

**TOWN OF VERNON**  
**Planning & Zoning Commission (PZC)**  
**Meeting Notice**  
**Thursday, December 3, 2009, 7:30 PM**  
**Council Chambers, Third Floor**  
**Memorial Building, Vernon Town Hall**  
**14 Park Place**  
**Rockville/Vernon, CT**

RECEIVED  
VERNON TOWN CLERK  
10 FEB 25 PM 6:25

1. Call to Order & Roll Call

- **Meeting called to order at 7:35P.M.**
- **Regular Members Present:** Lester Finkle, Chester Morgan, Watson Bellows and Keith Lauzon. Sarah Iacobello entered at 7:41 P.M.
- **Alternate Members Present:** Stanley Cohen, Charles Bardes and Victor Riscassi. Charles Bardes to sit for Francis Kaplan. Victor Riscassi to sit for Walter Mealy. Stanley Cohen to sit for Sarah Iacobello.
- **Staff Present:** Leonard Tundermann, Town Planner, Terry McCarthy, Town Engineer
- **Recording Secretary:** James Krupienski.

2. Administrative Actions/ Requests

2.1 Communications received NOT related to Agenda items

- **None**

2.2 Amendment / Adoption of Agenda - Additional business to be considered under agenda item #6 "Other Business"

- **Chester Morgan, seconded by Watson Bellows moved a Motion to Adopt the Amended Agenda. Motion carried unanimously.**

2.3 Acceptance of Minutes

- **None**

2.4 Approval of meeting dates for 2010

**Annual Meeting Schedule 2010 @ 7:30 P.M.**

**Planning & Zoning Commission —2/4/10, 2/18/10, 3/4/10, 3/18/10, 4/1/10, 4/15/10, 5/6/10, 5/20/10, 6/3/10, 6/17/10, 7/1/10, 7/15/10, 8/5/10, 8/19/10, 9/2/10, 9/16/10, 10/7/10, 10/21/10, 11/4/10, 11/18/10, 12/2/10, 12/16/10, 1/6/11, & 1/20/2011**

3. Public Hearings

3.1.1 Application [PZ-2009-18] of Gary Moore, Moore's Automotive for a Modification of an approved Plan of Development to add an addition to the existing building at 1246 Hartford Turnpike (Assessor's ID: Map #68, Block #40A, Lot/Parcel #1246.

- **Watson Bellows recused himself from the application.**
- **Leonard Tundermann, Town Planner read the Legal Notice into the Record.**
- **Alan Humphries, 348 Vernon Avenue representing Gary Moore:**
  - **Reviewed previous approval history for the property;**
- **Sarah Iacobello entered the meeting at 7:41 P.M.**
- **Stanley Cohen to sit for Watson Bellows.**
  - **Proposed 1,140 sq/ft addition on the western side of the building;**

- In compliance with section 14 of the Zoning Regulations;
- No proposed changes to the Landscaping;
- No change to off-site storm water runoff;
- Zoning variance granted in 2006 to reduce setback to 0' feet;
- No impact to wetlands by the property;
- Lot coverage to 75.49. Increase of 3%;
- Reviewed by the Design Review Commission on October 5, 2009;
- Presented photos of former and present development;
- In compliance with Section 17 of the Zoning Regulations;
- Supplied complete listing required under Section 20.6.2.2;
- No additional lighting proposed for the development;
- No additional impact to traffic;
- No new signage;
- Would install sidewalks if required by the commission;
- Stanley Cohen questioned paving on the site. Applicant indicated that that final striping of the parking after final paving.
- Chester Morgan questioned that stipulation of the Design Review Commission relative to the garage door color. Applicant indicated that they had no issue with the color change.
- Commissioners Riscassi and Bardes questioned oil capture on the property and safety measures in place.
- Charles Bardes questioned if the building had sprinklers. Applicant indicated that it was not required.
- Discussion took place relative to the handling of hazardous materials.
- Discussion took place regarding previous stipulation to install sidewalks at the location.
- **Staff Input**
  - Commission needs to make findings of compliance with sections 20.4.2.6, 20.4.2.8 and 20.4.2.11
  - Insert in Draft Motion in-between #3 & #4: "Documentation of a Construction Easement shall be supplied prior to the issuance of a Building Permit."
  - Add #13 "Recommendations of the Design Review Commission dated October 6, 2009."
  - Correct new Item # 5 to indicated that "...only if stipulations #1-4 are met."
  - Letter of Thomas Joyce, 49 Hale Street Ext. – Endorsement of the applicants application. (Letter read into the record.)
  - Discussion took place regarding sidewalk installation on site.
  - Leonard Tundermann, Town Planner suggested the use of a Sidewalk Caveat for possible future installation.
  - Victor Riscassi suggested the Town Engineer allow for use of bituminous curbing with concrete sidewalks.
  - Chester Morgan agreed with waiver of previous Granite curbing requirement for proposed sidewalk.
  - Terry McCarthy, Town Engineer:
    - Spoke to previous history of the application and would not support installation of granite curbing

- **Drainage Ditch** – existing ditch only directs rainwater to swale no actual primary use currently.
  - **Public Input – (8:51 P.M.)**
    - **Thomas Joyce, 49 Hale Street Ext** – Spoke in support of the applicants project and following through with improvements as presented.
  - **Public Testimony closed at 8:55 P.M.**
  - **Rebuttal & Summation**
    - **No further comments.**
  - **Public Hearing closed at 8:57 P.M.**
  - **Discussion for possible waiver or caveat regarding sidewalks (requires 3/4 majority);**
    - **Victor Riscassi** – In favor of sidewalk, would waive Granite curbing requirement;
    - **Charles Bardes** – Waiver for sidewalk;
    - **Stanley Cohen** - In favor of sidewalk, would waive Granite curbing requirement;
    - **Sarah Iacobello** - In favor of sidewalk, would waive Granite curbing requirement;
    - **Chester Morgan** – Prefers Caveat, would support sidewalk installation with waiver of Granite curbing;
    - **Keith Lauzon** – In favor of Caveat;
    - **Lester Finkle** – In favor of waiver for Granite curbing requirement;
  - **Motion to waiver sidewalk installation failed 5-2**
  - **Chester Morgan, seconded by Sarah Iacobello moved a Motion to waiver the requirement for Granite curbing. Motion carried. Commissioner Bardes opposed.**
  - **Chester Morgan, seconded by Stanley Cohen moved a Motion to Approve the application.**
    - **Insert in Draft Motion in-between #3 & #4: “Documentation of a Construction Easement shall be supplied prior to the issuance of a Building Permit.”**
    - **Add #13 “Recommendations of the Design Review Commission dated October 6, 2009.”**
    - **Correct new Item # 5 to indicate that “...only if stipulations #1-4 are met.”**
    - **Insert #15 - The Planning and Zoning Commission waives the Granite curbing requirement of the 1997 approval.**
    - **Correct sq/ft amount from 1,040 sq/ft to 1,140 sq/ft;**
  - **Motion carried unanimously.**
  
  - **Five (5) minute recess at 9:07 P.M.**
  - **Meeting reconvened at 9:21 P.M.**
  
  - **Stanley Cohen returned to Alternate member**
  - **Watson Bellows now sitting.**
- 3.1.2 Application [PZ-2009-22] of Brian Carty for a Special Permit to establish a tattoo studio at 29 West Main Street (Assessor’s ID: Map #40, Block # 90, Lot/Parcel #3)
- **Leonard Tundermann, Town Planner read the Legal Notice into the record.**
  - **Brian Carty, 113 ½ Brooklyn Street;**

- **Proposing a tattoo studio;**
- **Attempting to reinvigorate the downtown retail traffic;**
- **Health Department inspections will be required to meet State law;**
- **Presented proposed floor plan layout for the studio;**
- **Watson Bellows questioned the businesses target age group. Applicant indicated primary group was from 18 to 35 years of age.**
- **Sarah Iacobello questioned the proposed hours of service. Applicant indicated that hours of service would be based upon scheduled appointments.**
- **Mr. Carty supplied letters of support from surrounding businesses.**
- **Staff Review**
  - **Leonard Tundermann, Town Planner reviewed requirements of Section 17.3 for compliance.**
    - **Read letters of support from surrounding businesses.**
- **Public Comment – 9:47 P.M.**
  - **None**
- **Public Hearing was closed at 9:49 P.M.**
- **Chester Morgan, seconded by Watson Bellows moved a Motion to Approve the application.**
  - **Watson Bellows indicated he was concerned with the Special Permit being tied to the property.**
- **Motion carried unanimously.**

3.1.3 Application [PZ-2009-25] of Elisha Williams for a Special Permit for Massage Therapy at 793 Talcottville Road (Assessor's ID: Map #07, Block #0002, Lot/Parcel #00079)

- **Applicant requested opening of the application and continue to the December 17, 2009.**
- **Leonard Tundermann, Town Planner read the Legal Notion into the record.**
- **Watson Bellows, seconded by Chester Morgan moved a Motion to Continue the Application to the December 17, 2009 meeting. Motion carried unanimously.**

#### 4. Old Business

##### 4.1 Plan of Conservation and Development

- a. Distribution of Booklet #2, Planning Issues
- b. Distribution of Booklet #3, Conditions & Trends
- c. Report by POCD Committee
  - **Special Meeting scheduled for December 10, 2009 @ 7:00 P.M.**
  - **Commission was requested to review and prepare to comment on supplied booklets listed above. (Attachment A)**

##### d. Approval of Planimetrics Invoice 12/1/2009

- **Watson Bellows, seconded by Chester Morgan moved a Motion to Accept the Invoice for Planimetrics for services through November 2009. Motion carried unanimously. (Attachment B)**

##### 4.2 Analysis of zoning and subdivision regulations

- **Review of proposal to review the Zoning and Subdivision regulations.**

- **Watson Bellows spoke to the possibility of changes coming out of the process during the Plan of Conservation and Development update.**
- **Leonard Tundermann, Town Planner spoke to timetable and procedure for review of the regulations.**

5. New Business.

5.1 Receipt of Applications:

5.1.1. Application [PZ-2009-27] of Roland Violette for approval of a Site Plan of Development for a bulk petroleum storage and wholesale distribution facility for propane at #60-62 Industrial Park Road (Assessor's ID: Map # 30, Block #0133, Lot/Parcel 0005G)

- **Application does not require Public Hearing – proposed use is allowed under Zoning Regulations**
- **Leonard Tundermann, Town Planner indicated the applicant is currently working with the Fire Marshal to meet compliance and State requirements.**
- **Chester Morgan, seconded by Charles Bardes moved a Motion to Receive and Schedule a Public Hearing on January 21, 2010. Motion carried unanimously.**

6. Other Business

6.1 Additional business to be considered should be introduced under PZC meeting agenda item "#2.2 Amendment / Adoption of Agenda" at the beginning of the meeting.

7. Adjournment.

- **Chester Morgan, seconded by Sarah Iacobello moved a Motion to Adjourn. Motion carried unanimously.**
- **Meeting adjourned at 10:20 P.M.**

James Krupienski  
Recording Secretary

**Attachment A**

**Town of Vernon Plan of Conservation & Development Status**

**December 3, 2009**

**1. Completed Tasks**

- a. December 3: Booklet #2 is distributed to PZC members for review.  
Purpose: Identifies planning issues resulting from interviews with the PZC, questionnaires from town officials, town department heads, boards and commissions and public meeting.
- b. December 3: Booklet #3 is distributed to PZC members for review.  
Purpose: reviews existing conditions in Vernon along with past trends and projected changes that might occur in the future from various sources of data.
- c. Provide a list of people in Vernon to be interviewed by Planimetrics.
  - i. Eighteen people were identified and represent a broad spectrum of people
  - ii. Planimetrics will interview personnel selected from this list
  - iii. Interviews will be after March- April 2010
- d. Select town organizations to provide presentations to the PZC at a Special Meeting on February 11, 2010.

**2. Next Steps**

- a. Key schedule dates
  - i. December 10, 2009- PZC Special Meeting with Planimetrics to review
    - 1. The results from the public meeting, questionnaires and interviews with public and civic leaders (Booklet 2)
    - 2. The Conditions & Trends Data (Booklet #3)
  - ii. January 14, 2010 (snow date is January 27,2010)-PZC Special Meeting for a public workshop regarding strategies for Conservation, Development and Infrastructure
  - iii. February 11, 2010-PZC Special Meeting for local boards and commissions to provide input on recommended strategies.
- b. Open items:
  - i. Reserve rooms and develop a publicity plan for the above dates.
  - ii. Notify organizations selected by Planimetrics to provide presentations to the PZC
  - iii. Develop a publicity campaign for the January 14, 2010 public meeting

Attachment B



December 1, 2009

Leonard Tundermann, AICP  
 Director of Planning  
 Town of Vernon  
 14 Park Place  
 Vernon, CT 06066

**RECEIVED**

DEC 2 2009

TOWN PLANNER'S OFFICE

**INVOICE**

Re: **Vernon POCD**  
 (work through end of November 2009)

Professional Time:	Overall Amount	Completed To Date	Previously Invoiced	Amount Due
Introduction and Issues Scoping	\$7,250	\$6,250	\$0	\$6,250
Conditions and Trends	\$5,250			
Assessment and Strategies Workshops	\$5,500			
Research / Strategy Development	\$45,000			
Community Telephone Survey	\$15,000			
Draft Plan	\$19,000			
Public Information Meeting	\$5,250			
Plan Adoption	\$6,750			
<b>SUBTOTAL</b>	<b>\$109,000</b>	<b>\$6,250</b>	<b>\$0</b>	<b>\$6,250</b>

Reimbursable Expenses:	Overall Amount	Completed To Date	Previously Invoiced	Amount Due
Printing / Delivery	\$5,000	\$389.18	\$0.00	\$389.18
<b>SUBTOTAL</b>	<b>\$5,000</b>	<b>\$389.18</b>	<b>\$0.00</b>	<b>\$389.18</b>

**TOTAL DUE: \$6,639.18**

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DEC

TOWN PLANNER'S OFFICE

## Attachment B (cont)




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**M E M O R A N D U M**


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**To:** Leonard Tundermann, Town Planner

**From:** Heidi Samokar, AICP

**Date:** November 24, 2009

**Subject:** Tasks / Work Products during billing period ending November 24, 2009  
Vernon Plan of Conservation and Development

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The following has been wholly or partially completed during this billing period:

<b>TASK 1- INTRODUCTION AND ISSUES SCOPING</b>	<b>Status</b>
• Community orientation tour	Completed
• Create project binders for Town	Completed
• Prepare Booklet 1, Planning Primer	Completed
• Review status of current Plan strategies with Town Planner (and others)	Completed
• Prepared and compiled results from board, commission, department head survey	Completed
• Set up project page on Facebook	Completed
• Introductory / Scoping meeting with PZC	Completed
• Public Scoping Meeting (publicity, preparation, hold meeting, compile results)	Completed (Town will receive booklet first week of December)
• Prepared Booklet 2, Planning Issues	Completed (Town will receive booklet first week of December)
• Additional tasks included meetings with Subcommittee.	
<b>TASK 2- CONDITIONS AND TRENDS</b>	
• Research	Completed
• Preparation of Booklet 3	Substantially completed (Town will receive booklet first week of December)
• Mapping – coordination with Town GIS	Completed

## Attachment C

## Proposal for the Review of the Town of Vernon Zoning and Subdivision Regulations

The Plan of Conservation and Development Plan project is well underway. Upon its completion the Planning & Zoning Commission (PZC) will need to turn its attention to reviewing the Town of Vernon zoning and subdivision regulations to ensure they are consistent with the POCD.

### Background

The current zoning and subdivision regulations are a patchwork of changes that have evolved over the years in a reaction to a changing business climate, state regulatory and local political environment and neglect by the PZC. Consequently, they are inconsistent with the current POCD, some town ordinances and from a practical perspective very difficult to understand in content and format.

### Proposal

In preparation for the completion of the POCD and future planning for the PZC over the next couple of years an analysis of the current zoning and subdivision regulations needs to be conducted. The analysis would consist of the following.

1. A survey and recommendation of a zoning regulatory model that would be consistent with state and regional regulations as well as be relevant and considered to be "best of breed" by Connecticut planning professionals. The model would consist of and not limited by the following criteria.
  - a. Zoning categories that are universally accepted within the land use planning community
  - b. Format and language of regulations that are understandable to a PZC commission member, the general public and the administrative professionals that have to implement the regulations.
  - c. Contains a process that enables the regulations to be changed without creating inconsistencies and contradictions as they are amended by the PZC.
2. A review of the existing zoning and subdivision regulations resulting in the following recommendations. The identification of.
  - a. Regulations that could be deleted/ discarded because they are irrelevant, contradictory or are inconsistent with state and regional regulations and/ or statutes.
  - b. Existing regulations that have to be transitioned to the new zoning model or require amendment to achieve clarity or consistency.
  - c. Areas where the existing regulations do not comply with the POCD and town ordinances.
3. A plan that would identify
  - a. The priority of the regulations to be addressed by the PZC and adapted to the new zoning model.
  - b. Objectives for the PZC in addressing the recommended changes over a three year period.

### Conducting the Review

The Town Planner will conduct the review in consultation with the Assistant Planner and the Zoning Enforcement Officer as warranted within the following framework:

1. It is anticipated that the review will require allocation of one day per week, or the equivalent thereof, over the span of 12-13 weeks;
2. The project will be started during the first week of January 2010 and should be completed by March 31, 2010.
3. The Town Planner will undertake the project while maintaining the normal workload and functions of the Planning Department.

**Daigle, Karen**

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**From:** Daigle, Karen  
**Sent:** Thursday, February 25, 2010 6:46 PM  
**To:** Campolongo, Leslie; Lambert, Doris; Wheelock, Diane  
**Subject:** DRC draft minutes and PZC draft minutes

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	Campolongo, Leslie	Delivered: 2/25/2010 6:46 PM	
	Lambert, Doris	Delivered: 2/25/2010 6:46 PM	
	Wheelock, Diane	Delivered: 2/25/2010 6:46 PM	Read: 2/25/2010 6:55 PM

Dear Leslie,

Please be advised new scan(s) have been added to the shared folder for posting on the Town of Vernon website

Karen C. Daigle  
Town of Vernon  
Assistant Town Clerk  
860-870-3620  
kdaigle@vernon-ct.gov