

**Sterling Planning and Zoning Commission**  
**Meeting Minutes**  
**Tuesday, September 18, 2023 @ 7:30pm**  
**Town Hall – Room #15**

**Members Present:** Frank Bood, Ross Farrugia, John Angelone, Dana Morrow, Jon Turban

**Alternate Members Present:** Jason McLevy

**Alternate Members Absent:** Theresa Cavalier, Kim Smith-Barnett

**Also Present:** ZEO Victoria Robinson-Lewis, NECCOG Planner Jim Larkin, Selectman Jack Joslyn, David Held from Provost and Rovero, and Melissa Bradley; recording secretary

- I. Call to Order:** F. Bood called the meeting to order at 7:30pm.
- II. Seat Alternates:** Quorum present
- III. Pledge of Allegiance:** All stood to honor the pledge of allegiance.
- IV. Audience Comments:** None
- V. Approval of Minutes:** R. Farrugia made a motion to approve the minutes of 9/21/2023 as presented. D. Morrow seconded the motion. Motion carried 5-0.  
  
R. Farrugia made a motion to approve the minutes of 9/29/2023 as presented. J. Angelone seconded the motion. Motion carried 5-0.
- VI. Correspondence:** Member Theresa Cavalier requests a discussion regarding sand and gravel permits and whether a moratorium may be necessary until the updating process is complete.
- VII. New Business:**
  - a. Excavation Renewal – Oneco Aggregates 220, 258, 258A, 258B, 258C Newport Rd:** Applicant withdrew the application.
  - b. Excavation Renewal Tilcon Connecticut, Inc. – Sterling Rd:** The last renewal approval was given in 2018 for this project. There are no changes and there has been no work done. This is a six-phase excavation project that will haul approximately 1.4 million cubic yards of material. A new access road will be used in the area across from the school. This was a requirement of the Town Engineer and received DOT approval. The Board of Selectmen approved a few waivers in 2018, one being waiving the number of truck trips.  
  
The commission would like a better idea of the number of truck trips and to review the DOT approval letter. The commission would also like to review the plans and engineers' report.

David Held states the applicant will have to meet with the Town and Town Engineer before work begins. There is no start date as of now.  
D. Held also states the renewal language can be interpreted as a 10-year renewal length, not five as being practiced.

J. Turban made a motion to table this item until the next meeting. D. Morrow seconded the motion. Motion carried 5-0.

- c. **Fee Ordinance Discussion:** There are many applications being accepted that the applicant does not pay a fee and there are fees involved the Town must pay, such as publication, planner/engineer review fees, State fees, and so on. Some application fees need to be updated to reflect current pricing.  
V. Robinson-Lewis will draft a fee schedule for review at the next meeting.
- d. **Required Training Discussion:** There is an FOI seminar on September 20<sup>th</sup> @ 4pm or 6pm members can attend.

October 28<sup>th</sup> there is a land use commissioner training at UConn Middlesex County Extension Center. This will count as 4 credits of the required training. All members present will attend.

NECCOG will be sponsoring a basic training on November 29<sup>th</sup> @ 6:30pm in Putnam members can attend.

#### **VIII. Old Business:**

- a. **Cannabis Review Regulation and Discussion:** Jim Larkin submitted responses from Attorney Zizka regarding cannabis regulations. A non-severability clause was added for review. The commission agrees to add this to the text amendment as well as an indoor clause. This will be presented at a public hearing on November 20<sup>th</sup> @7pm.
- b. **Accessory Apartment Review Regulations and Discussion:** The commission agrees to change the wording in Accessory Dwelling Design: a. 1. to read a minimum of no less than 500 square feet and a maximum of no more than 1000 square feet; and b. to remove 2 and 3. This will be presented at a public hearing on November 20<sup>th</sup> @7pm.

- IX. **ZEO Report:** Victoria Robinson-Lewis updates the commission on her daily/weekly meetings, discussions with the Town Planner and Town Attorney; goes on site inspections with the Town Engineer; working to prepare application requirement packets for permits; addressing zoning compliance issues; and daily organization of Land Use/Zoning records.

Two cease and desists have been issued. One was on Saw Mill Hill Road and the second was in the I-Park. Both are for unpermitted excavation sites.

After meeting with the management at Gibson Hill Campground, it was indicated Mr. Costa and all residents will be off the property by September 30<sup>th</sup>.

While preparing the sale agreement for the previously approved sale of Lot 13, 19 Industrial Park Road, there will be a couple conditions added. V. Robinson-Lewis states J. Joslyn who will be purchasing this lot, currently owns two others. No site plans were submitted for these lots, as required by the regulations. V. Robinson-Lewis asks if the commission would want the site plans for the currently owned lots before the third lot is surveyed. The commission agrees one plan can be done that includes all three lots.

**X. Other Business:** None

**XI. Adjournment:** J. Angelone made a motion to adjourn the meeting. D. Morrow seconded the motion. Meeting adjourned at 9:37pm.

Respectfully Submitted;

*Melissa J. Bradley*  
Recording Secretary