

**Planning and Zoning Commission**  
**Regular Meeting**  
**Tuesday April 27, 2021 at 7:00 P.M.**  
**Teleconference Meeting**

**1. Call to Order**

Vice Chairman Richard Chalifoux called the meeting to order at 7:10 P.M.

**2. Roll Call**

***Members***

Art Moran, Jr. – Chairman -arrived at 7:32  
Richard Chalifoux – Vice Chairman  
Anne Sabrowski -Secretary  
Denise Beale  
Charles Raymond  
Doreen Rankin  
Mike Sinko - excused

***Alternates***

Robert Berube – excused  
Nate Koniecko – excused  
Phillip LaPierre – absent  
  
Kathy Warzecha – Town Planner  
Kimberly Lang – Recorder

Also, in attendance: 2 members of the public

**3. Determination of Quorum**

**4. Approval of Minutes.**

- a. March 23, 2021 Regular Meeting Minutes and March 30, 2021 Special Meeting Minutes

Kimberly Lang noted:

- Regular Meeting Minutes, page 3, 9d. “ad” should be “and”
- Special Meeting Minutes, page 1, 4a. “lewis” should be capitalized “Lewis”

Kathy Warzecha noted the following corrections:

- The number 2 is repeated on multiple pages

Denise Beale noted the following:

- Special Meeting Minutes she is not listed as a member of the PZC

**Anne Sabrowski motioned to approve the amended March 23, 2021 Regular Meeting Minutes and March 30, 2021, Special Meeting Minutes. Denise Beale seconded the motion. The motion carried unanimously.**

**5. Communications**

- a. **Zoning Permit Application #2021-01**, Thomas Houghton, Applicant/Owner for the property located at 214 Old Jewett City Road; Finish basement to add 1 bedroom, bathroom, and kitchen.
- b. **Zoning Permit Application #2021-02**, NHD Properties, LLC, Applicant/Owner for the property located at 29 Burton Road; Renewal of Excavation & Deposit of Fill.
- c. **Zoning Text Amendment #2021-01**, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District.
- d. **Zoning Permit Application #2021-03**, Callie Moore, Applicant, and Pat & Sherry Grieco, Owners for property located at 374 Old Jewett City Road; Baking food items in home kitchen to sell.
- e. Zoning Bulletin, March 25, 2021
- f. Zoning Bulletin, April 10, 2021
- g. Short Term Rentals

## 6. Public Hearing

**Doreen Rankin motioned to reschedule Public Hearings for Subdivision Application #2021-01, Maro P. Flagg, Jr. and James E. Simpson, Applicant/Owners of property located at 583 Route 164; Create a 6-lot subdivision; and Zoning Text Amendment #2021-01, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District to Tuesday, May 11, 2021, at 7:00 P.M. Anne Sabrowski seconded the motion. The motion carried unanimously.**

- a. **Subdivision Application #2021-01**, Maro P. Flagg, Jr. and James E. Simpson, Applicant/Owners of property located at 583 Route 164; Create a 6-lot subdivision.
- b. **Zoning Text Amendment #2021-01**, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District.

## 7. Old Business - not discussed due to no Public Hearing

- a. **Subdivision Application #2021-01**, Maro P. Flagg, Jr. and James E. Simpson, Applicant/Owners of property located at 583 Route 164; Create a 6-lot subdivision. This application is tabled.

## 8. New Business

- a. **Zoning Permit Application #2021-01**, Thomas Houghton, Applicant/Owner for the property located at 214 Old Jewett City Road; Finish basement to add 1 bedroom, bathroom, and kitchen.

Kathy Warzecha shared that the house is 2,302 square feet and the proposed basement apartment would be 650 square feet which is 28% of the home's square footage. The home is located in an R60 zone and has adequate parking. She recommended that the Commission approved the application.

**Anne Sabrowski motioned to approve Zoning Permit Application #2021-01, Thomas Houghton, Applicant/Owner for the property located at 214 Old Jewett City Road; Finish basement to add 1 bedroom, bathroom, and kitchen. Doreen Rankin seconded the motion. The motion carried unanimously.**

- b. Zoning Permit Application #2021-02, NHD Properties, LLC, Applicant/Owner for the property located at 29 Burton Road; Renewal of Excavation & Deposit of Fill.**

Kathy Warzecha stated that this Permit and the gravel operations at 29 Burton Road have been on going since 2012. The company has excavated to the extent of what is shown on the plan, but now is working on the tiers (levels) of the gravel removal. She has personally inspected the site finding it neat and tidy, and would recommend granting the company a 2-year renewal.

**Charles Raymond motioned to grant a 2-year renewal of Zoning Permit Application #2021-02, NHD Properties, LLC, Applicant/Owner for the property located at 29 Burton Road; Renewal of Excavation & Deposit of Fill. Denise Beale seconded the motion. The motion carried unanimously.**

- c. Zoning Permit Application #2021-03, Callie Moore, Applicant, and Pat & Sherry Grieco, Owners for property located at 374 Old Jewett City Road; Baking food items in home kitchen to sell.**

Kathy Warzecha explained that this is a Cottage Bakery in which the baking and cooking is done in the home, but the selling of the baked goods is done off site. All the baking will be done within the 60 square feet of the kitchen. The applicant is a renter, but has the support of the owner. The applicant's operations will be overseen by the Connecticut Department of Consumer Protection.

**Denise Beale motioned to approve Zoning Permit Application #2021-03, Callie Moore, Applicant, and Pat & Sherry Grieco, Owners for property located at 374 Old Jewett City Road; Baking food items in a home kitchen to sell. Doreen Rankin seconded the motion. The motion carried unanimously.**

- d. Zoning Text Amendment #2021-01, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District.**

**Anne Sabrowski motioned to table Zoning Text Amendment #2021-01, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District. Denise Beale seconded the motion. The motion carried unanimously.**

## **9. Other Business**

- a. Special Exception Application #2020-01 & Site Plan Application #2020-01, Amos Holding Co., LLC for property located at 53 Hollowell Road; 20 seasonal campsites, gravel driveway system and new septic system – Bond Release Reduction.**

Kathy Warzecha explained that they are requesting bond/release/reduction. She explained that much of the work is complete, but there still is work to be done, so it would be prudent to hold back some of the funds. She has reached out to Tom Cummings for his recommendation but has not heard back yet. Kathy Warzecha recommended that the Commission reduce the bond based on the recommendations of Tom Cummings.

**Charles Raymond motioned to reduce the Bond held for Special Exception Application #2020-01 & Site Plan Application #2020-01 based on the recommendations of Tom Cummings. Denise Beale seconded the motion. The motion carried unanimously.**

Richard Chalifoux turned the meeting over to Chairman Art Moran at 7:32 P.M.

**b. Short Term Rentals**

The Commission engaged in a debate discussing signage, garbage removal, parking, and limiting the number of guests or bedrooms used to ensure the integrity of the neighborhood where these rentals are located. Ideas about how to limit unwanted behaviors in a residential area such as loud parties were shared. Kathy Warzecha stated that contact information for the properties would be given to the State Police so that if anything occurred after hours that needed immediate attention the police could contact the owner of the property. The Commission had concerns that the regulations as proposed would change the residential character of the property to look too commercial. Their concerns were: the buffering the parking area, screening the garbage area, and signage for the property. It was their opinion that these requirements would change the character of the property to no longer blend into the neighborhood in which they are located. It was decided to limit the number of cars parked at the property to 1 car per every 2 bedrooms. Other considerations that were discussed were limiting the length and frequency of stays, although no firm decisions were made.

How short-term rentals are taxed was discussed. The regulations require that the properties would be taxed commercially because the owners will rent them for a profit. However, the Commission was concerned that there may be properties that aren't rented out as often, so perhaps they should not be taxed commercially. The Commission suggested looking into a room tax - like hotels. Kathy Warzecha will take all the information and have an updated draft regulation to review on May 25<sup>th</sup> the next PZC Regular Meeting.

Anne Sabrowski asked if there is a violation exactly what is the process to be taken.

Kathy Warzecha stated that the owner is contacted to rectify the issue; they are given a chance to address this issue; then a Cease & Desist directive is issued; and finally, it goes to the town attorney who takes legal action. If there is a more immediate issue, such as noise, the trooper would be contacted to address it. Initial complaints need to be submitted in writing. If the operation continues to have issues of non-compliance, the renewal permit would not be issued.

**c. Subdivision Regulations**

Everyone was reminded to read over the regulations and email Kathy Warzecha with any corrections, comments, or suggestions.

**d. Plan of Conservation & Development 2024**

Kathy Warzecha shared that the Board of Finance decline to allocate the funds and she spoke to Sandra Allyn-Gauthier about this. She noted that the Commission provided the request for funding and it is up to the BOS/BOF to fund it or not. The Commission does not get involved with how the funds are allocated. If it is not funded in this year's fiscal budget, the Commission will not start preparing the plan during the fiscal year and the request for funding will need to go in the following year's budget.

**10. Public Comment - None**

**11. Adjournment**

**Anne Sabrowski motioned to adjourn at 8:24 P.M. Denise Beale seconded the motion. The motion carried unanimously.**

**Respectfully Submitted,**

*Kimberly Lang*

**Kimberly Lang**

**Anne Sabrowski motioned to approve the amended March 23, 2021 Regular Meeting Minutes and March 30, 2021, Special Meeting Minutes. Denise Beale seconded the motion. The motion carried unanimously.**

**Doreen Rankin motioned to reschedule Public Hearings for Subdivision Application #2021-01, Maro P. Flagg, Jr. and James E. Simpson, Applicant/Owners of property located at 583 Route 164; Create a 6-lot subdivision; and Zoning Text Amendment #2021-01, Gerald W. Grabarek, Applicant/Owner for property located at 17 Hewitt Road; Residential use in a Resort Commercial District to Tuesday, May 11, 2021, at 7:00 P.M. Anne Sabrowski seconded the motion. The motion carried unanimously.**

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**Charles Raymond motioned to grant a 2-year extension to Zoning Permit Application #2021-02, NHD Properties, LLC, Applicant/Owner for the property located at 29 Burton Road; Renewal of Excavation & Deposit of Fill. Denise Beale seconded the motion. The motion carried unanimously.**

**Denise Beale motioned to approved Zoning Permit Application #2021-03, Callie Moore, Applicant, and Pat & Sherry Grieco, Owners for property located at 374 Old Jewett City Road; Baking food items in a home kitchen to sell. Doreen Rankin seconded the motion. The motion carried unanimously.**

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