

August 20, 2019

Call to Order: The monthly meeting of the Sterling Planning and Zoning Commission was called to order at 7:31 p.m.

Roll was called: Frank Bood-absent, Dana Morrow-present, Ross Farrugia-present, Victoria Robinson-Lewis-present, Caren Bailey-absent, Alternate Kim Smith-Barnett-present and Alternate Michael Rouillard-present (7:35 p.m.)

Alternate K. Smith-Barnett was seated for C. Bailey.

Staff present-Russell Gray, Jamie Rabbitt, and Joyce Gustavson.

Also present-John Faulise.

Audience of Citizens: None.

Approval of Minutes: D. Morrow made a motion, seconded by V. Robinson-Lewis to approve the monthly meeting minutes of 7/16/2019 as written and presented. All voted in favor of the motion.

Correspondence: J. Rabbitt stated that a quit-claim deed from Empireco Limited Partnership to Sterling Property, LLC has been recorded for property located at 10 Exeter Drive.

Alternate M. Rouillard was seated for F. Bood.

Unfinished Business:

a. Discussion Regarding the Plan of Conservation and Development: J. Rabbitt stated that it is ongoing.

b. Application by Carlin Construction Company (Property Owner: Herbert Congdon) to Construct a 20' x 40' Building Addition for Property Located at 363 Ekonk Hill Road: The following was submitted into record: Site plan review letter from Jamie Rabbitt, Town Planner, dated 8/20/2019 (copy on file). J. Rabbitt stated that he reviewed the application by Carlin Construction Company for property owned by Herbert Congdon for an addition to an existing building at 363 Ekonk Hill Road. Per Connecticut General Statutes (CGS), the Commission has sixty-five (65) days from the official date of receipt (7/16/2019) to make a decision. However, the applicant may agree to one (1) or more extensions of time per CGS, except, the total of the extensions shall not exceed sixty-five (65) days. J. Rabbitt prepared a favorable draft motion for consideration by the Commission. V. Robinson-Lewis made a motion, seconded by D. Morrow to approve site plan application #PZ-19-01 by Carlin Construction Company for property owned by Herbert Congdon (Map 03633/034/OC16) for an addition (20' x 40') to an existing building located at 363 Ekonk Hill Road (State Route 49) as referenced by plans entitled Improvement Location & Topographic Survey "Site Plan" Prepared for Carlin Construction & Detotec North America, Inc. (CT Rte #49) Sterling, CT consisting of two (2) sheets dated March 2019 with the following three (3) modifications:

1. The applicant shall file full architectural renderings (24" x 36" - mylar) in addition to the site plans as an integral part of the full set of plans required for issuance of a zoning permit;
2. A preconstruction meeting must be held between Commission/Town staff (i.e., Town Planner, Engineer, ZEO, Building Official) and the building contractor prior to any construction, grading and/or excavation activity associated with the construction or development of the site. Such meeting shall be scheduled at the mutual convenience of the participants after the architectural renderings specified in items no. 1 above, are filed with Commission staff; and
3. The applicant shall submit final as-built plans to the Town Planner to determine compliance with the approved revised plans. The as-built plans shall include final grades, curbing, landscaping, buildings, signage, utilities (depth, size, location, type) and drainage. The Town Planner may require additional information deemed necessary to determine compliance with all approvals.

All voted in favor of the motion.

New Business: None.

Audience of Comments: None

Any Other Business:

a. Commission Workshop – Roles, Responsibilities, Policies and Procedures: D. Morrow made a motion, seconded by V. Robinson-Lewis to table this item to the next meeting. All voted in favor of the motion.

b. Gibson Park, LLC: The Commission asked for an update on the campground. R. Gray stated that camping season ends September 30, after that campers will be escorted out by the State Police. J. Rabbitt stated for clarity that this is beyond the Zoning Regulations; you have an order from the judge who laid out specifics that must be adhered to. You would not be violating the First Selectman, the Town Planner or the Commission; you are in violation of the judges ruling, utilizing the court system.

c. 301 Valley View Road: J. Rabbitt stated that in speaking with Chairman, F. Bood, who spoke to the owner for property located at 301 Valley Road, the event that was held on his property in July 2019, was a one (1) time event for a family member and not intended to be operating as a functioning facility.

Adjournment: D. Morrow made a motion, seconded by V. Robinson-Lewis, to adjourn at 7:48 p.m. All voted in favor of the motion.

Attest: _____
Joyce Gustavson, Recording Secretary

Attest: _____
Dana Morrow, Secretary