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TOWN OF VERNON
Planning & Zoning Commission (PZC)
Meeting Minutes – *DRAFT*
Thursday, August 21, 2014
7:30pm
Council Chambers, Third Floor
Memorial Building
14 Park Place, Vernon, CT

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1. Call to Order & Roll Call

- Meeting was called to order by Chairman Francis Kaplan at 7:33 pm.
- **Regular members present:** Francis Kaplan, Charles Bardes, Victor Riscassi, Wes Shorts, Peter Hobbs, Ron Scussel, and John Kleinhans.
- **Alternate members present:** Hector Reveron
- **Staff Present:** Shaun Gately, Economic Development Coordinator & Interim Planner, and Brianan Nolan newly appointed Town Planner
- **Recording Secretary:** Audrey Lanz

2. Administrative Actions / Requests

- Shaun Gately introduced the new Town Planner Brianan Nolan.

2.1 Amendment / Adoption of Agenda - Additional business to be considered under agenda item #5 "Other Business".

- No additional business.

Motion to accept the agenda made by Ron Scussel and seconded by Hector Reveron. Motion carried unanimously.

2.2 Communications received NOT related to agenda items.

- No communications where received.

2.3 Acceptance of Minutes from the 7/17/2014 & 8/7/2014 PZC meetings.

Motion to accept the minutes from the 7/17/2014 & 8/7/2014 PZC meetings was made by Charles Bardes and seconded by Wes Shorts. Motion carried unanimously.

3. Public Hearings and Action on Applications

3.1 Application (PZ-2014-08) of Eric A. Santini and Kevin W. Santini for a Special Permit/Site Plan of Development to construct Multi-Family Housing Units at #1108, 1116 Hartford Turnpike and other adjoining parcel (Assessor's ID: Map #38, Block #0068, Lot/Parcel #0020B, #00021, #0021A).

- Mr. Kaplan opened the public hearing for Application PZ-2014-08.

- Atty. Leonard Jacobs of 56 Deepwood Drive was present to answer any questions.
- Discussions ensued about the nitrogen levels, west bound bypass lane, sidewalk, and covered bus stop for the corner of Mt. Vernon & Route 30.
- Mr. Kaplan closed the public hearing at 7:53 pm.

Motion to waive the requirement of a sidewalk on Route 30 / Hartford Turnpike was made by Charles Bardes and seconded by Peter Hobbs. The motion carried 6-1 with Ron Scussel opposing. Motion passed.

DRAFT MOTION

PZ-2010-10
Approval of a Site Plan of Development and Special Permits for Use within the PRD and the Aquifer Protection Zone known as Grand Lofts III

MOVED, that the Vernon Planning & Zoning Commission does hereby APPROVE, as amended herein, Application **(PZ-2014-08)** of Eric A. Santini and Kevin W. Santini for a Special Permit/Site Plan of Development to construct Multi-Family Housing Units at #1108, 1116 Hartford Turnpike and other adjoining parcel (Assessor's ID: Map #38, Block #0068, Lot/Parcel #0020B, #00021, #0021A)

This approval is granted in accordance with the plans prepared by the following firms, the plans associated therewith listed in Attachment A, and such revisions to said plans as may be required by this approval.

Improvement Location Survey
Prepared For:
Grand Lofts III- Santini Real Estate Trust
1108 & 1116 Hartford Turnpike
Prepared by:
Gardner & Peterson Associates, LLC
178 Hartford Turnpike, Tolland CT.
860-871-0808
Date: 4-21-14; Rev: 5-5-14, 7-14-14, and 8-4-14; Sheets 1-17
See Attachment A for details

In addition to the plans, this approval is granted in accordance with an application dated May 9, 2014, a public hearing opened on July 17, 2014 continued to August 7, 2014 and again to 8-21-14 and closed on that date, and in accordance with the following documentation submitted by the applicant or otherwise received by the Commission:

- Letter Regarding Santini - PZC Application To Chief Kenny From Leonard Jacobs, Dated 04-30-2014

- Bubaris Traffic Associates Booklet Regarding Site Traffic Evaluation Study/Proposed Grand Lofts III Apartments/Hartford Turnpike (Route 30) at Mount Vernon Drive, To Mr. Santini, Dated 05-29-14
- Email To Len Jacobs From James Kenny Regarding The Grand Lofts III Complex Review, Dated 05-13-14
- Application Review Comments To – Town Planner, Dated 05-15-14
- Application Review Comments From Ray Walker, Fire Marshall Comments For 1108 and 1116 Hartford Turnpike Dated 05-14-14 and 05-15-14
- Application Review Comments From Building Department, Dated 05-21-14, Application Review Comments From Chief Kenny, Dated 05-20-14, Application Review From North Control District Health Department, Dated 05-19-14
- Description of Property 1108 and 1116 Hartford Turnpike Parcel 1-5, Dated 05-09-14
- Memorandum To Shaun Gately From Terry McCarthy Regarding The Grand Lofts III-Preliminary Review, Received 05-27-14
- Letter To Inland Wetlands Commission/ Planning and Zoning Commission From Conservation Commission, Regarding Application (IWC-2014-04) of Eric Santini and Kevin W. Santini for The Re-designation of Wetlands and Wetlands Permit to Conduct a Non-Significant Activity Within a Regulated Area at the Properties Known as #1108 and 1116 Hartford Turnpike and Other Adjoining Parcel, Received 05-26-14
- Application Review Comments To Town Planner From Craig Perry, Dated 05-27-14
- Letter To Shaun W. Gately – Economic Development Coordinator From Leonard Jacobs Regarding Santini – Inland Wetlands Commission Application, Received 05-28-14
- Letter To Shaun W. Gately – Economic Development Coordinator From Leonard Jacobs Regarding Santini – Inland Wetlands Commission Application, Received 05-29-14
- Letter To Attn: Francis Kaplan, Chairman From Shaun Gately – Economic Development Coordinator, Dated 06-09-14
- Letter To Inland Wetlands Commission From Conservation Commission Regarding Application (IWC-2014-04) of Eric A. Santini and Kevin W. Santini for the Redesignation of Wetlands and Wetlands Permit to conduct a Non-Significant activity within a regulated area at the properties known as #1108 and 1116 Hartford Turnpike and other adjoining parcel, Dated 06-12-14
- Letter To Commission Members From Planning and Zoning Commission Attn: Shaun Gately – Acting Town Planner, Planning and Zoning Commissions Applicant Eric A. Santini and Kevin W. Santini for Property know as 1108 and 1116 Hartford Turnpike, Received 06-24-14
- Letter To Terry McCarthy – Town Engineer From Eric R. Peterson, P.E., L.S., Regarding The Grand Lofts III Engineering Review, Dated 07-14-14
- Letter To Shaun Gately – Interim Town Planner From Eric R. Peterson, P.E., L.S., Regarding IWC Application IWC-2014-4 The Grand Lofts III 1108-1116 Hartford Turnpike, Dated 07-16-14
- Letter To Mr. Terry McCarthy – Town Engineer From Eric R. Peterson, P.E., L.S., Regarding The Grand Lofts III Engineering Review, Received 07-17-14
- Letter To Mr. Shaun Gately – Interim Town Planner From Eric R. Peterson, P.E., L.S., Regarding IWC Application IWC-2014-4 The Grand Lofts III 1108 and 1116 Hartford Turnpike, Received 08-06-14
- Letter To Commission Members From Leonard Jacobs, Regarding Planning and Zoning Commission Application of Eric A. Santini and Kevin W. Santini, Co-Trustees for Property known as 1108 and 1116 Hartford Turnpike and Adjoining Parcel, Dated 08-07-14
- The Grand Lofts III Total Nitrogen, Received 08-07-14

- Letter To Commission Members From Planning and Zoning Attn: Shaun W. Gately – Acting Town Planner, Regarding Planning and Zoning Commission Application of Eric A. Santini and Kevin W. Santini, Co-Trustees for Property known as 1108 and 1116 Hartford Turnpike and Adjoining Parcel, Dated 08-07-14
- Letter To Whom It May Concern From Ray A. Walker Jr. – Fire Marshall, Dated 08-07-14
- Memorandum To Planning and Zoning Commission From Shaun Gately, Interim Director of Planning, Regarding Application PZ-2014-08: Application of Eric A. Santini and Kevin W. Santini – The Grand Lofts III, Dated 08-07-14
- Conformance Criteria, Project: The Grand Lofts III, Prepared By: Eric Peterson, Gardner and Peterson Associates, LLC, PE #23430, Received 08-07-14

This approval is granted because the PZC finds that the application, as presented by the applicant and as amended by the stipulations of this approval, if any, complies with the applicable requirements of the Vernon Zoning Regulations and satisfies the requirements of section 14 governing site plans, section 17.3 governing special permits, sections 4.7.4.1, 4.7.4.9, and 4.7.4.15 governing uses in the PRD zone, and sections 20.4.2.3, 20.4.2.5, 20.4.2.6, 20.4.2.7 and 20.6.1 governing aquifer protection. Furthermore, in accordance with sec. 3.25, the commission granted a sidewalk waiver for the section of the property on Rte 30 as indicated on the above referenced plans by a three-quarters vote of all the members.

This approval is effective the later of August 21, 2014, or UPON THE RECORDING OF THIS APPROVAL LETTER AND CERTIFICATE OF SPECIAL PERMIT WITH THE TOWN CLERK. A signed copy of this letter should also be returned to the Town Planner's office within fifteen (15) days of the effective date.

The Commission hereby approves the special permits and site plan of development subject to the following conditions, modifications, restrictions, and safeguards:

1. The above-referenced plans, as modified by these conditions, shall be placed on two sets of Mylar bearing this approval letter, stamped "APPROVED," and signed by the Planning & Zoning Commission (PZC). Said plans shall be filed by the applicant with the Town Planner and Town Clerk by November 19, 2014, which is within 90 days of the August 21, 2014, effective date;
2. The applicant/developer shall execute and submit a Hold Harmless Agreement in compliance with the Town of Vernon approved form;
3. The applicant or his/her agent shall submit to the Town Planner an instrument of financial guarantee in a form acceptable to the PZC for Erosion and Sedimentation Control in the amount of $ TBD . The Erosion and Sedimentation Control financial guarantee must be submitted prior to the start of any site work. The applicant or his/her agent shall submit to the Town Planner an instrument of financial guarantee in a form acceptable to the PZC for site improvements that will be conveyed to or controlled by the Town of Vernon if such site improvements are not completed, as determined by the Town Engineer, prior to issuance of a Certificate of Occupancy. Any financial guarantees are subject to subsequent modification if additional plan review or site modifications dictate.
4. All necessary approvals and permits shall be obtained from the Water Pollution Control Authority;
5. Building Permits for may be obtained only if stipulations # 1-4 are met;
6. Construction drawings shall be submitted to the Town Engineer prior to starting any site work;

7. No site preparation work may commence until the erosion and sedimentation control financial guarantee and hold harmless agreement have been posted and erosion and sedimentation control measures have been installed;
8. The applicant/developer shall be responsible for erosion and sedimentation (E&S) control in accordance with the approved plan; failure to adhere to the plans, or create any discharge of materials, shall be considered a violation; remedial action may include the calling of the E&S financial guarantee; no financial guarantee of E&S controls shall be released until any ESCP violations have been remediated;
9. Dumpsters shall be provided on-site during construction;
10. There shall be no on-site burial of building materials or debris, and a statement to this effect shall be submitted to the Town planner prior to the release of bonds;
11. Any streets, roads, sidewalks, and curbs are to be repaired or replaced, including damage due to construction activities, if required in the opinion of the Town Engineer per Commission Policy approved January 14, 1985, as amended June 1, 1998;
12. All work in connection with this site plan shall be completed within five years after the approval of the plan, or by August 21, 2019;
13. A complete improvement location survey (as-built) plan of the site development shall be submitted to the Town Planner for approval per Town Engineering Policy prior to release of any financial guarantees held by the Town of Vernon;
14. All easements and agreements noted on the site plan of development, if any, shall be recorded prior to issuance of a Certificate of Occupancy;
15. Stipulations of the Vernon Traffic Authority shall be added to the plan and implemented (if needed);
16. A concrete pad with covered waiting area shall be built in an area acceptable to town staff if all appropriate approvals to do so are granted.

Attachment A

Plans Prepared by Gardner & Peterson Associates, LLC

Drawing Number	Drawing Title	Date	Revision Number	Revision Date	Scale	Sheet Number
1	Site Plan	4-21-14	4	8-4-14	1"=200'	1 of 17
2	Property Survey	4-21-14	4	8-4-14	1"=100'	2 of 17
3	Topographic Survey	4-21-14	4	8-4-14	1"=40'	3 of 17
4	Topographic Survey	4-21-14	4	8-4-14	1"=40'	4 of 17
5	Notes & Descriptions	4-21-14	4	8-4-14	1"=40'	5 of 17
6	Community Building Plans	4-21-14	4	8-4-14	1"=40'	6 of 17
7	Legend, Abbreviations & Notes	3-5-14	4	8-4-14	1"=40'	7 of 17
8	Existing Conditions Plan Enlargement	3-5-14	4	8-4-14	1"=40'	8 of 17
9	Erosion & Sediment Control Plan	3-5-14	4	8-4-14	1"=40'	9 of 17
10	Resource Enhancement Plan	3-5-12	4	8-4-14	1"=40'	10 of 17
11	Resource Enhancement Details	3-5-14	4	8-4-14	1"=40'	11 of 17
12	Detention Basin Details	3-5-14	4	8-4-14	1"=40'	12 of 17
13	Detention Basin Details	3-5-14	4	8-4-14	1"=40'	13 of 17
14	Landscaping Plan	3-5-14	4	8-4-14	1"=10'	14 of 17
15	Property Survey	2/27/14	4	8-4-14	1"=40'	15 of 17
16	Property Survey	2/27/14	4	8-4-14	1"=40'	16 of 17
17	Topographic Survey	2/27/14	4	8-4-14	NTS	17 of 17

Mr. Kaplan made the motion that the Vernon Planning & Zoning Commission does hereby APPROVE, as amended herein, Application **(PZ-2014-08)** of Eric A. Santini and Kevin W. Santini for a Special Permit/Site Plan of Development to construct Multi-Family Housing Units at #1108, 1116 Hartford Turnpike and other adjoining parcel (Assessor's ID: Map #38, Block #0068, Lot/Parcel #0020B, #00021, #0021A) and Charles Bardes seconded the motion. Hector Reveron sat in for Peter Hobbs for the vote. Motion carried unanimously.

4. Other Business

4.1 Receipt of Application

- No applications were received.

4.2 Discussion regarding Mill Street Auto approvals.

- Mr. Gately along with the Wetlands Enforcement Officer and the Zoning Enforcement Officer visited Mill Street Auto to make sure they were in compliance with the approved sight plan.
- Mr. Gately read into record a letter from Craig Perry in the Engineering Department.
- Discussion ensued about improvements that have been completed and what is still in process of being completed.
- Discussion ensued about Dollar General.
- Discussion ensued about the Vernon Adult Daycare facility.

4.3 Additional business to be considered should be introduced under PZC meeting agenda item "#2.1 Amendment / Adoption of Agenda" at the beginning of the meeting.

- No additional business to be considered.

5. Adjournment

A motion was made by Wes Shorts and seconded by Charles Bardes to adjourn the meeting. The motion was carried unanimously. Meeting adjourned at 8:35 pm.