

Posted 7/30/20
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VERNON TOWN CLERK
20 JUL 30 AM 9:55

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Virtual Meeting Notice
Thursday, August 6, 2020, 7:30 PM
Join Zoom Meeting

<https://us02web.zoom.us/j/84807051566?pwd=RWxUL2NPZ3hleUhoY0swcWgwZDg4dz09>

Meeting ID: 848 0705 1566
Weblink Passcode: 4HpjCf
Dial in number: (646) 876-9923
Meeting ID: 848 0705 1566
Dial-In Passcode: 966242

AGENDA

1. **Call to Order & Roll Call by Roland Klee, Chairman**
2. **Administrative Actions/Requests**
 - 2.1 Amendment/Adoption of Agenda - Additional business to be considered under agenda item #5 "Other Business" requires Commission vote
 - 2.2 Approval of the Minutes from the July 16, 2020 meeting
3. **New Application(s) for receipt, if any:**
 - 3.1 Application [PZ-2020-09] of Johanna Serrata (Gi Gi's Fun Bounce dba Kidzone) for a Special Permit pursuant to Section 4.9.4.11 and 17.1.1 for the serving of alcohol at 234 Talcottville Rd. (Assessor's ID: Map 10, Block 15R, Parcel 38).
4. **8-24 Referrals**
 - 4.1 Jen Drive Public Street Acceptance
5. **Plan of Conservation and Development (POCD)**
 - 5.1 Discussion of Commission Questionnaire
6. **Other Business/Discussion**
7. **Adjournment**

Roland Klee, Chairman
Planning & Zoning Commission

DRAFT MINUTES

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Thursday, July 16, 2020, 7:30 PM

VIA ZOOM MEETING

DRAFT MINUTES

1. Call to Order & Roll Call by Roland Klee, Chairman at 7:36 PM.
 - Regular members present: Roland Klee, Mike Mitchell, Joseph Miller, Iris Mullan, Jesse Schoolnik and Wes Shorts
 - Alternate Member: Robin Lockwood sitting for Susan Reudgen
 - Absent Members: Susan Reudgen
 - Staff present: George McGregor, Town Planner
 - Recording secretary: Jill Rocco

2. **Administrative Actions/Requests**
 - 2.1 Amendment/Adoption of Agenda - Additional business to be considered under agenda item #5 "Other Business" requires Commission vote

Robin Lockwood made a motion to ADOPT the agenda. Wes Shorts seconded and the motion carried unanimously.

 - 2.2 Approval of the Minutes from the July 2, 2020 meeting

Mike Mitchell made a motion to APPROVE the minutes from July 2, 2020. Joseph Miller seconded and the motion carried unanimously.

3. **New Application(s) for receipt, if any:**

NONE

4. **Plan of Conservation and Development (POCD)**
 - 4.1 Introduction and Briefing on the POCD Update (George McGregor-Town Planner and Rebecca Augur-Milone & MacBroom)
 - George McGregor, Town Planner, updated the commission on the commencement of the POCD and introduced Rebecca Auger of Milone & MacBrown, Inc.
 - Rebecca Auger spoke on the details of the project schedule. The project is in the data collection stage.
 - Roland Klee, asked if there were any questions. There were none.

5. **Public Hearing and Action on Application**
 - 5.1 **PZ 2020-08** St. Bernard Church requests site plan approval for a 2,573 sq. ft. addition to the School, the demolition of the Parish Center, and a reconfiguration with additional

spaces of the existing parking areas and parking lot access. A Special permit is also requested pursuant to Section 15 of the Town of Vernon Zoning Regulations for the grading and removal of material in excess of 50 cubic yards and for the disturbance of more than one-half (1/2) acre of land. The St. Bernard Church campus is located at 25 Saint Bernard Terrace, with the School and Parrish Center located at 20 and 22 School St., respectively (Assessor ID: Map 40, Block 0110, Parcel 00004).

- Chairman Roland Klee, read the following teleconference rules into the record:
 1. Any member of the public who wishes to provide public comment may participate remotely via computer with a microphone and ZOOM link or via telephone call-in number
 2. We ask that all participants "MUTE" their phones and that the meeting organizer may mute participants if excessive noise or feedback interrupts the meeting.
 3. Speakers are encouraged to use the ZOOM Chat function to alert the host that they would like to speak.
 4. At the appropriate time, the Chairman will call for public comment. Speakers should unmute their phones by pressing *6 and then clearly identify their name and address.
 5. Speakers should direct their comments through the Chairman
 6. Please be patient.
- Town Planner George McGregor read the legal notice into the record.
- Legal notice was published in the Journal Inquirer on July 4, 2020 and July 11, 2020.
- Town Planner George McGregor explained the details of the application and introduced Glen Yeakel, AIA LEED AP, Lead Architect from Friar Architecture, 21 Talcott Notch Rd, Farmington, CT 06032.
- Glen Yeakel introduced Brian Kenny, Business Manager, Blessed Sacrament Parish, 25 Saint Bernard Terrace, Vernon, CT 06066.
- Brian Kenny gave a historical background of St. Bernard's Church and the reasons behind their application.
- Glen Yeakel spoke in detail in regards to the application.
- Herbert May, licensed Professional Engineer in CT, spoke in regards to the application
- Father Richard Ricard, Pastor of Blessed Sacraments Parish, spoke in regard to the application.
- Chairman Roland Klee asked for any questions.
- Discussion ensued
- George McGregor, Town Planner, spoke in regards to the application process to clarify to all participants
- Discussion ensued.
- Mary Conway, chair of the Pastoral Council at St. Bernard's Church, spoke in regards to the application.
- George McGregor, Town Planner, spoke in regards to the staff report and details of the application and each of the advisory commissions.
- Discussion ensued.
- Chairman Roland Klee OPENED the Public Hearing at 8:53 PM
- Steve Winton, 86 George Drive, spoke in favor of the application.
- Brian Motola, 103 Vernwood Drive, spoke in favor of the application.
- No one spoke in opposition.
- Discussion ensued.

Robin Lockwood MOVED that the Planning and Zoning Commission CONTINUE the public hearing for PZ-2020-08 at its regular scheduled meeting on August 20, 2020. Roland Klee seconded. The motion passed

with four yay votes from Commissioners Joseph Miller, Jesse Schoolnik, Robin Lockwood and Roland Klee and three nay votes from Commissioners Mike Mitchell, Iris Mullan and Wes Shorts.

6. **8-24 Referrals**

NONE

7. **Other Business/Discussion**

NONE

8. **Adjournment**

Wes Shorts made a motion to adjourn at 9:04 PM. Joseph Miller seconded and the motion carried unanimously.

Jill Rocco
Recording Secretary

APPLICATIONS

For Receipt

PZ 2020-09

RECEIVED

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)

JUL 20 2020

APPLICATION

TOWN PLANNERS OFFICE

This form is to be used to apply to the Vernon Planning & Zoning Commission (PZC) for a change of zoning district, amendment of the Zoning Regulations, Site Plan of Development (POD), Special Permit(s), amendment of the Subdivision Regulations, and/or approval of a (re) subdivision, or DMV location approval. Provide all the information requested.

The applicant must be the property owner, the property owner's agent, the Town of Vernon, or someone with a direct financial interest in the subject property; said interest shall be explained and written permission for this application must be obtained from the property owner and submitted with this application if the applicant is not the property owner (ZR Section 2.3).

The list of approvals and the references to sections of the Regulations are for informational purposes only to assist with preparation of the PZC application and are not a definitive statement of the sole requirements that may apply to a specific project.

The applicant understands that the application is complete only when all information and documents required by the PZC have been submitted and, further, that any approval by the PZC relies upon complete and accurate information being provided by the applicant. Incorrect information provided by the applicant may make the approval invalid. The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project.

Provide all the information requested:

I. APPLICANT:

Name: Johanna Serrata

Title: Owner

Company: Gi-Gi's Fun Bounce (DBA) Kidzone

Address: 234 Talcottville Rd, Vernon, CT 06066

Telephone: 347-968-6719 Fax: N/A

E-mail: Johanna.kidzone@gmail.com

II. PROPERTY OWNER (S):

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ Fax _____

E-mail: _____

**V. PZC APPLICATION
PROJECT SUMMARY**

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

Purpose: _____

General Activities: Serving alcohol in premises
and patio. There will not be any traffic
impact.

VI. APPROVAL (S) REQUESTED

___ Subdivision or Resubdivision

- ___ Subdivision (Sub. Sec. 4, 5, 6)
- ___ Resubdivision (Sub. Sec. 4, 5, 6)
- ___ Minor modification of subdivision or resubdivision (Sub. Sec. 4.6)
- ___ Town acceptance of a road (Sub. Sec. 6.5-6.8 & 9)
- ___ Amendment of Subdivision Regulations (Sub. Sec. II)

See Subdivision Regulations Sec. 4 for application fee schedules.

___ Soil Erosion and Sediment Control Plan (ESCP) (ZR Sec. 2.117; 18) (Sub. 6.14)

___ Site Plan of Development (POD) (ZR Sec. 14)

- ___ POD approval (ZR Sec. 14.1.1.1; 14.1.2)
- ___ Modification of an approved POD (ZR Sec. 14.1.1.1)
- ___ Minor modification of a site POD (ZR Sec. 14.1.1.2)

___ Special Permit(s) (ZR Section 17.3)

- ___ Special Permit in an aquifer area (ZR Sec. 2.4; 2.5; 2.119; 20)
- ___ Special Permit for excavation (ZR Sec. 2.52; 2.79; 15)
- ___ Special Permit for use in a district (ZR Sec. 1.2 & 4)

- ___ Special Permit for lot coverage (ZR Sec. 1.2; 2.61; 2.68; 4)
- ___ Special Permit for signs (ZR Sec. 1.2; 2.106-115; 4; 16; 21.7)
- ___ Special Permit for parking (ZR Sec. 4; 12; 21.4)

- ___ Special Permit for elderly housing (ZR Sec. 2.60; 17.4)
- ___ Special Permit for Bed & Breakfast (B & B) (ZR Sec. 2.9; 17.3.4)
- Special Permit for serving alcohol (ZR Sec. 2.103, 17.1)

- ___ Special Permit for massage (ZR Sec. 2.76-78; 4)
- ___ Special Permit for telecommunications (ZR Sec. 2.21; 3.23 & 23)
- ___ Special Permit for dumps and/or incinerators (ZR Section 8)

___ Other Special Permit(s). Cite ZR Section and describe activity:

___ Special Permit modifications (ZR Sec. 17.3.2.2). Cite ZR Section and describe activity.

___ **Zoning:**

___ Site specific change of zoning district and map (ZR Sec. 1.2; 1.3; 4)

___ Amendment of Zoning Regulations (Sec. 1.2; 1.3; 4)

___ Site specific change to the Aquifer Protection Overlay Zone Map (ZR Sec. 20.3.2)

See Zoning Regulations Section 22 for application fee schedules.

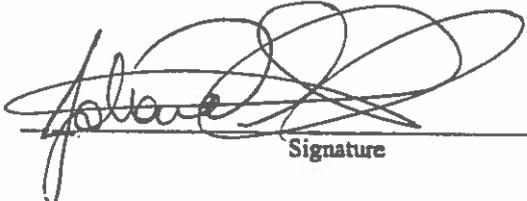
___ Dealer or Repairer License (location approval for DMV)

Per Connecticut General Statutes (CGS) Section 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any activity or area regulated under the wetlands statutes, an application for this activity must be filed with the Inland Wetlands Commission (IWC) on or before the day the Planning & Zoning Commission (PZC) application is filed by the applicant. (TWR Sec. 3.11)

Per CGS Sec. 8-31: If the proposed activity is to take place within a watershed of a Water company, the applicant is required to file a copy of the application with the Water Company via certified mail within seven (7) days of the date of the application. (TWR Sec. 4.3.6).

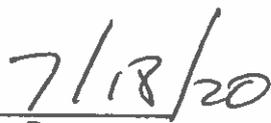
The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations and Inland Wetlands and Watercourses Regulations" and has prepared this application with complete and accurate information:

Property Owner, Applicant, or Applicant's Agent:



Signature

Signature



Date

Date

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted _____

Date Application Received by Commission _____

PZC File: _____

III. PROPERTY

Address: 234 Talcottville Rd, Vernon, CT, 06066

Assessor's ID Code: Map # ___ Block # ___ Lot/Parcel # ___

Land Record Reference to Deed Description: Volume: ___ Page ___

Does this site contain a watercourse and/or wetlands? (See the Inland Wetlands Map and IWR Section 2.14, 2.15, 2.23, 2.24, 3.11; 4)

No Yes

No work will be done in regulated area
 Work will be done in the regulated area

IWC application has been submitted
 IWC application has not been submitted

Zoning District _____

Is this property located within five hundred (500) feet of a municipal boundary?

No
 Yes:

- Bolton
- Coventry
- Ellington
- Manchester
- South Windsor
- Tolland

Check if Historic Status Applies:

Located in historic district:

- Rockville
- Talcottville

Individual historic property

IV. PROJECT

Project Name: Gi-Gi's Fun Bounce (DBA) Kidzone

Project Contact Person:

Name: Johanna Serrata

Title: Owner

Company: Gi-Gi's Fun Bounce (DBA) Kidzone

Address: 234 Talcoffville Rd, Vernon CT 06060

Telephone: 347-908-6719 Fax: N/A

E-mail: Johanna.kidzone@gmail.com

Google Maps 243 CT-83

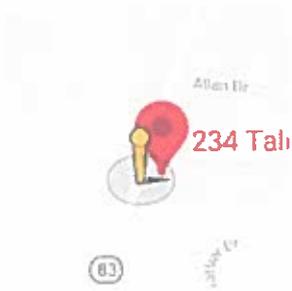


Image capture: Nov 2019 © 2020 Google

Vernon, Connecticut



Street View



8-24 Referral



TOWN OF VERNON

OFFICE OF THE MAYOR

14 Park Place • Vernon, CT 06066

Tel: (860) 870-3600 • Fax: (860) 870-3580

Daniel A. Champagne
Mayor

Michael J. Purcaro
Town Administrator

Dawn R. Maselek
Assistant Town Administrator

DATE: July 27, 2020

TO: George McGregor
Vernon Town Planner

FROM: Michael J. Purcaro
Town Administrator

Thank you!

RE: Acceptance of Jen Drive, Vernon, Connecticut

This property has been offered to the Town of Vernon by the Woodland Place LLC., and Kenneth J. Boynton. At the Town Council Meeting on July 21, 2020 the Town Council voted to forward the request for acceptance to the Planning and Zoning Commission for an 8-24 review.

Included with this request are a memorandum dated July 16, 2020 from Town Engineer, David Smith; Woodland Place LLC request for acceptance dated June 10, 2020 and two maps of the area.



David A. Smith, P.E., L.S.
Town Engineer

Vernon-ct.gov

Memo

To: Diane Wheelock, Executive Assistant
From: David Smith, Vernon Town Engineer *DAS*
Cc: George McGregor, Vernon Town Planner
Date: July 16, 2020
Re: Road Acceptance Jen Drive

It is my understanding that the developer for this project has requested that this road be accepted by the Town Council and made part of our inventory of municipal streets and roads. According to the Town of Vernon Subdivision Regulations, Section 9, once the developer requests acceptance, the Town Council then requests a report from the Planning and Zoning Commission.

The Planning and Zoning Commission would recommend acceptance if all the improvements have been satisfactorily completed, Warrantee Deeds for the parcels/easements to be conveyed have been received. Upon the receipt of a favorable report from PZC the Town Council may then accept the road without condition.

The Engineering Department has received an As-Built Survey of the road and the Parcels to be conveyed. We believe that all required improvements have been completed satisfactorily. I have not seen the deeds but I understand that they are in your possession, and presumably have been reviewed by the Town Attorney.

It looks as though all the components are in place, save for the actual referral to and response from the Planning and Zoning Commission. Perhaps the agenda item for this upcoming Town Council Meeting should be to formally refer this to Planning and Zoning. Mr. McGregor indicates that they have two meetings in August and it is reasonable to expect that the Council could then actually accept the road at their August meeting.

Please let me know if you have any questions or concerns regarding this.

Thank you

***Woodland Place, LLC
627 Talcottville Road
Vernon, CT 06066***

June 10, 2020

Town Council

Town of Vernon, CT

RE: Town Acceptance
Jen Drive
Vernon, CT 06066

Dear Town Council,

Please accept these Deeds along with the acceptance of the Jen Drive Road, Open Space, Streetlights, Sidewalks, Hydrants, Sewer, Drainage and all easements.

Thank you,

Woodland Place LLC
Kenneth J. Boynton, Member



OFFICE OF THE
TOWN PLANNER

TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066-3291
(860) 870-3640

E-mail: gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Town of Vernon Planning and Zoning Commission

FROM: George K. McGregor, AICP, Town Planner

SUBJECT: CGS 8-24 Referral and Street Acceptance Report – Jen Drive

DATE: August 6, 2020

The developer of the Woodland Place Subdivision (PZ 2014-14) has requested that the Town of Vernon accept the subdivision street (and appurtenances including streetlights, sewer, drainage, etc.), a cul-de-sac street named Jen Drive and accept conveyance of a 4.05-acre open space parcel. The street serves 10 building lots and 20 units. The PZC approved the subdivision on January 22, 2015.

State statute declares:

"No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report."

The intent in this consideration is for the Commission to review the proposed action and issue a finding on its consistency or lack thereof with the Plan of Conservation and Development (POCD). At the time, the PZC found that the subdivision was consistent with the POCD during its review and approval of the development and recommended the open space be public during this deliberation. Therefore, this request is consistent with the adopted POCD.

Section 9 of the Subdivision Regulations states that the Planning & Zoning Commission shall not recommend acceptance until the improvements have been made, the street has direct access to a Town road, and the improvements are acceptable to the Town Engineer. *Staff affirms these standards have been met.*

Draft Motion: Moved, that the Planning & Zoning Commission finds that the acceptance of Jen Drive and the open space parcel by the Town of Vernon is consistent with the Plan of Conservation and Development and meets the Street Acceptance procedures found in Section 9 of the Town Subdivision Regulations.

Plan of Conservation and Development



Town of Vernon

Plan of Conservation and Development – 2020 Update

Introduction

The Town of Vernon Planning and Zoning Commission, with assistance from Milone & MacBroom, Inc. (MMI), is preparing an update to the Town's Plan of Conservation and Development, or POCD. The POCD is a policy document that provides a long-term vision for the Town and guidance on decision-making related to growth, development, and conservation over the next ten years. The State of Connecticut requires municipalities to update their POCD every ten years.

We are in the initial data and information gathering phase of the planning process, and are seeking to understand your commission's views on the key planning, conservation and development issues facing Vernon, your major accomplishments in these areas over the past decade, as well as your goals and objectives in these areas for the next ten years. We are asking that you distribute the following questions to your board/commission members, and include a discussion of the questions as an item on one of your next agendas.

Please record your commission responses and return this form to Liz Esposito (eesposito@mminc.com) and George McGregor (gmcgregor@vernon-ct.gov) by September 1, 2020.

If you have any questions or comments regarding this questionnaire or the POCD process, please contact George McGregor, Town Planner.

Thank you for sharing your time and knowledge in the service of this important project!



Town of Vernon
Plan of Conservation and Development – 2020 Update

Name of Board or Commission: _____

Name of person completing the form: _____

1.) Generally, and in brief, what are the three to five most important planning, conservation and/or development issues facing Vernon from your board/commission's specific perspective, area of expertise and/or governance?

2.) Thinking about land use, what would you like to see change in Vernon over the next 10-20 years?



Town of Vernon
Plan of Conservation and Development – 2020 Update

3.) Thinking about your respective board/ commission's charge, what are your top 3 objectives for the next several years?

4.) What strategies would your board/ commission need to work on to achieve those top 3 objectives?



Town of Vernon

Plan of Conservation and Development – 2020 Update

5.) Please review the current Vernon POCD, the current POCD action agenda can be found as an attached pdf. Goals and strategies are explained throughout the [2012 POCD document](#); however, the attached implementation chapter provides a compilation of all strategies. Which goals and strategies are still relevant (please mark all, even if outside the purview of your board/ commission)? Which should be changed, and what is missing?

6.) How is your board or commission incorporating the sustainability initiatives of [Sustainable CT](#) into your work? Are there plans to incorporate these initiatives over the next 10 years?