST HARTFORD

2024 FEB 20 AM 8:20

Kelly Soderholm

Also Present

Carlene Shaw, Town Planner – via Teams
Steve Hnatuk, Deputy Director of Planning Development

PUBLIC HEARING

The legal notice read into minutes by Sidney Soderholm, Commissioner.

LEGAL NOTICE

The following legal notice was published in the Journal Inquirer on January 31st and February 5th, 2024.

The Town of East Hartford Planning and Zoning Commission will hold a hybrid teleconference public hearing at the East Hartford Community Cultural Center Auditorium located at 50 Chapman Place East Hartford and on a Microsoft Teams virtual meeting on Wednesday, February 14, 2024 at 7:00 P.M. for the following applications:

2. PUBLIC HEARING APPLICATIONS

A. SPECIAL PERMIT APPLICATION: 32 Main Street – Under Section 3.2, 7.1, 9.3, and 9.4; Special permit and site plan application for construction of a 100' by 40' two-story building for use as a cannabis retailer and office with drive-through and associated signage.

Applicant: Joseph Sojka

Assessor's Map/Lot: 29/47

Application Documents: 32 Main Street Application Documents

Matthew Bruton, BL Companies presented plan, along with Joseph Sojka via Teams ran PowerPoint slides. Also present owner of Shangri-La Cannabis, Nevil Patel.

Questions by Chair Ryan – in the drive-thru how many cars will you be able to stack?

Answer -5 cars stack from drive-thru to end of building.

Chair asks Steve Hnatuk our ordinance is for 14 cars? *Answer – queuing lane applies to fast food. This is a new area for us.*

Com. Pawlowski – if late for their appointment to pick up order?

Nevil Patel - answers that pick up at drive-thru is approximately 5-7 minutes. Scheduled appointments are 8 to 9 per hour.

Steve Hnatuk updates that the queuing is 12 cars for restaurant and 4 for non-restaurant.

Com. Marra comments all orders are taken online, then the drive-thru are for customers who have preordered. People who are in the store have not ordered online and select items and purchase inside.

Com. Pawlowski – can we limit the amount of appointments?

S. Hnatuk states that the applicant has more queuing capacity than we require. If identified by town engineers then yes. We could also require a police officer for traffic control.

M. Bruton – there are one way lanes going in to parking lot and drive-thru.

Drainage discussed.

Chair Ryan-how long do you anticipate to complete?

Zach Mercier, Project Manager-8-10 months to complete construction.

Com. Marra in regards to handicapped people the drive-thru makes sense.

Com. Soderholm has questions regarding floor plan, is the interior part of this process?

S. Hnatuk-yes the whole process.

Com. Soderholm – can we talk about delivery service? Do you have tractor trailers? Is there room for a tractor trailer?

Zack Mercier- there are regular deliveries, no tractor trailers. Deliveries will be by Amazon, DHL, UPS. Tractor trailers will only be during the construction. Deliveries are done by schedule.

Com. Soderholm- the upstairs offices space, separate tenant space. Is it ADA compliant?

Com. Marra is concerned the original plan is a Cannabis store now you are going to rent upstairs and have tenants. We have no control now of how many people coming and parking.

Owner Patel spoke regarding tenants, will keep separate so that DCP doesn't have a say in what goes in that space. We are permitting for office space, 2000sq ft.

S. Hnatuk – applicant has calculated parking spaces. 4 spaces per 1000sqft providing additional 7 spaces. If use identified as other than office; would have to come back to Planning.

Com. Soderholm concerned with 2nd floor and stairs.

Chair asks- Anyone wish to speak in favor of this application? Anyone wish to speak in favor of this application? Hearing none.

Anyone wish to speak against this application?

Town Manager of Glastonbury, Jonathan Luiz on behalf of the Town Council they are in opposition the drive-thru part of the application. They will use it while driving.

Anyone wish to speak against this application? Anyone wish to speak against this application? Hearing none.

Steve Hnatuk – before you move forward I would just like to share staff notes sent by Town Planner, Carlene Shaw.

1. Engineering requests that the Planning and Zoning Commission adds the following stipulation to any approval that may be granted: The applicant will provide an as-built plan to the Town Engineer or his designee demonstrating that all approved site modifications have been made and that any storm drainage systems have been built as shown on the approved plans. Mack Hawkins, Chief of Police provided no comments at this time.

Carlen Shaw during meetings with staff noted that the applicant has met zoning regulations section 6.4.A.2. The applicant has submitted a lighting plan that is compliant with the lighting regulations outlined in Section 7.11 of the Zoning Regulations. The applicant has submitted a sign package that is compliant with the regulations outlined in Zoning Regulations Section 7.1 and does not include any graphics that depict cannabis-related marketing. Section 7.2.D. of the Zoning Regulations requires four parking spaces per 1,000 square feet of gross floor area for retail operations and office uses. Based on this requirement, the proposed development requires 18 parking spaces. The applicant is proposing to construct 25 parking spaces.

The applicant is requesting the installation of two wall signs and one ground sign which requires site plan approval in accordance with Zoning Regulations Section 7.1. The total square footage of the three proposed signs is 112 square feet. The maximum amount of square footage permitted for one business is 200 square feet. Each proposed wall sign is 40 square feet, which complies with the maximum signage allowed per building façade based on street frontage. The proposed ground sign is 15 feet high and 32 square feet in area, which complies with the signage regulations for ground signs.

The proposed drive-through facility is compliant with the regulations outlined in Section 6.9 of the Zoning Regulations.

Planning Staff recommends approval of the Special Permit and site plan application. Planning Staff recommends adding a condition of approval that includes the planting of additional landscaping features along the western and eastern facades of the building.

The Final Plans shall be revised to: a. To incorporate the final Certificate of Approval. b. Include additional landscape plantings along the western and eastern facades of the building.

Hours of operation shall be limited to between 8:00 AM and 9:00 PM, Monday through Saturday, and between 10:00 AM and 6:00 PM, Sunday.

B. SPECIAL PERMIT APPLICATION: 351 Burnham Street – Under Section 3.2, 9.3, and 9.4; Special permit and site plan application for a cannabis transporter use and construction of a 5,000 square foot building addition.

Applicant: Justin Frytz

Assessor's Map/Lot: 50/227

Application Documents: 351 Burnham Street Application Documents Addition.

Justin Frytz CO and Co-founder of White Oak Bridge express our gratitude an opportunity to present our projects in letting us present our application. Mr. Frytz read a brief statement.

Chair asks about the site plan. *Mr. Frytz answers yes that is the site plan with the existing building. Scroll down to see the addition that we are proposing. Right now is it an 8000sqft manufacturing building. And we'd like to add on additional space in the future. So our business is strictly transportation. We are providing delivery directly to retails stores; finished packaged*

products. Secure facility, cameras on building and trucks. No consumers coming in. We pick up products and deliver. Orders will be on site for 5 days, consolidate packages by order and deliver them to retail stores.

Com. Pawlowski comments on the 5 day holding. *Yes to consolidate orders coming from a manufacture also that they can be delivered efficiently.*

Com. Marra – what is 351 Burnham Street now? *Was an Eye glass manufacturing facility and we would now use it for storing and delivery. Every licensed cultivator, retail store and Delivery Company has to have the same security rules. Explains deliveries and drivers.*

Com. Marra will you have workers in the building? *Yes, but we are not at the same level as a cultivators. We will have employees labeling packaging, sorting orders and making routes. Angie Frytz –COO explains these are DCP requirements, stringent as to who can access what rooms. Two different types of employees. In the clean room where they are labeled. Camera tracking.*

Com. Soderholm- you don't need any order control? *No we do not, they are all packaged goods. The system is going to be kept by Bio track. Chair asks what is Bio Track? Bio Track is Seed to sale system.*

Com. Soderholm ask what happens if package gets damaged; opened? *There is a procedure to destroy the package by DCP. No odor.*

Com. Pawlowski asks about the layout. *Employees will package, delivery vans pull in under awning get loaded and leave going out the gate. One way entry gate.*

Com. Roczynski are the vans parked inside or out? *Parked in the lot outside, empty, DCP regulation, each van has cameras inside and out. The building also has cameras.*

Chair asks how long you can hold product before delivery. *We hold two licenses to provide this business model, one to use to hold the product, a packing license, there is not limit in how long to hold the product, there is an expiration date on the package. Ideal is to deliver within a two week period.*

Steve Hnatuk shared Planner Engineer Comments. Storm water requirements, a number outstanding requirements.

John Pelow, Fire Marshal: Adequate life safety plan including information on hazard classifications of the storage, information on the vault, fire alarm, and sprinkler system shall be provided at the time of building permits. Mack Hawkins, Assistant Chief of Police: No issue with proposed security plans.

Planning Staff Comments: Special Permit Requirements: The proposed cannabis transporter facility meets the requirements for cannabis transporters included in Zoning Regulations Section 6.12.A.2. The proposed security plan has been reviewed by the East Hartford Chief of Police and has provided no additional comments or guidance for the applicant to address. Since all cannabis products will be pre-packaged, there are no concerns with odor or fumes associated with the proposed transporter facility and no odor mitigation plan is required with this project. The applicant is not proposing any signage at this time. Area and Dimensional Standards: The proposed development meets the dimensional standards for the I-2 Zoning District outlined in Zoning Regulations Section 4.4. Development Standards: The proposal is compliant with the development standards outlined in Section 7 of the Zoning Regulations, except Section 7.10,

Stormwater Management and Section 7.12, Accessibility for People and Bicycles. The applicant has provided a lighting plan that is compliant with Section 7.11. Parking Requirements: Section 7.2 of the Zoning Regulations requires 1 parking space per 1,000 square feet of gross floor area for warehouses or 4 parking spaces per 1,000 square feet of office area and 1 parking space for each two employees in the largest shift, whichever is greater. Based on this calculation, the proposed development requires 23 parking spaces. There are 23 parking spaces on the submitted site plan, which comply with the standards in Section 7.2. Stormwater Management Requirements: The applicant has not provided a stormwater management plan that is in compliance with Section 7.10. Town Engineering Staff has provided comments for the applicant to address. Accessibility for People and Bicycles: Zoning Regulations Section 7.12, requires that bicycle parking facilities shall be provided at the rate of at least 1 bicycle parking place for every 20 parking spaces, or portion thereof. Since 23 parking spaces in total are proposed for the project, the applicant shall provide at least one bicycle parking space. There are no bicycle parking facilities included on the submitted site plan. Planning Staff recommends the applicant make the requested stormwater drainage design changes as specified in the Town Engineer's Review and minor changes requested in the Town Planner's memo prior to the Planning and Zoning Commission considering approval for the Special Permit and site plan application.

Chair asks - Anyone wish to speak in favor of this application? Anyone wish to speak in favor this application.

Sean Dwyer, Teamsters Local 671 speaks on behalf of Justin Frytz in creating a safe facility and will create jobs.

Tony Lepore Principal Officer for Teamsters Local 671 – owner signed an LPA (Labor Peace Agreement), once up and running will create jobs.

Maurice Chavez works at 1st Student, traffic is light in this business area. Will not create significant traffic.

Andrea Rodriguez Teamsters Local 671 speaks in favor, will create union jobs.

Erin Gorman Kirk speaks on behalf of this application, excited about this project.

Anyone wish to speak in favor of this application?

Anyone wish to speak against this application? Anyone wish to speak against this application?

Anyone wish to speak against this application?

Hearing none.

Chair asks for a motion to move into regular meeting.

Com. Pawlowski makes motion to move into regular meeting. Motion seconded by Com.

Roczynski. All in favor. Motion approved.

REGULAR MEETING

Housekeeping by Chair Ryan: we have a quorum with 6 members.

Chair jumps ahead in agenda to Election of Officers. Since a number of Commissioners have not received their letters would like table to next meeting.

Com. Pawlowski motions to table Elections. Seconded by Com. Marra. All in favor, motion approved.

3. NEW BUSINESS:

A. SITE PLAN APPLICATION: 805 Main Street – Under Section 7.1; Site plan application for installation of two wall signs and one ground sign associated with the Bank of America business.

Applicant: Tracey Diehl

Map/Lot: 13/82

Application Documents: 805 Main Street Application Documents

Applicant Tracy Diehl – new wall sign, one lawn sign using existing foundation, and wall sign.

Steve Hnatuk –The bank is proposing one additional 30sqft wall sign on the front facade of the building. The bank currently has one ground sign and one wall sign. The applicant is proposing to replace the existing 41sqft Bank of America wall sign on the rear façade of the building with a 44sqft wall sign. The applicant is also proposing to replace the existing 33sqft ground sign with a 30sqft ground sign.

Planning staff recommends approval of the application. The proposed signage aligns with the regulations outlined I Section 7.1 regarding to modifications in excess of what is allowed via administrative approval.

Com. Soderholm motions to approve 805 Main Street – Under Section 7.1; Site plan application for installation of two wall signs and one ground sign associated with the Bank of America business. Applicant: Tracey Diehl Map/Lot: 13/82

Conditions of approval:

1. In evaluating tis application, The Planning & 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.

2. The Final Plans shall be revised to:

a. To incorporate the final Certificate of Approval.

Seconded by Com. Roczynski. All in favor, motion approved.

B. SPECIAL PERMIT APPLICATION: 32 Main Street – Under Section 3.2, 7.1, 9.3, and 9.4; Special permit and site plan application for construction of a 100' by 40' two-story building for use as a cannabis retailer and office with drive-through and associated signage.

Applicant: Joseph Sojka

Assessor's Map/Lot: 29/47

Application Documents: 32 Main Street Application Documents

Com. Soderholm motions to approve 32 Main Street – Under Sections 3.2, 7.1, 9.3, and 9.4;

Application for special permit for the construction of a 100' by 40' two-story building for use as a cannabis retailer and office with drive-through and associated signage Applicant: Joseph Sojka

Map/Lot: 29/47

Findings:

1. The proposed development has satisfied the Special Permit Criteria in Section 9.4.E.

2. The proposed development as submitted and modified by this approval is found to be in harmony with the purpose and intent of these Regulations and the Town's Plan of Conservation and Development.

3. This approval is made subject to the following conditions:

Conditions which must be met prior to the endorsement and filing of final plans:

1. The Final Plans shall be revised to:

a. To incorporate the final Certificate of Approval.

b. Include additional landscape plantings along the western and eastern facades of the building.

Conditions which must be met prior to the Issuance of a Certificate of Zoning Compliance:

1. The conditional approval shall not be considered fully executed until a copy of the State issued license has been provided to the Town Planner. Such approval must be filed with the Town within six months of the issuance of the Special Permit.

a. The Town Planner may issue not more than two six-month extensions to this requirement provided the applicant can demonstrate that an application has been filed with the Department of Consumer Protection and the expected decision date will fall within the timeframe of the extension.

b. The Planning and Zoning Commission may allow an additional extension of time to the State license filing requirement when the applicant can demonstrate a good faith effort to obtain a State license and the expected decision date will fall within the timeframe of the decision.

Conditions which must be met prior to the issuance of a Final Certificate of Zoning Compliance

1. The applicant shall submit a final A-2 grade as-built survey depicting all installed site improvements including structures, parking lots, pins and drainage with spot elevations to the Town Planner and Town Engineer. Performance bonding may be allowed by the Town for outstanding site improvements should a Certificate of Zoning Compliance be requested prior to site completion.

General Conditions:

1. 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, the permit may be modified, suspended, or revoked.

2. Hours of operation shall be limited to between 8:00 AM and 9:00 PM, Monday through Saturday, and between 10:00 AM and 6:00 PM, Sunday.

Approved Plans- there is a list of 12 approved plans, suggest they be included by the secretary in minutes and not read.

1. "Property Cover Letter for 32 Main Street", completed by Zach Mecier, dated January 10, 2024.

2. "Project Impact General Description", completed by BL Companies, submitted January 10th, 2024.

3. "Security Plan 32 Main Street East Hartford", submitted by Joseph Sojka, completed January 4th, 2024.

4. "Shangri-La Dispensary 32 Main Street East Hartford, CT" Signage Plan, prepared by National Sign Corporation, dated February 5th, 2024.

5. "Shangri-La Cannabis Retailer, 32 Main Street East Hartford" Architecture and Floorplans, prepared by Schadler Selnau Associates, p.c., dated February 1st, 2024

6. "Site Plan Application for Special Permit for Proposed Retail and Office Development", prepared by BL companies, dated January 10th, 2024.

7. "Stormwater Appendix for the Proposed Retail and Office Development Located at 32 Main Street, East Hartford, Connecticut", prepared by BL Companies, dated January 5th, 2024.

8. "Shangri-La Drive Through Narrative", submitted by Joseph Sojka, submitted January 10th, 2024.

9. "Project Narrative", submitted by Joseph Sojka, submitted January 10th, 2024

10. "Building Floorplans for 32 Main Street", submitted by Joseph Sojka, dated November 11th, 2023.

11. "Traffic Study Proposed Mixed Use Development 32 Main Street East Hartford, CT", prepared by BL Companies, dated December 2023.

12. "Stormwater Management Report for the Proposed Retail and Office Development Located at 32 Main Street East Hartford, Connecticut", prepared by BL Companies, dated January 5th, 2024. Motion seconded by Com. Roczynski. Motion passes by a vote of 5-1.

C. SPECIAL PERMIT APPLICATION: 351 Burnham Street – Under Section 3.2, 9.3, and 9.4; Special permit and site plan application for a cannabis transporter use and construction of a 5,000 square foot building addition.

Applicant: Justin Frytz Assessor's Map/Lot: 50/227

Application Documents: 351 Burnham Street Application Documents

Motion made by Com. Soderholm to table this special permit application. Motion seconded by Com. Roczynski. All in favor, motion approved.

Applicant Frytz asks why it is tabled. Chair states because the drainage plans have not be completed. Discussion held on holding a special meeting so that the licensing can be obtained once the drainage plans have been submitted.

4. MISCELLANEOUS:

A. PRE-APPLICATION REVIEW: 351 Silver Lane – Under Section 5.7.D; Pre-application review of Planned Development District-3 proposal for a mixed-use building.

Applicant: Luke Mauro

Assessor's Map/Lot: 23/83

Luke Mauro – Solli Engineering presents pre-application for PPD-3 for review. This is something that could happen. A mixed use, 2 concurrent applications. 1. Master plan approval. 2. Zoning text amendment.

A multi-family residential with mixed use. Parcel currently zoned R-3. Single building, 3 floors with 37 units. 27 1 bedrooms/studios and 10 2 bedroom units. 67 parking spaces. Retail space for quick service restaurant or office space.

Chair – will there be an elevator? *Yes*

Com. Marra – is the land across from VCA Animal hospital? This is a traffic nightmare, going into one lane from Pratt & Whitney towards this property. *Luke Mauro- I am also a traffic engineer; this will generate lite traffic.*

Com. Roczynski – will there be charging spaces. *Yes, there will be 7.* Bike racks? Can something be made for storage indoors?

Com. Pawlowski concerned with parking and lights with residential homes around. Can fencing be put up or one way in and one way out? *Yes there will be fencing. Can evaluate angled parking and entrance and exit.*

We meet the goal of POCD. Need of residential development on the Silver Lane Corridor.

Chair- any solar on the building? *Will have to discuss.*

Com. Roczynski will there be space for dog waste? Dogs bags and walking area? *Yes, spoke to Carlene regarding this.*

Com. Soderholm are bathrooms accessible by handicap?

Don't know what the ADA requirement are.

Com. Soderholm asks Steve Hnatuk who puts the regulations for affordable housing in place?

It will be Planning & Zoning.

Com. Soderholm suggest putting affordable housing on the agenda. Com. Roczynski would also like to know what the town has and what is still needed.

Luke Mauro currently the intent is not for us to provide affordable housing at this time; will have to discuss.

Com. Marra – how is the town going to handle a 3 story building with the firetruck trucks coming in in case of a fire.

Steve Hnatuk- fire marshal would evaluate beforehand.

Luke Mauro- yes wanted to get a formal opinion before we go for a text amendment.

S. Hnatuk good use of this parcel. Encourage new residents, large scale employers right around the corner.

Luke Mauro -Any feedback; any specific changes you'd like or dislike? We can look at more flexibility.

Com. Marra doesn't see where we need more apartments, more retail is needed.

More discussion on housing and the need.

Michael Troung Real Estate Agent in the area- this will be a beautiful building. The number of units, this building will do some much for this area and provide housing.

Commission agrees for the applicant go for Text Amendment.

B. 2024 PLAN OF CONSERVATION AND DEVELOPMENT (POCD): Review Draft Chapters –

1. Introduction and Regional Context – included the state POCD goals.

2. Demographics

10. Historic and Cultural Resources

Steve Hnatuk I am not going to go through the PowerPoint on the demographics. There are no goals for this chapter.

Main item for discussion is Historical and Cultural Resources.

Goals-

Historic Resources Goals

- ♣ Preserve the Town's historic resources to enhance quality of life and promote economic development, including updating data and resources to reflect current best practices and provide the necessary tools for effective preservation.

- ♣ Within designated historic districts, upgrade the public realm (sidewalks, signage, and streetlights) to present a cohesive district identity and enhance conditions for pedestrians.

- ♣ Enhance the visibility of historic districts and sites through repair/replacement of historical markers and publicizing such resources on the Town's website and other publications.

The 2014 POCD recommended updating this inventory, and the Historic District Commission has seconded this recommendation, by expressing interest in seeking grant funding for the inventory's maintenance. Regularly maintaining and updating the Town's inventory of historic structures can help identify the highest priority sites for potential designation, and has the potential to help ensure the preservation of the Town's history.

The Naubuc Avenue-Broad Street Historic District has been cited as needing sidewalks, to increase the walkability and overall cohesiveness of the district. There are also opportunities to visually distinguish the district from other areas in Town through urban design techniques and interventions, such as the addition of decorative street signage and streetlights. The Historic

District Commission has expressed interest in updating design guidelines to incorporate current best practices, including sustainability measures such as solar infrastructure. The current guidelines were developed decades ago and do not contemplate rooftop solar panels or similar green strategies, which constitute the bulk of the Commission's reviews today.

East Hartford is home to numerous historic barns, but very few have received official designation. Unfortunately, many are rapidly deteriorating, as they are often in backyards, making proper preservation difficult to regulate. Another opportunity is the 2014 POCD recommendation that the Town consider seeking National Register designation for "The Mills at Burnside" district, which would encompass former and operating mills along the Hockanum River on portions of Church and Forbes Streets. This district has not been designated, but there remains an opportunity to link the architecture, history, archaeology, and culture of the mills with the Hockanum River Linear Park. Such a link could combine local history with recreational opportunities by connecting the potential district to the Town's greenway network.

Lastly, many historical markers have been damaged or removed and need replacement, to ensure that these resources are visible to the community. While East Hartford's dedication to preserving its rich history is clear, the need to make critical updates to its historical resources is even clearer. Discussion on rules for updating historical homes, have the requirements been lightened. Next couple of meetings will dive in to Transportation and Housing.

C. 2024 PLANNING AND ZONING COMMISSION ELECTIONS:

- Chairperson
- Vice-Chairperson
- Secretary
- Regional Planning Commission Representative and Alternate

D. REQUEST FOR INTERPRETATION OF THE ZONING REGULATIONS: Planning and Zoning Commission Staff request for interpretation of Zoning Regulations Section 5.6.B – Mobile Home Park Standards. **E. 8-24 REFERRAL:** Sale of 860 Main Street (Map/Lot 13/333) to Parker Benjamin Real Estate Services, LLC.

Steve Hnatuk -this is a request from myself and Zone enforcement officer, Vilma DeLeon, who has been tasked with reviewing the regulations on mobile home parks, zoning regulations and specific layouts. The park is transitioning from a mobile home park to a manufactured home park. Replacing old mobile homes to the manufactured homes. Issue in dividing 1 or 2 to 3 large properties. Individuals do not own the land just the home. They rent the land. Page 71 of regulations gives amount of square footage required and permanent markers. Interpretation of the regulations has become controversial. Not referring to property boundaries, it is space. Some units don't fit. Steve states they can't change the existing homes. Going forward how do we address this issue, have them survey. Have them come to Planning & Zoning with plans/placement. Steve read section 5.6.

Further discussion of regulations. Steve's direction is to have them come to Planning & Zoning to find a way to demarcate sites and apply for an exception with a designated site plan.

E. 8-24 REFERRAL: Sale of 860 Main Street (Map/Lot 13/333) to Parker Benjamin Real Estate Services, LLC.

Steve Hnatuk this references the sale of Church Corners Inn. Put out to RFP – selected Parker Benjamin Real Estate, to turn into housing units and retail space. Proposed sale of property to Parker Benjamin.

Com. Pawlowski comments impressed with firm and their plan of Historic preservation. Steve states that here will be 25 housing units.

Chair entertains a motion. Com Pawlowski motions to send to Town Council. Com. Roczynski seconded motion. All in favor. Motion approved.

5. APPROVAL OF MINUTES

A. Planning and Zoning Commission Meeting Minutes – January 10th, 2024.

Motion to approve minutes of January 10th, 2024 made by Com. Soderholm and seconded by Com. Roczynski. All in favor. Motion approved.

Questions by Commissioners:

Steve Hnatuk there is a design review committee not using currently – an advisory board. Essentially they would review applications for new development, make recommendations to developers then provide a formal recommendation to planning & zoning. Com. Soderholm- citizens? Chair- is anything they say binding?

ADJOURNMENT

Chair Ryan entertains a motion to adjourn.

Motion by Com. Roczynski to adjourn meeting, seconded by Com. Pawlowski. All in favor. Meeting adjourned at 10:27 PM.

Next meeting is March 13th, 2024 at 7:00 pm

Location Community Cultural Center Auditorium

Respectfully submitted,

Sana Hart, Clerk