

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Virtual Meeting Notice & Agenda
Thursday, April 15, 2021 7:30 PM

Join Zoom Meeting

Zoom Meeting Information

<https://us02web.zoom.us/j/86906729945?pwd=bHhjSkhHVOR5NFZYRittU29nV0dmQT09>

Meeting ID: 869 0672 9945 **Passcode:** XADn6j

By Phone: (646) 876 9923 **Meeting ID:** 869 0672 9945 **Passcode:** 172191

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 #7 "Other Business" requires Commission vote
 - 2.3 Approval of the Minutes from the **April 1, 2021.**
3. **New Application(s) for receipt, if any:**
4. **Public Hearing(s) and Action on Applications:**
 - 4.1 Application **[PZ-2021-05]** for Shaun Gately, Economic Development Coordinator, to amend the zoning regulations to permit temporary, permanent and seasonal outdoor dining.
 - 4.2 Application **[PZ-2021-06]** Rockville Retail LLC, requests a special permit approval, pursuant to Section 4.23.5.6 (warehousing) of the Town Zoning Regulations for the creation of an indoor, temperature controlled, storage facility located at 33 & 35 West Main St., (Assessor's ID: Map 40, Block 0090, Parcel 00002).
5. **8-24 Referrals, If any**
6. **Plan of Conservation and Development Update**
 - Draft strategies
 - Schedule update
 - April 29, 2021 Public Workshop
7. **Other Business/Discussion**
8. **Adjournment**

Roland Klee, Chairman
Planning & Zoning Commission

DRAFT MINUTES

TOWN OF VERNON
Planning & Zoning Commission (PZC) 21 APR -8 AM 10:22
Thursday, April 1, 2021 7:30 PM

Via Zoom

Draft Minutes

1. **Call to Order & Roll Call by Roland Klee, Chairman at 7:32PM**

- Regular Members Present: Roland Klee, Robin Lockwood, Joseph Miller, Iris Mullan Mike Mitchell and Jesse Schoolnik.
- Alternate Member: Carl Bard
- Absent Member: Susan Reudgen
- Staff Present: George McGregor, Town Planner
- Recording secretary: Cassandra Santoro.

2. **Administrative Actions/Requests**

- 2.1 Amendment/Adoption of Agenda - Additional business to be considered under agenda item #7 "Other Business" requires Commission vote

Robin Lockwood moved to **ADOPT** the agenda as written. Joseph Miller seconded and the motion carried unanimously.

- 2.3 Approval of the Minutes from the **March 18, 2021**.

Robin Lockwood made a motion to **APPROVE** the minutes from March 18, 2021. Iris Mullan seconded and the motion carried with two (2) abstentions – Commissioners Schoolnik and Mitchell.

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

- 3.1 Application [**PZ-2021-06**] Rockville Retail LLC, requests a special permit approval, pursuant to Section 4.23.5.6 (warehousing) of the Town Zoning Regulations for the creation of an indoor, temperature controlled, storage facility located at 33 & 35 West Main St., (Assessor's ID: Map 40, Block 0090, Parcel 00002).

George McGregor, Town Planner explained the details of Application [PZ-2021-06] a special permit request located at 33 & 35 West Main Street.

Robin Lockwood moved to **ACCEPT** Application [PZ-2021-06] for a Special Permit at 33-35 West Main at the April 15, 2021 meeting. Jesse Schoolnik seconded and the motion carried unanimously.

4. **Public Hearing(s) and Action on Applications:**
(Continued from March 18, 2021)

- 4.1 Application [**PZ-2021-02**] Krause Realty Trust, requests a zone change for two parcels, one located at 34 Acorn Rd. (Assessor's ID: Map 01, Block 159A, Parcel 00002) and the other located at 42 Acorn Rd. (Assessor's ID: Map 01, Block 159A, Parcel 00001). Both parcels are currently zoned R-27. The requested change is to rezone 1.1457 acres of the parcels to Commercial, in order to merge that portion into adjacent Commercial land to provide additional inventory parking at an automobile dealership, and to rezone 1.2407 acres of the parcels to Open Space Zone.

- Robin Lockwood recused herself from the hearing at 7:37PM.
- Carl Bard was assigned to sit for Commissioner Robin Lockwood by Chairman Roland Klee.
- Chairman Roland Klee explained that the Town Planner read the Legal Notice into record at the March 18, 2021 meeting and 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.

- Dorian Famiglietti of Kahan, Kerensky & Capossela, LLP spoke on behalf of the applicant. Ms. Famiglietti also introduced Peter Krause, Applicant and Consultant George Logan.
- Ms. Famiglietti asked the commission to present both the Zone Change and the Site Plan applications in one to avoid redundancy and to save time. Chairman Roland Klee accepted.
- Discussion ensued.
- Comments for Public Hearing opened at 8:36PM.
- Darlene and Tibor Zoller of 19 Allison Road spoke in opposition of the application.
- Elizabeth Tremblay of 5 Hartl Drive spoke in opposition of the application.
- Greg Lockwood of 14 Allison Road spoke in opposition of the application.
- Ann Letendre of 29 Gottier Drive spoke regarding a conservation easement.
- Dorian Famiglietti provided closing statements
- Lois Leighton of 11 Allison Road spoke in opposition.
- Joseph Miller made a motion to close the public hearing at 9:18PM. Jesse Schoolnik seconded and the motion carried unanimously.

Discussion ensued.

Carl Bard made a motion to **APPROVE** the application for a zone change because one, it is consistent with the Plan of Conservation and Development and secondly, with the conservation easement it locks the property into being open space. Joseph Miller seconded the motion. Discussion ensued. The motion carried with one opposition, Iris Mullan.

- 4.2 Application [PZ-2021-03] Krause Realty Trust, requests a site plan of development approval for the expansion of parking areas for inventory storage at an automobile dealership, one located at 6 Hartford Tpke., (Assessor's ID: Map 01, Block 0159, Parcel 0001B), another located at 34 Acorn Rd., (Assessor's ID: Map 01, Block 0159A, Parcel 00002), and the last at 42 Acorn Rd., (Assessor's ID: Map 01, Block 0159A, Parcel 00001). **Action only**

Carl Bard made a motion to **APPROVE** the site plan as it is consistent with site plan requirements. Joseph Miller seconded and the motion carried unanimously.

Robin Lockwood returned to the meeting.

Carl Bard was assigned to sit for Commissioner Susan Reudgen by Chairman Roland Klee.

5. **8-24 Referrals, If any**

None.

6. Plan of Conservation and Development Update

6.1 Introduction of Future Land Use Map and Planning Area Summaries

Town Planner, George McGregor presented the commission with a detailed Plan of Conservation and Development update. Discussion ensued.

7. Other Business/Discussion-

7.1 Extension of [PZ-2016-20], Richard Korris, a site plan, located at 129 & 145 Talcottville Rd.

Town Planner George McGregor explained the stipulations of the request for extension of site plan at 129 and 145 Talcottville Road.

Carl Bard made a motion to grant a two (2) year extension for PZ-2016-20. Robin Lockwood seconded and the motion carried unanimously.

8. Adjournment

Mike Mitchell made a motion to adjourn at 9:58PM. Carl Bard seconded and the motion carried unanimously.

Respectfully,

Cassandra Santoro
Recording Secretary

APPLICATION

1

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)

APPLICATION

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: Shaun Gately - TOV Economic Develop.

Title: _____

Company: Town of Vernon

Address: 55 West Main St.

Vernon Ct 06066

Telephone: _____ Fax: _____

E-mail: _____

II. PROPERTY OWNER (S):

Name: _____

Title: _____

Company: N/A

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

III. PROPERTY

Address: _____

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

N/A

Check if Historic Status Applies:

☐ Located in historic district:

☐ Rockville

☐ Talcottville

☐ Individual historic property

IV. PROJECT

Project Name: Text Amendment to Zoning Regulations

Project Contact Person:

Name: Shaun Gately

Title: _____

Company: Town of Vernon

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:

Text Amendment to Zoning Regulations

General Activities:

To Amend the zoning regulations
to permit temporary, permanent and
seasonal outdoor dining.

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: _____

Town of Vernon Outdoor Dining
Draft Zoning Regulations Amendment

March 8, 2021

Revised March 29, 2021

Narrative: With the Governors Executive Orders due to expire, The Town of Vernon proposes to amend the Town Zoning Regulations to address temporary, seasonal, and permanent outdoor dining as permitted accessory uses.

Add New Section

3.31 Outdoor Dining. Nothing in these regulations shall prohibit temporary outdoor dining on a seasonal basis, where tables, chairs, and other items are located for patrons of any use where food and beverages are served. The following regulations apply:

3.31.1 **Location.** Outdoor dining may be located anywhere on the parcel (including the parking lot) or on an adjacent properly zoned vacant parcel and except as 3.31.2.

3.31.2 **Required Yards.** Outdoor dining is permitted in any required yard, except in cases where the outdoor dining is located in a required yard which abuts a residential district; or when permanent structures are proposed.

3.31.2 **Accessibility.** Outdoor dining areas shall not impede accessible parking spaces, entrances, or routes. All outdoor dining shall be ADA accessible and compliant.

3.31.3 **Parking.** Outdoor dining shall not be included in parking calculation, unless outdoor dining replaced existing parking spaces. Then, adequate parking must be demonstrated.

3.31.4 **Enclosures.** For outdoor dining in a parking lot, adjacent to, or where vehicular conflicts are present, a safety barrier, approved by the fire Marshal, shall be installed. The safety barrier shall be constructed of heavy planters with vegetation, or other alternative of equal design quality, when visible from the public right of way.

3.31.5 **Seasonality.** All tables, chairs, trash receptacles, barriers, etc...shall be removed at the end of each outdoor dining season.

3.31.6 **Lighting.** Glare falling outside the outdoor dining area is prohibited.

3.31.7 **Application process.** A temporary outdoor dining and activity application, submitted to the Building Department, is required on annual basis and shall be effective March 1 of each year.

3.31.8 **Permanent structures.** If permanent structures are proposed, such as decking or canopies, the minor modification site plan process is required.

3.31.9 **Other Permits.** Nothing herein shall preempt State Fire Codes or Building Code requirements, as applicable. Other permits may be required. An annual inspection is required.

APPLICATION

2

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)**APPLICATION**

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: Jeremiah Boucher
Title: Owner
Company: Rockville Retail
Address: 33-35 West Main St.
Vernon CT 06066
Telephone: 860-375-4377 Fax: _____
E-mail: Diane@patriot holdings.com

II. PROPERTY OWNER (S):

Name: Jeremiah Boucher
Title: CEO
Company: Patriot Holdings
Address: 4023 Dean Martin Dr
Las Vegas, NV 89103
Telephone: 702-550-3808 Fax: _____
E-mail: jeremiah@patriot holdings.com

05/05/2015

1

III. PROPERTYAddress: 33-35 West Main St. 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. PROJECTProject Name: Rockville Self Storage

Project Contact Person:

Name: Diane Cyr

Title: _____

Company: Cyr ManagementAddress: 12 Bradco StKeene, NH 03431Telephone: 603-357-7760 Fax: _____E-mail: Diane@patriot holdings.com

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: Temperature Controlled Storage
 General Activities: Indoor storage facility
in one of the retail center units.

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)

VII. APPLICATION CONDITIONS / STIPULATIONS

The following provisions apply to all applications submitted to the Planning & Zoning Commission (PZC) and are incorporated as part of the application.

All information shall be submitted to the Town Planner and no application shall be considered as being filed if incomplete or if delivered to any other Town Official (Sub Sec.4).

If the area to be developed contains more than one-half (1/2) acre area that will be physically altered or disturbed, a completed erosion and sedimentation control plan (ESCP) in accordance with Zoning Regulations Section 18 and/or Subdivision Regulations Section 6.14, as applicable, must be submitted. The applicant shall be responsible for all costs associated with the certification of the ESCP.

By signing this application, permission is granted to Commission members, employees of the Town of Vernon, and persons assisting the Town Staff to go onto the subject property to make inspections pursuant to the application review, approval, bonding requirements, or obtaining information materially relevant to the application.

No application coming before a Commission may be withdrawn after it has been advertised for a public hearing unless the Chairman or Secretary of the Commission is notified in writing by the applicant or his representative not later than forty-eight (48) hours prior to the scheduled hearing before the Commission. All fees encumbered in the advertising and review of the application is non-refundable (ZR Section 1.5).

All applications must be submitted on drawings which are one of the following sizes: 8.5" x 11"; 12" x 18", 18" x 24"; 24" x 36". Subdivision and resubdivision maps must be 24" x 36".

- The application shall include an 8.5" x 11" map showing the location of the site and an 8.5" x 11" general plan of development (POD) map showing the development proposed on the site.

- A legal description of the subject property must be submitted with this PZC application. The legal description should bear the Volume number and Page number by which it is recorded in the land records.

Applications to the Planning & Zoning Commission (PZC) require notification of property owners within two hundred feet (200') of the subject property. A list of property owners and a complete set of mailing labels must be submitted with the application.

- Applicants shall submit one copy of a brief narrative including a traffic impact statement, outlining the proposed activity and the reason for the application. The traffic impact statement shall provide sufficient data for the Vernon Traffic Authority and PZC to be able to access traffic conditions relative to the location, site design, and proposed activity.
- Applicant shall submit twenty (20) copies of a map showing all information required in Zoning Regulations Section 14 Site Plans, and Section 17.3.2 Special Permits as may be required, and/or the Subdivision Regulations Section 4,5,7.

The map must be prepared by a licensed surveyor, if the application involves (a) exterior modification to the building or premises, such as off-street parking, which need dimensionally critical measurements to insure compliance with zoning or (b) the improvements involve disturbing more than one half acre of land.

Applicant shall submit the above-required information to the Town Planning Office accompanied by a check in the amount determined by the fees established by the State of Connecticut, Town of Vernon and/or the PZC with the application. The check, which is required as a filing fee, is to be payable to, "Town of Vernon". (See attached fee schedule).

THE APPLICATION WILL BE CONSIDERED INCOMPLETE IF ANY REQUIRED INFORMATION IS NOT SUBMITTED.


APPLICANT SHALL FILE A COPY OF ANY PROPOSED REGULATION AMENDMENT, ZONE CHANGE, OR WETLANDS REDESIGNATION WITH THE TOWN CLERK TEN (10) DAYS PRIOR TO THE HEARING AS PER SECTIONS 8-3(a) AND (d) AND 22a-42a (b) OF THE GENERAL STATUTES. CERTIFICATION OF THE FILING UNDER THESE SECTIONS BY THE APPLICANT MUST BE PRESENTED AT THE PUBLIC HEARING.

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. (IWR 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. (IWR 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:

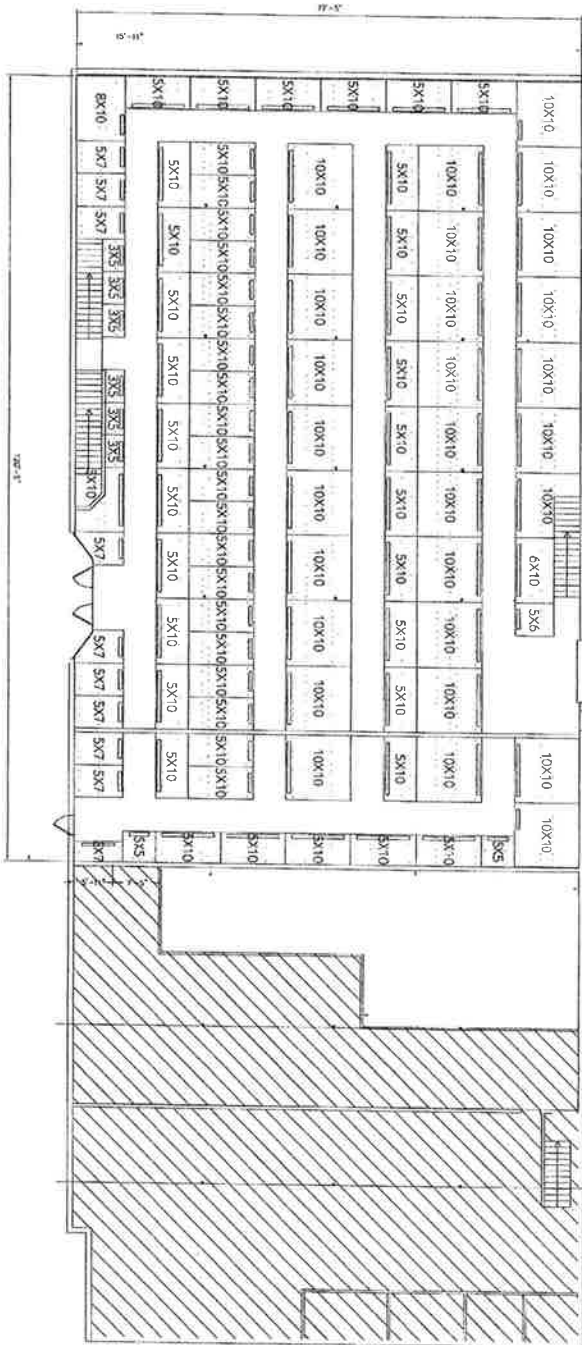
 _____ Signature	<u>3/20/21</u> _____ Date
_____ Signature	_____ Date

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted _____

Date Application Received by Commission _____

PZC File: _____



Unit Mix				Door Detail			
Quantity	Name	Unit Sq Ft	Location	Total Sq Ft	Roll Doors	Sliding Doors	Location
6	5X7	15		90	3	5	10' 12' Roll
2	5X7	21		42	-	X	-
2	5X5	25		50	-	X	-
1	5X6	30		30	-	-	-
5	5X7	35		175	-	-	-
32	5X10	50	Int. Access	1600	-	-	-
1	6X10	60		60	-	-	-
1	6X10	80		80	-	-	-
25	10X10	100		2500	-	-	-
102				5145			
102				5145			

STORAGE³
198 North Center Street
Arling, MI 49531



BETCO
Self Storage Facility
6000 North Center Street, ARLING, MI 49531
Call for more information
800-850-8500



OFFICE OF THE
TOWN PLANNER

TOWN OF VERNON

55 West Main St., VERNON, CT 06066-3291
(860) 870-3640
gmcgregor@vernon-ct.gov

MEMORANDUM

TO: Planning and Zoning Commission

FROM: George K. McGregor, AICP, Town Planner

SUBJECT: PZ 2021-06, 33-35 West Main St. Self Storage

DATE: April 15, 2021

Request and Background

Application **[PZ-2021-06]** Rockville Retail LLC, requests a special permit approval, pursuant to Section 4.23.5.6 (warehousing) of the Town Zoning Regulations for the creation of an indoor, temperature controlled, storage facility located at 33 & 35 West Main St., (Assessor's ID: Map 40, Block 0090, Parcel 00002). The parcel is zoned Downtown Business & Residential (DBR)

The applicant proposes 102 self-storage units in a space approximately 9,300 sq. ft. All of the units (6,200 sq. ft. of rentable--varying sizes 10x10 down to 3x5) will be interior storage spaces with access from the front doors as well as the rear loading area. No additional exterior site work is planned as the existing parking lot has recently been restriped. No architectural façade changes are planned.



View from West Main St.

Special Permits

In order to approve the special permit for self-storage, the Commission must find that the applicant meets the relevant general special permit criteria of Section 17.3.1, specifically:

- 17.3.1.1 It shall not create a hazardous condition relative to public health and safety;
- 17.3.1.2 It shall be compatible with neighboring uses;
- 17.3.1.3 It shall not create a nuisance;
- 17.3.1.4 It shall not hinder the future sound development of the community;
- 17.3.1.5 It shall conform to all applicable sections of this ordinance;

Staff finds that these thresholds have been met by the Application.

Staff Comments and Analysis

The application meets the relevant review criteria found in the special permit section 17.3.1. No outstanding issues have been identified by Town Staff. This is a difficult retail space which has been vacant for some time. The units will serve residents of historic Rockville. Staff recommends several conditions related to access, loading/unloading, and relocation of the existing rear dumpsters to ensure access performs most efficiently.

Draft Motions

A. I move that the Planning and Zoning Commission Approve PZ-2021-06, a Special Permit located at 33-35 West Main St. This approval is based upon a finding that the application and the special permit meets and exceeds the review criteria set forth in Section 17.3.1. The approval is subject to the following specific conditions:

- 1.) All customers shall park in a designated parking space at all times. Truck loading and unloading shall be via the rear loading zoning.**
- 2.) Prior to the issuance of an occupancy permit, the existing dumpsters shall be relocated so as not to impede access to the loading zone and shall be enclosed via fence or other acceptable means, with an opaque barrier screening the enclosure on three sides.**

B. Alternate Motion

From: [McGregor, George](#)
To: ["Payton Duvall"](#)
Cc: [Marchese, Andrew](#); [Smith, David](#); [Wasilewski, Daniel](#)
Subject: Vernon Special Permit-33 W Main Self-Storage
Date: Tuesday, March 30, 2021 10:04:00 AM
Attachments: [Fire Marshal Comments 3-25-21.docx](#)
[Zoning Comments 3-24-21.docx](#)
[Building Comments 3-29-21.docx](#)
[Loading Area Picture 2.jpg](#)
[Loading Area Picture 1.jpg](#)

Payton:

I wanted to update you on the processing of your application.

Timeline: The Planning and Zoning Commission will received you application formally this Thursday April 1. Staff will recommend it be placed on the April 15, 2021 public hearing agenda (though it is the PZC call so it could be May 7).

Comments: Attached are comments from Building, Zoning, Fire Marshal. Planning comments (mine) are in this email below:

1. Access-I want to make sure I understand how customers will access the facility. Loading will be via the back loading area only? Or will access to the units be via the front door as well? Is there a front door with office? Please advise.
2. Rear Loading area: As you can see from the attached pictures of current conditions, two trash dumpsters are situated in front of the loading dock (there is a third to the right side in the travel way). Those will have to be relocated. They should also be screened on three sides with an enclosure with gate). Please provide a drawing showing where they will be relocated to.
3. Rear loading zone: There area shows real signs of deterioration. There is trash/furniture along the perimeter; the pavement has no markings for loading or traffic direction or parking spaces marked.

There is debris and weeds as well, signs of dumping. We recommend your team take a close look at this and come up with a plan to improve this condition. Resurfacing the area with new pavement markings, additional lighting, maybe fencing, and other design fixes should be considered.

4. What are the planned hours of operations?

There may be additional comments as we move along.

George

George K. McGregor, AICP
Town Planner
Town of Vernon
55 West Main Street
Vernon, CT. 06066-3291
Phone: (860) 870-3640
Mobile: (860) 336-1846

From: [Diane Cyr](#)
To: [McGregor, George](#); [Payton Duvall](#)
Subject: [EXTERNAL] RE: Vernon Special Permit-33 W Main Self-Storage
Date: Monday, April 5, 2021 9:45:12 AM
Attachments: [image007.png](#)
[image008.png](#)
[image003.png](#)

CAUTION: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good morning George,

Sorry for the delay in my response. I thought I had sent it right out and found this in my drafts this morning. Please see my responses to your questions and comments below in **orange**.

Please let me know if you have any additional questions.

Diane Cyr

NorthEast Property Manager



Phone: 603-338-8470

Web: www.patriotholdings.com

Email: diane@patriotholdings.com

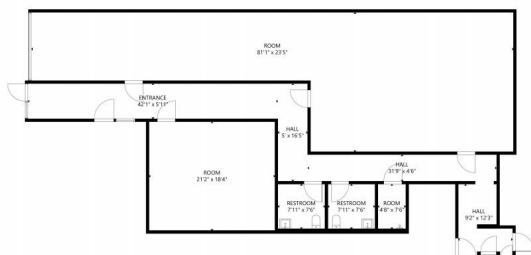
12 Bradco St. Keene, NH 03431

From: McGregor, George <GMcGregor@vernon-ct.gov>
Sent: Wednesday, March 31, 2021 11:59 AM
To: Payton Duvall <payton@patriotholdings.com>
Cc: Diane Cyr <diane@patriotholdings.com>
Subject: RE: Vernon Special Permit-33 W Main Self-Storage

Of course.

Your plan is to take the space immediately to the left of the existing laundromat right, on the ground floor?

This office space (shown in the clip below) will remain between the laundromat and the self storage units. The space to the left of this (previously used as a church), as well as the large open space, will be converted.



Just confirming as the Fire marshal asked.

George

From: McGregor, George <GMcGregor@vernon-ct.gov>

Sent: Tuesday, March 30, 2021 9:04 AM

To: Payton Duvall <payton@patrioholdings.com>

Cc: Marchese, Andrew <amarchese@vernon-ct.gov>; Smith, David <dsmith@vernon-ct.gov>; Wasilewski, Daniel <DWasilewski@vernon-ct.gov>

Subject: Vernon Special Permit-33 W Main Self-Storage

Payton:

I wanted to update you on the processing of your application.

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Comments: Attached are comments from Building, Zoning, Fire Marshal. Planning comments (mine) are in this email below:

1. Access-I want to make sure I understand how customers will access the facility. Loading will be via the back loading area only? Or will access to the units be via the front door as well? Is there a front door with office? Please advise.

Customers will access the units from three entry points. The rear loading area will be used for moving trucks or dock loading. The front two entries will include the current entry points on the front of the building. We are making no changes to the current façade. The front entries include one double door entry, and one man door.



3. Rear loading zone: This area shows real signs of deterioration. There is trash/furniture along the perimeter; the pavement has no markings for loading or traffic direction or parking spaces marked. There is debris and weeds as well, signs of dumping. We recommend your team take a close look at this and come up with a plan to improve this condition. Resurfacing the area with new pavement markings, additional lighting, maybe fencing, and other design fixes should be considered.

Since this area will be used for our customers, and not just a back loading area, it will be cleaned up to look nice and presentable as we did for the front area. As mentioned above, there is an issue with the homeless population congregating here. We are actively working on this. Our Spring cleanup is scheduled and we have been working with the police to discuss what we can do to keep people out of this area.

4. What are the planned hours of operations?

We plan for the storage to be open during the same hours as the Laundromat. 7 am – 9pm, 7 days a week. We will likely have the laundry associates collecting the storage rent payments as well, so no separate office will be needed.

There may be additional comments as we move along.

George

George K. McGregor, AICP
Town Planner
Town of Vernon
55 West Main Street
Vernon, CT. 06066-3291
Phone: (860) 870-3640
Mobile: (860) 336-1846

APPLICATION REVIEW COMMENTS

FROM: steveprattson@vernon-ct.gov

TO: _____

DATE: 03/29/2021

APPLICANT: RETAIL LLC ROCKVILLE

PROJECT: ROCKVILLE SELF STORAGE

LOCATION: 33 WEST MAIN ST

My comments in regard to the application submitted to the Inland Wetland Commission (IWC) and/or Planning & Zoning Commission (PZC) are:

_____ NO COMMENT

_____ COMMENTS ATTACHED

_____ PLEASE NOTE THE FOLLOWING COMMENTS:

A Building Permit Application and detailed floor plan will be required to determine Use & Occupancy, Means of Egress, and Accessibility. Applicant shall consult with the Building Department after obtaining P&Z Approvals.

SIGNATURE: _____

DATE: _____

APPLICATION REVIEW COMMENTS

FROM: dwasilewski@vernon-ct.gov

TO: _____

DATE: 03/25/2021

APPLICANT: RETAIL LLC ROCKVILLE

PROJECT: ROCKVILLE SELF STORAGE

LOCATION: 33 WEST MAIN ST

My comments in regard to the application submitted to the Inland Wetland Commission (IWC) and/or Planning & Zoning Commission (PZC) are:

_____ NO COMMENT

_____ COMMENTS ATTACHED

_____ PLEASE NOTE THE FOLLOWING COMMENTS:

I believe this space has a automatic fire alarm system which must be maintained

SIGNATURE: _____

DATE: _____

APPLICATION REVIEW COMMENTS

FROM: amarchese@vernon-ct.gov

TO: _____

DATE: 03/24/2021

APPLICANT: RETAIL LLC ROCKVILLE

PROJECT: ROCKVILLE SELF STORAGE

LOCATION: 33 WEST MAIN ST

My comments in regard to the application submitted to the Inland Wetland Commission (IWC) and/or Planning & Zoning Commission (PZC) are:

_____ NO COMMENT

_____ COMMENTS ATTACHED

_____ PLEASE NOTE THE FOLLOWING COMMENTS:

The application appears to comply with the zoning regulations.

SIGNATURE: _____

DATE: _____