

**WETHERSFIELD PLANNING AND ZONING COMMISSION  
PUBLIC HEARING AND MEETING**

**March 19, 2013**

The Wethersfield Planning and Zoning Commission held a public hearing and meeting on Tuesday, March 19, 2013 at 7:00 p.m. in the Wethersfield Town Council Chambers located at Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut 06109.

**1. CALL TO ORDER:**

Chairman Harley called the meeting to order at 7:03 p.m.

**1.1 ROLL CALL & SEATING OF ALTERNATES (5 members required for a quorum):**

Clerk Margiotta called the roll as follows:

Member Name	Present	Absent	Excused
Thomas Harley, Chairman	✓		
Richard Roberts, Vice Chairman	✓		
Antonio Margiotta, Clerk	✓		
Joseph Hammer	✓		
George Oickle	✓		
Anthony Homicki			✓
James Hughes	✓		
Dave Edwards			✓
Angelo Robert Fazzina	✓		
Thomas Dean (alternate)	✓		
Alex Vasel (alternate)			✓
Leigh Standish (alternate)	✓		

Also present: Peter Gillespie, Town Planner/Economic Development Manager;  
Denise Bradley, Assistant Planner

Chairman Harley noted at the time of roll call there were seven (7) full members and two (2) alternate members in attendance. All members present to participate.

There were No Members of the Public present.

**2. OLD BUSINESS:**

There was no Old Business discussed at this meeting.

**3. NEW BUSINESS:**

**3.1 APPLICATION NO. 1788-13-Z: Kathleen Bagley** Seeking Site Plan and Design Review to install a picnic pavilion at 154 Prospect Street (Mill Woods Park.)

**Commissioner Fazzina recused himself from this matter.**

Katheen Bagley, Director of Wethersfield Parks and Recreation and Michael Orsini, a volunteer from *Loretta's Dream Foundation*, appeared before the Commission to describe this Application. Ms. Bagley indicated the Wethersfield Parks and Recreation Department is requesting a site plan and design review

for a new picnic pavilion in Mill Woods Park. The pavilion proposed is a thirty by forty-four (30' x 44') foot structure with a concrete base that will have an extended hexagonal shape with a vented top. The picnic pavilion was mentioned in the 2002 Mill Woods Park Master Plan. Plans for the picnic pavilion and a site map for the project are included in this Application. Ms. Bagley noted that Wethersfield Parks and Recreation Department is working with a non-profit group in Town, *Loretta's Dream Foundation*, to fund the cost for the pavilion. This Foundation was formed in memory of Loretta Nakos Pemble, a graduate of Wethersfield High School, who passed away in 2005. The Foundation will be soliciting donations of materials and labor to offset the construction costs.

Vice Chairman Roberts inquired and Ms. Bagley noted repairs have been made to the parking area, which include delineated parking spaces.

Commissioner Oickle inquired and Ms. Bagley mentioned a Small Town Economic Assistance Program (STEAP) grant from the State has been received that will help complete paving in the parking lot.

Chairman Harley and Commissioner Oickle inquired and Mr. Orsini (who will be overseeing the construction end of the project) indicated that volunteers (including but not limited to UNICO members) will be working in conjunction with and under the leadership of Town Staff (Ms. Bagley and Mr. Sitler in the Parks and Recreation Department) in completion of the project. Ms. Bagley indicated Town Staff would handle the details pertaining to the installation of the foundation and parking area details pertaining to this project.

Vice Chairman Roberts inquired and Mr. Gillespie indicated that there are no recommended conditions for this Application, as the plans prepared by the Town Engineering Department took into consideration any input provided by the Town Fire Marshal and/or other Town agencies.

**PUBLIC COMMENTS:**

There were no comments made by the Public regarding this Application.

**Motion:** Vice Chairman Roberts made a motion to approve **APPLICATION NO. 1788-13-Z:** **Kathleen Bagley** Seeking Site Plan and Design Review to install a picnic pavilion at 154 Prospect Street (Mill Woods Park.)

**Second:** Commissioner Oickle seconded the motion.

Aye: Harley, Roberts, Margiotta, Hammer, Oickle, Hughes, Dean, Standish;  
Nay: None;

Vote: 8 – 0;

**This Site Plan and Design Review Application was Approved with Conditions.**

**4. OTHER BUSINESS:**

**4.1** A discussion regarding Wethersfield Design Guidelines and Construction Details.

Mr. Gillespie indicated Planimetrics, the firm currently working on the Plan of Conservation and Development (POCD) will also be preparing a set of Design Guidelines, primarily for commercial property, that the Planning & Zoning Commission as well as the Design Review Advisory Committee can refer to when reviewing Applications. A working group/subcommittee (Commissions, community organizations, etc.) would be formed to meet periodically to provide feedback to the consultant (Planimetrics). The Guidelines would then be brought back to the Design Review Advisory Committee and to this Commission for approval/adoption as a guidebook. A Construction Details document prepared by Planimetrics (which may be renamed) would encompass and formalize details required by developers (i.e. catch basins, storm water treatment equipment, landscaping, etc.).

Chairman Harley suggested CAD detail files and download options may provide additional assistance. He suggested the guidebook be updated on a continual basis.

Commissioner Standish inquired and Mr. Gillespie indicated the Historic District Commission has their own guidebook for design guidelines and that although the Planning & Zoning Commission has most often unilaterally deferred to the Historic District Commission when it comes to design details of subject sites in the Historic District, the Planning & Zoning Commission would have to be mindful of potential overlap.

Vice Chairman Roberts inquired and Mr. Gillespie indicated more definite descriptions of material treatments and roof designs with more consistency between the treatments and designs as to be proactive in encouraging that consistency and have a mechanism for promoting consistency.

Commissioner Oickle inquired and Mr. Gillespie indicated Planimetrics will be asked to learn what other communities are doing in terms of design guidelines as well as present other ideas for the guidebook.

Commissioner Standish mentioned the guidebook can be a helpful tool, and noted the community of Glastonbury, CT, has demonstrated that commercial businesses were agreeable with building design conformity to Town standards with some deviation from the usual corporate identity (i.e. *McDonald's*, *Walgreens*).

Clerk Margiotta inquired and Mr. Gillespie indicated it is envisioned that the Town Engineering Department will have a strong role in the amount of time spent on this project.

Commissioner Fazzina inquired and Mr. Gillespie indicated Town Staff will maintain the guidebook/documents and that this Commission and the working group need to discuss the process of future changes to the guidebook (i.e. changes may require public vetting through PZC and/or Design Review Advisory Committee prior to adopting a guideline). Commissioner Fazzina noted design details may not work with a manufacturer of a certain material.

Mr. Gillespie indicated the Planning Department will move forward with forming an Ad Hoc Committee for purposes of creating the guidebook.

Mr. Gillespie noted he will be speaking with the Town Manager regarding the issue of whether Planimetrics can handle this project (which would piggyback the POCD project, as there are funds remaining from that project) or whether this project is to go out to bid.

Chairman Harley inquired and Mr. Gillespie indicated the public hearing regarding the proposed Plan of Conservation and Development (POCD) occur at the next meeting (Tuesday, April 2, 2013). He noted correspondence and comments have been received by the Public regarding the proposed Plan.

#### **4.2 A discussion regarding Accessory Structure Regulations.**

Mr. Gillespie mentioned the Planning Department's intern (Justin) has spent time reviewing our regulations and those of neighboring communities.

The Commissioners agreed that as a general rule, reviewing these matters on a case by case basis (and with multiple layers of control at times) is optimal. They were also agreeable to having more clear and concise language to the regulations where necessary. There was also a consensus of opinion that sheds and commercial vehicles in residential zones may be matters that could be handled by the Zoning Board of Appeals (ZBA). Mr. Gillespie indicated matters pertaining to commercial vehicles located in residential zones were recently directed to the ZBA. There was consensus on increasing the currently allowed shed size from two hundred (200) square feet to two hundred forty (240) square feet due to standard size sheds that are commonly offered on the market.

**4.3** A discussion regarding Cell Towers and Antennas.

Mr. Gillespie received a response from the CT Siting Council regarding this issue, and a copy of the response was provided to the Commissioners. Mr. Gillespie indicated the Town Attorney is currently working on the issue. Modifications to Town Regulations may be necessary for compliance, and the review of these matters by the Town may occur differently. Clarification on this issue will be forthcoming, and a review of how the process is handled in other Towns will be explored. A public hearing for any proposed modifications will occur.

**5. MINUTES – February 20, 2013 Planning & Zoning Commission Meeting Minutes:**

**Motion:** Commissioner Oickle made a motion to approve the Minutes from the February 20, 2013, Planning & Zoning Commission Meeting as submitted.

**Second:** Commissioner Fazzina seconded the motion.

Aye: Harley, Hammer, Oickle, Fazzina, Dean, Standish;

Nay: None;

Vote: 6 – 0;

Vice Chairman Roberts, as well as Commissioners Margiotta and Hughes, did not participate in the vote.

**Minutes of the February 20, 2013 Meeting of the Planning & Zoning Commission were approved, as submitted.**

**6. STAFF REPORTS:**

There were no reports made by Staff during this meeting.

**7. PUBLIC COMMENTS ON GENERAL MATTERS OF PLANNING AND ZONING.**

Vice Chairman Roberts inquired and Mr. Gillespie indicated this Commission's review of the five-year Capital Improvement Program is to occur during its April 16, 2013 meeting.

There were no public comments made at this meeting regarding general matters of planning and zoning.

**8. CORRESPONDENCE:**

Mr. Gillespie mentioned: 1) a Letter from State of CT Department of Administrative Services informing the neighbors of an informational meeting at 7:00 p.m. on March 27, 2013 regarding the location of a data center at 24-38 Wolcott Hill Road (a new structure on state-owned property); 2) An e-mail from the Capitol Region Council of Governments, Regional Planning Commission requesting an update of appointments (meeting schedule attachment included); 3) A training opportunity sponsored by the CT Land Use Academy entitled, Enforcing Regulations Regarding Disposition, that will be held at the Middlesex Cooperative Extension Center in Haddam, CT, on April 20, 2013 from 9:00 a.m. to 3:00 p.m.; and 4) §8-24 referral is forthcoming regarding town property on Kimberly Lane.

**9. PENDING APPLICATIONS TO BE HEARD AT FUTURE MEETINGS:**

There were no pending applications discussed during this meeting.

**10. ADJOURNMENT:**

**Motion:** Commissioner Hammer motioned to adjourn the meeting at 8:35 p.m.

**Second:** Commissioner Standish seconded the motion.

Aye: Harley, Roberts, Margiotta, Hammer, Oickle, Hughes, Fazzina, Dean, Standish;

Nay: None;

Vote: 9 – 0;

Meeting adjourned.

Respectfully submitted,  
Ellen Goslicki, Recording Secretary