

Present: Chairman Ronald Sherlock, Peter Brazaitis, Todd Ouellette, Anne Marie Buonocore, Alternate Members Amy Calabrese, Robert Lavoie, Judith Pleau, Land Use Coordinator Polly Redmond and Zoning Enforcement Officer Karen Nelson. Absent: Nancy LaGanga

1. OPEN MEETING – ESTABLISH QUORUM.

Chairman Sherlock called the meeting to order at 7:00 p.m. All regular members present are seated. Alternate Member J. Pleau is seated for N. LaGanga.

2. APPROVE MINUTES OF PREVIOUS MEETING: 9/12/11.

A. Buonocore **motioned** to approve the minutes of the previous meeting, seconded by J. Pleau. Motion passed unanimously with R. Sherlock refraining from vote due to his absence at the 9/12/11 meeting.

3. ANDY & CORRIN D'AMATO – APPLICATION FOR SINGLE FAMILY DWELLING, LOT 4, 48 BUCKRIDGE ROAD, DEER RUN RESUBDIVISION, 18' X 36' INGROUND POOL AND 12' X 24' SHED.

No one is present to represent. Applicants informed the LUC that they are not ready to proceed.

4. JAMES ROTONDO, P.E. FOR CARL COPPOLA – INFORMAL DISCUSSION ON ZONE CHANGE, PORTION OF POST OFFICE PLAZA, 122 LITCHFIELD ROAD, RS-B ZONE TO TR ZONE.

Mr. Rotondo is present. Plans by Rotondo Engineering Associates, Inc. titled General Concept Plan for Proposed Commercial Building and Residential Lot, Site Grading/Development Plan for Commercial Building – Post Office Plaza and Site Grading/Development Plan for Residential Lot all dated 9/26/11 are reviewed by the commission. Mr. Coppola is proposing to split off 9.222 acres of land from the 17.273 acres of Retail Service B property. The proposed lot is surrounded by the Town Residential zone and changing the zone would be in keeping with the neighborhood. Lot frontage for the residential lot would be off of Cemetery Road. Mr. Coppola appeared before the Planning Commission who deemed this to be a first cut of the property. Brief discussion of the proposed commercial building took place with Mr. Rotondo pointing out the location of the 5600 square foot building (3200 s.f., on the first floor and 2400 s.f. on the second floor). Proposed uses for the commercial building are unknown though Mr. Coppola does not wish to have a second restaurant on the property and would mainly be interested in leasing space for retail use and offices. LUC Redmond reminds the commission that this is an informal discussion at this time and that LHCEO (Regional Planning Agency) will need a 35 day advanced notice of any scheduled public hearing for a zone change after application is made. A public hearing will be required for any Special Permit use of the proposed commercial building and discussion on that proposal should not be held during the hearing for the zone change.

5. GRJH, INC./SUNOCO GAS STATION – APPLICATION FOR MODIFICATION TO APPROVED SITE PLAN, 207 BIRGE PARK ROAD.

No one is present to represent. ZEO Nelson reports that she has not heard from Lloyd Helm, GRJH representative. She updates the commission on outstanding items needing to be addressed by GRJH by means of a modified site plan. The commission tables further discussion until later in the meeting.

6. DISCUSS/REVIEW SIGN REGULATIONS, SECTION 11, WITH ECONOMIC DEVELOPMENT COMMITTEE.

Members of the Economic Development Committee are present. Those members are Thomas Schoenemann, Chairman, Christina Emery, Franci Tartaglino and Kevin Nelson. Mr. Schoenemann distributes an outline of their discussion tonight which involves temporary signs. Ms. Emery begins by stating there may be businesses

in town that are unaware of the Zoning Regulations on signs. Brief discussion on registering signs as opposed to applying for them is made. Mr. Kevin Nelson offers a suggestion of placing stickers on signs that are placed illegally giving warning to owners of the signs that if compliance is not made, by registering the sign with the Land Use Office/Zoning Enforcement Officer, they will be removed. Definitions of signs should be added to the Zoning Regulations. Chairman Sherlock agrees that the first step in looking at the regulations would be on temporary signs. Discussion will continue at the next Zoning meeting on Tuesday, October 11, 2011.

7. **DISCUSSION – SET OFFICE HOURS FOR ZONING ENFORCEMENT OFFICER.**

After discussion with ZEO Nelson, she confirms that she could work in the Harwinton town hall on the first and third Wednesday from 8:30 a.m. to 10:30 a.m. and from 4:00 p.m. to 6:00 p.m. LUC Redmond will request this information to be placed on the town's website.

8. **DISCUSSION – PROCEDURES ON ENFORCEMENT.**

Minor changes have been made in accordance with Planning Chairman Michael Orefice's suggestions.

9. **COMPLAINTS/ENFORCEMENT ACTIONS.**

ZEO Nelson states she was at the GRJH/Sunoco Gas Station site today and was told by the store operators that any discussion on bringing the restaurant back should be through GRJH. At the August 22, 2011 Zoning meeting Mr. Lloyd Helm requested a four week extension in order to obtain a modified site plan from his engineer, Jason Dismukes. That extension expires today, September 26, 2011. With no one present and no contact to the enforcement officer by GRJH, P. Brazaitis suggests the issuance of a Cease and Desist Order. ZEO Nelson suggests that perhaps a Correct and Abate notice be sent to GRJH instead. Ordinance 118: Fines is reviewed by Chairman Sherlock. Naming of a Hearing Officer needs to be done by the Board of Selectmen. A. Buonocore **motioned** to have the ZEO issue a Correct and Abate notice to GRJH, seconded by P. Brazaitis. Motion passed unanimously.

10. **ANY OTHER BUSINESS.**

LUC Redmond has typed up the Annual Report. Zoning Commissioners agree that it is ready to be forwarded to the Board of Finance.

11. **CORRESPONDENCE.**

None.

12. **INVOICES.**

P. Brazaitis **motioned** to approve the invoice of Atty. S. Byrne for work done June 1 – August 30, 2011 in the amount of \$765.00. T. Ouellette seconded the motion and it passed unanimously.

13. **ADJOURN.**

P. Brazaitis **motioned** to adjourn the meeting at 9:05 p.m., seconded by A. Calabrese. Motion passed unanimously.

Respectfully submitted,

Polly Redmond
Land Use Coordinator