

**SUFFIELD PLANNING & ZONING COMMISSION  
MINUTES OF REGULAR MEETING  
November 21, 2016**

**Present:** Mark Winne  
Patrick Keane  
Ginny Bromage  
Jeff Peak  
Brendan Malone, Alternate  
Sean Sheridan, Alternate  
Jason Trombly, Alternate

**Absent:** James Henderson

**Also Present:** Bill Hawkins, AICP, Town Planner  
Gerry Turbet, Town Engineer  
Eleanor Binns, Administrative Secretary  
Carl Landolina, Esq., Commission Counsel

*The proceedings of this meeting were voice and video recorded*

**I. ROLL CALL**

Chairman Winne called the meeting to order at 7:00 pm. He then asked Ms. Binns to take a silent roll call. In the absence of Mr. Henderson and Ms. Pastula (who has recently resigned from the commission), Mr. Winne appointed Mr. Malone and Mr. Sheridan to serve as full members for the meeting.

Since there was not a public hearing, there was no legal notice to read.

**II. PUBLIC COMMENT**

There was no public comment.

**III. PUBLIC HEARING**

There was no public hearing.

**IV. OLD BUSINESS**

**File # 50-2010E: Request from F & L Construction, LTD to release the remaining 10% maintenance bond for the Cassotta Lane Subdivision located off Thompsonville Road; Map 75H, Block 45, Lot #121.**

Mr. Turbet stated that F & L Construction had requested the remaining 10% of this bond be released. The bond can be released after two years of the road being accepted as a town road and the date of acceptance for Cassotta Lane was December 4, 2014. He inspected the road and determined that the road needed crack sealing and notified F & L Construction of the work that needs to be done. Mr. Turbet recommended that the commission table this request until the road passes final inspection.

Mr. Keane moved to table File #50-2010E. Seconded by Mr. Peak, and approved unanimously, 6-0-0.

**V. NEW BUSINESS**

**File# 2016-10: Request for site plan modification approval for the reconstruction of the Memorial Hall building on the Suffield Academy campus located at 119 North Main St. Map 33H, Block 30, Lot 108. Applicant - Suffield Academy**

Patrick Booth, CFO, of Suffield Academy presented the plans for the renovations to Memorial Hall with the assistance of Chris Zibbideo of Close, Jensen and Miller, P.C. and Marco Tommasini of Tecton Architects. The plan is to leave the front façade intact with the remainder of building to be demolished and reconstructed. The plans have already been approved by the Historic District Commission (HDC) which issued a certificate of appropriateness. The capacity letter from the Water Pollution Control Authority and the approval from the Conservation Commission were also submitted as part of the application. The renovation will bring the building up to compliance with all current codes. The project is slated to begin in June and take approximately sixteen months to complete.

Mr. Booth stated that the students and faculty will be accommodated in other buildings while construction is going on and the parking lot across the street on the east side of Main St. will be used for construction workers vehicles.

Mr. Hawkins read his report into the record. He noted that the rebuilt Memorial Hall will be a larger building expanding from its current size to 37,731 square feet, an increase of approximately 12,000 square feet. He also noted that all of the sidewalks that are proposed to be removed as part of the construction will be replaced in the same location. The site circulation will remain the same after construction and the Fire Marshall is satisfied with access to the building. Mr. Hawkins pointed out that the landscaping plan is thorough and consists of mostly foundation plantings and all of the large trees currently around the building will remain in place. The lighting proposed will match the existing lights on the campus and the plan indicates the poles will be 12 feet tall and there is no light dispersion shown over neighboring property lines. Mr. Hawkins recommended approval of the application without additional conditions.

Mr. Turbet then read his report into the record. He noted that the drainage would be connected to the Academy's piped drainage system and all the drainage from this area is treated in a water quality structure prior to discharge into Muddy Brook. He stated that the erosion and sedimentation controls on sheet 9 of the plans were approved by the Conservation Commission. He stated that from an engineering viewpoint the impact of this project would be minimal.

With no further questions from the commission members, Mr. Winne called for a motion on the application.

Ms. Bromage moved approval of **File# 2016-10** as presented. Seconded by Mr. Malone, and approved unanimously, 6-0-0.

**Vote on approval of 2017 Commission meeting calendar**

Ms. Bromage moved approval of the Commission's 2017 calendar as presented. Seconded by Mr. Malone, and approved unanimously, 6-0-0.

## **VI. TRAINING SESSION FOR COMMISSION**

Commission Attorney Carl Landolina focused on a discussion of Special Permit applications; but also mentioned Subdivisions, and Site Plan applications and processes. He reviewed the criteria that the Commission should be using to rule on applications and discussed the discretion of the commission to make their decision. Attorney Landolina pointed out the types of conditions that can be made part of the approval. He emphasized the time frame that must be adhered to and the rules for public hearings. He also explained that alternates can and should discuss the applications during the public hearing and decisions should be made on information that was part of the public hearing. Alternates cannot be part of deliberations if they have not been appointed to act for a full member. Attorney Landolina pointed out that the Commission has the right to hire experts to consult on the application if they feel the matters are technically complex and the applicant pays the fees for these consultants when requested. He also reviewed conflict of interest as well as changing regulations. He handed out information for the commission members to review taken from the Connecticut Practice Series.

## **VII. REPORTS**

**Chairman** – None

**Town Planner** – Mr. Hawkins reported that he has been working on a draft of a Blight Ordinance which will be reviewed by the Town Attorney before being on the agenda for the Planning and Zoning Commission to review and comment on for the Board of Selectmen.

## **VIII. MINUTES**

Mr. Bromage made a motion to approve the October 17, 2016 regular meeting minutes as submitted. The motion was seconded by Mr. Peak and approved 6-0-0.

**IX. CORRESPONDENCE** – Mr. Winne recognized a letter to the commission from FEMA indicating that there is a Risk Mapping, Assessment, and Planning Discovery meeting for the Lower Connecticut Watershed.

## **X. ADJOURNEMENT**

With nothing further to come before the commission, Ms. Bromage made a motion to adjourn at 9:00 p.m.; seconded by Mr. Malone. The motion carried unanimously 6-0-0.

Submitted,

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Ginny Bromage, Secretary

cc: Assessor, Building Official, Conservation Commission, Economic Development Director, Selectmen, Town Clerk, Town Engineer, Zoning Enforcement Officer, Commission Counsel