

10 11 2020
K. J. Flynn

92:9 41 JAN 14 2021
BERLIN TOWN CLERK

Berlin Planning and Zoning Commission Agenda

January 21, 2021

The Berlin Planning and Zoning Commission will hold a Regular Meeting on Thursday, January 21, 2021 at 7:00 P.M by remote WebEx conference*. The public will be able to access and participate in the meeting by computer or telephone as provided below.

**The WebEx call to participate in this meeting is a toll call and you may incur additional charges for placing the call by your phone service provider. The Town does not reimburse participants for any toll charges. Please check with your phone service provider before making the call.*

JOIN WEBEX MEETING

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=m6d837b6eb65adb428490d3c51bd04a0c>

Meeting number (access code): 132 531 4620

JOIN BY PHONE

+1-408-418-9388 United States Toll

PLEASE NOTE: The agenda and all meeting materials related to the agenda items which will be distributed to the Commission will be posted on the town's website at:

www.town.berlin.ct.us and will be available for viewing twenty-four (24) hours prior, during and after the meeting. Members of the public are encouraged to submit materials relevant to the applications no later than 12:00 p.m. on Wednesday, January 20, 2021, for posting prior to, during and after the meeting.

**The WebEx call to participate in this meeting is a toll call and you may incur additional charges for placing the call by your phone service provider. The Town does not reimburse participants for any toll charges. Please check with your phone service provider before making the call.*

I Call to Order

II Commission Business

- a. In accordance with Section 8-24 of the Connecticut General Statutes, review and recommendation of the matter of replacing the Kensington Road Bridge (No. 03657)
- b. Discussion of the 2023 Plan of Conservation and Development
- c. Façade Application of Powerhouse Inc., 99 Webster Square Road
- d. Discussion of the Certificate of Zoning Compliance for Scarlett's Lash Boutique and Spa
- e. MidSun Bond Update

III Approval of Minutes

- a. November 19, 2020
- b. December 3, 2020

Continued...

IV Schedule Public Hearing

- a. Special Permit/Site Plan Amendment of A Missing Link, LLC for a wine and spirits warehousing and distribution business at Lot 6-3, Block 90, 496 Four Rod Road *Suggested Date: February 4, 2021*

V New Business

- a. Site Plan Amendment Application of Robert Blanchette, Borghesi Building & Engineering, for a 38,450 s.f. addition, Tomz Corporation, 47 Episcopal Road

VI Public Hearings

- a. Zone Change Request of BT 2008 LLC to change the zone at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block: 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510) from Berlin Turnpike-1 Zone to Berlin Turnpike Development Zone (BT-1)
- b. Special Permit/Site Plan Applications of BT2008, LLC for a mixed-use development at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block: 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510)

VII Old Business

- a. Zone Change Request of BT 2008 LLC to change the zone at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block: 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510) from Berlin Turnpike-1 Zone to Berlin Turnpike Development Zone (BT-1)
- b. Special Permit/Site Plan Applications of BT2008, LLC for a mixed-use development at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block: 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510)

VIII Adjournment

8-24 Municipal Improvement

Application: CGS 8-24 Municipal Improvement
Project Name: Bridge No. 03657 Kensington Road Bridge Replacement
Zone: R-11
Applicant: Town Staff: Public Works
Address: Kensington Road, south of Brook Street
Proposal: Section 8-24 Referral to the Planning and Zoning Commission for replacement of an existing bridge.



PROPOSAL

The Town of Berlin is requesting a favorable 8-24 Municipal Improvement recommendation be made to the Town Council, per Connecticut General Statutes Chapter 126, Section 8-24 for replacement of Bridge No. 03657 on Kensington Road just to the south of Brook Street.

Background

The Town Council reviewed and resolved to forward the 8-24 Referral request to the Planning and Zoning Commission at their December 15, 2020 meeting.

Rehabilitation of the bridge and associated culverts has been part of a project initiated in 2017 and subject to CROG and Connecticut DOT review. Since the time that rehabilitation was begun in 2017, full replacement has now been recommended as detailed in the attached memo to Town Council, dated December 8, 2020 as prepared by Michael S. Ahern, P.E., Director of Public Works. See attached.

Additional Information:

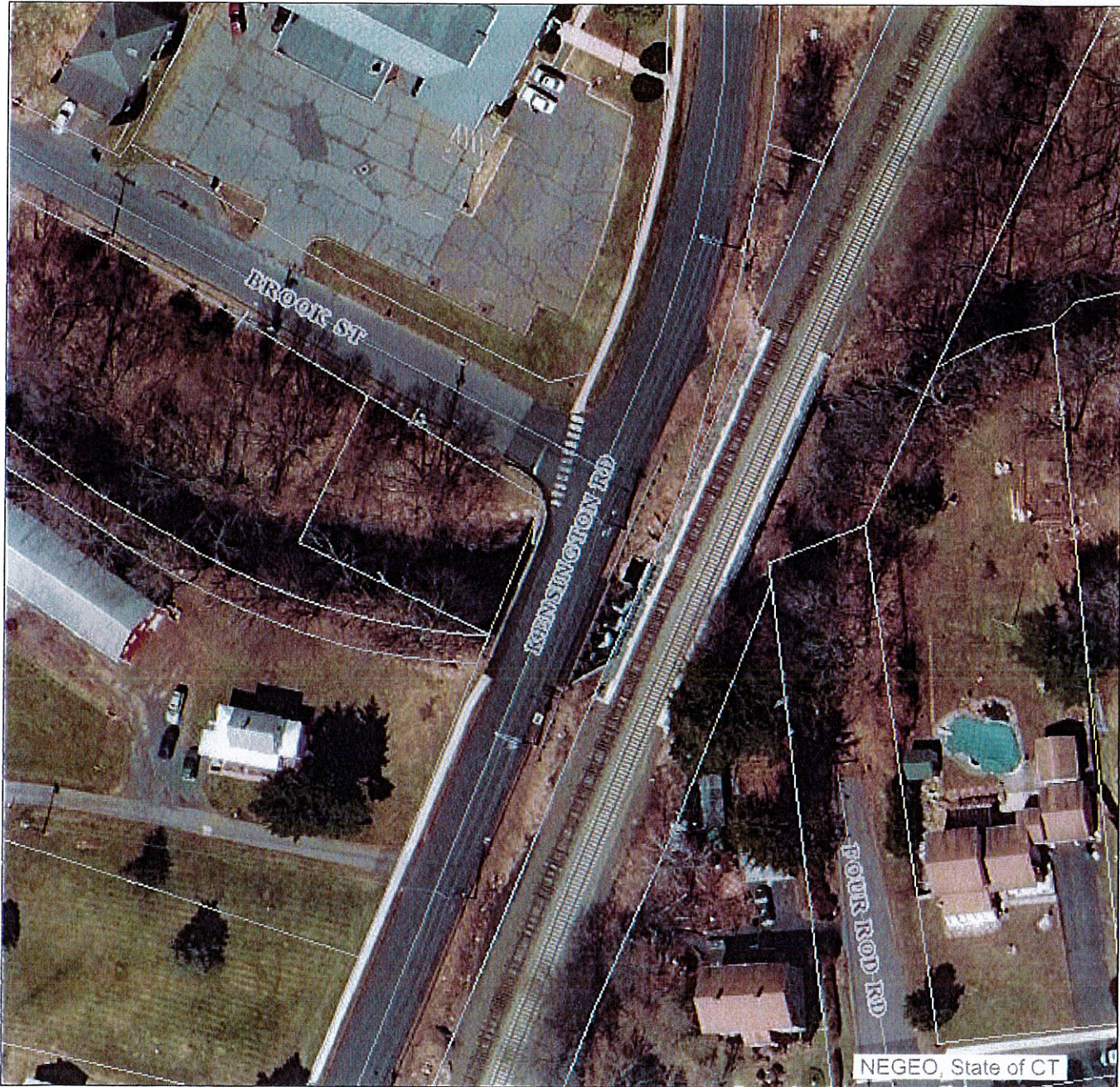
The construction will require road closures with associated detours which are projected to last a minimum of 8 month. Preliminary contractor recommendations regarding the closures have been discussed with Town departments including the Police Department, Fire Marshal and Town Manager.

Town of Berlin

Geographic Information System (GIS)



Date Printed: 1/12/2021

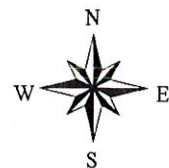


MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Berlin and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 75 feet

0 75
Feet





Town Of Berlin

240 Kensington Road
Berlin, CT 06037
860-828-7036

Office of the Town Clerk

Town of Berlin
Received

JAN 07 2021

Planning & Zoning Department
Berlin, Connecticut

January 7, 2021

RESOLUTION

TO THE BERLIN PLANNING AND ZONING COMMISSION

I hereby certify the following to be a true and exact copy of a resolution adopted by the Town Council, for the Town of Berlin, at its duly called and held Regular Town Council meeting on December 15, 2020 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

“Refer the matter of replacing the Kensington Road Bridge (No. 03657) to the Planning and Zoning Commission for a Section 8-24 Review, as per the Connecticut General Statutes, and to authorize the Town Manager to sign and return the Connecticut Department of Transportation's Commitment to Fund dated November 23, 2020.”

VOTE 7-0

MOTION CARRIED

IN WITNESS WHEREOF, I have set my hand and affixed the municipal seal of said municipality this 7th day of January 2021.

TOWN OF BERLIN, CONNECTICUT
OFFICE OF THE TOWN CLERK

Kathryn J. Wall, MMC Town Clerk

Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arossha Jayawickrema, Town Manager

DATE: December 8, 2020

SUBJECT: 8-24 Review - Kensington Road Bridge Replacement

SUMMARY:

Staff initiated a process in late 2017 to seek funding for rehabilitation of the bridge and replacement of the sidewalk on Kensington Road just south of Brook Street (Bridge No. 03657) because the bridge is functionally obsolete. The first step in the process was to apply to the Capitol Region Council of Governments (CRCOG) for consideration of the project. In order to be eligible to submit a formal Local Transportation Capital Improvement Program (LOTICIP) grant application to the Connecticut Department of Transportation (DOT), the project needed to be ranked and approved by CRCOG. The initial application to the CRCOG involved re-lining the five (5) circular culverts along with other rehabilitation measures and associated improvements. At that time, total replacement was not proposed.

During subsequent review by CRCOG and DOT, the project scope was revised into a total bridge replacement. As shown on the attached Commitment to Fund issued by DOT, the construction budget totals an estimated \$1.96 million, which will be funded through the LOTICIP. The Town must participate by funding the design, permitting, preparation of construction documents/bid package, and bid process.

In conformance with State regulations and bond counsel requirements, a review of this total bridge replacement is required by the Planning and Zoning Commission under Section 8-24 of the Connecticut General Statutes (C.G.S.). In addition, as allowed per the underlined portion of C.G.S. Section 8-24 (attached), the Town Council may take action involving an appropriation *prior* to completion of the 8-24 review. Staff also request that the Town Council authorize the Town Manager to sign and return the Commitment to Fund to DOT at this time.

ACTION NEEDED:

Move to refer the matter of replacing the Kensington Road Bridge (No. 03657) to the Planning and Zoning Commission for a Section 8-24 Review, as per the Connecticut General Statutes, and to authorize the Town Manager to sign and return the Connecticut Department of Transportation's Commitment to Fund dated November 23, 2020.

ATTACHMENTS:

Department of Transportation Commitment to Fund Letter dated November 23, 2020
C.G.S. Section 8-24 (annotated)

PREPARED BY:

Michael S. Ahern, P.E., Director of Public Works

A handwritten signature in blue ink, appearing to read "MSA", is written over the printed name of Michael S. Ahern.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546



November 23, 2020

Mr. Arosha Jayawickrema
Town Manager
Town of Berlin
Berlin Town Hall
240 Kensington Road
Berlin, Connecticut 06037

Dear Mr. Jayawickrema:

Subject: Local Transportation Capital Improvement Program (LOTICIP)
Commitment to Fund
Bridge Replacement
State Project No. L007-0001
Bridge No. 03657 - Kensington Road over Mattabesset River
Town of Berlin

The Department of Transportation (Department) has received the LOTICIP application prepared by the Town of Berlin (Municipality) and submitted through the Capitol Region Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

Rights of Way	\$ 15,000
Eligible Utilities	\$ 0
Contract Items:	\$ 1,620,000
Contingencies:	\$ 162,000
<u>Incidentals to Construction:</u>	<u>\$ 162,000</u>
Total Funding Commitment:	\$ 1,959,000

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated March 2019, as may be revised. The guidelines are available on the Department's LOTICIP web page at www.ct.gov/dot/lotcip.

2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. **It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process** to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications. Please note the Department hosts a monthly Interagency Coordination (Municipal) meeting where municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations. Due to the nature of this project and the potential for significant permit involvement, **it is required that the Municipality attend a future Interagency Coordination meeting to discuss the project. Attendance at the meeting should be arranged through the following contact:**

Mr. David W. Harms
Supervising Transportation Engineer
(860)-594-3291
DOT-EPC@ct.gov

2. This project will require work to be performed in the vicinity of the railroad lines utilized by Amtrak. As such, special provisions and/or administrative requirements may be necessary. **It is critical that the design of the improvements proposed under this project be coordinated with Amtrak during the design phase to ensure conformance**

with any applicable requirements relative to the rail facilities. Establishing coordination with Amtrak early in the design phase is recommended via the following contacts:

Madeleine Respler
Amtrak
Third Party Dev Lead
OPS Engineering
(215) 349-4367
madeleine.respler@amtrak.com
2955 Market Street
Philadelphia, PA 19104

3. This project is anticipated to require right of way acquisitions. The LOTCIP application notes that the Municipality plans to have the Department perform right of way activities for the project. In accordance with the LOTCIP guidelines:
 - a. The Municipality must formally request in writing that the Department perform the right of way acquisition activities.
 - b. For projects where right of way acquisitions will be performed by the Department, the cost of all acquisitions attributable to the project including administrative costs will be funded with one hundred percent (100%) LOTCIP funds. This includes any cost increases in the right of way phase that may occur as the acquisition process progresses. Should the cost of the project right of way phase exceed the amount identified in this Commitment to Fund, funds will be shifted from the COG's LOTCIP allocation to cover the increase.
 - c. The Municipality will be responsible for providing various items for the Department's use in the right of way process including, but not limited to, a schedule of owners, a title mylar, and property maps.

All matters relative to right of way for this project are to be coordinated through the following Department contact:

Mr. Steven L. Degen
Principal Property Agent
(860) 594-2579
Steven.Degen@ct.gov

4. This project may require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process. Costs for relocation of privately-owned utility facilities on municipally-owned roadways, including adjustment of utility gates, are the responsibility of the affected utility and are ineligible for LOTCIP participation.


5. Load Rating Requirements for Structures: Because the Department maintains a structure inventory and performs routine bridge inspections on both State and Municipally owned structures, load ratings are required to be prepared and submitted to the Department for review and approval. These ratings shall be prepared in accordance with the most current version of the Department's Bridge Design Manual and Bridge Load Rating Manual, as applicable. Load rating requirements may vary depending on the type of structure and/or scope of structure improvements proposed. For designed structures, load ratings must be submitted as part of the Final Submission package. For prefabricated structures (i.e. culverts) load ratings must be submitted as part of the shop drawing approval process.

Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately sixty (60) days. The results will be forwarded to the Municipality and the COG, when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. William Grant, P.E., at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,


Theodore H.
Nozames, P.E.
2020.11.24
08:12:33-05'00'
For:

Division Chief of Highway Design
Bureau of Engineering and Construction

Accepted By: _____ Date _____
Mr. Arosha Jayawickrema
Town Manager

cc: Mr. Michael Ahern, P.E., Town Engineer, Town of Berlin
Mr. Lyle D. Wray, Executive Director, Capitol Region Council of Governments
Ms. Sotoria Montanari, Program Manager, Capitol Region Council of Governments

Sec. 8-24. Municipal improvements. No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report. Notwithstanding the provisions of this section, a municipality may take final action approving an appropriation for any proposal prior to the approval of the proposal by the commission pursuant to this section. The failure of the commission to report within thirty-five days after the date of official submission of the proposal to it for a report shall be taken as approval of the proposal. In the case of the disapproval of the proposal by the commission the reasons therefor shall be recorded and transmitted to the legislative body of the municipality. A proposal disapproved by the commission shall be adopted by the municipality or, in the case of disapproval of a proposal by the commission subsequent to final action by a municipality approving an appropriation for the proposal and the method of financing of such appropriation, such final action shall be effective, only after the subsequent approval of the proposal by (A) a two-thirds vote of the town council where one exists, or a majority vote of those present and voting in an annual or special town meeting, or (B) a two-thirds vote of the representative town meeting or city council or the warden and burgesses, as the case may be. The provisions of this section shall not apply to maintenance or repair of existing property, buildings or public ways, including, but not limited to, resurfacing of roads.

(1949 Rev., S. 857; 1959, P.A. 679, S. 5; 1963, P.A. 617; 1971, P.A. 862, S. 7; P.A. 85-365, S. 1, 2; P.A. 09-92, S. 1.)

History: 1959 act substituted legislative body for enumerated persons and entities and added abandonment of streets etc. to categories of proposals; 1963 act rephrased first sentence; 1971 act changed from 30 days to 35 days the period within which commission must report on proposal or failure to do so will be considered approval; P.A. 85-365 made a variety of technical changes and inserted provisions concerning approval of appropriations prior to commission action and specifying that section does not apply to maintenance or repair of existing property, public ways or buildings; P.A. 09-92 added provision re exemption for resurfacing of roads, effective July 1, 2009.

Cited. 148 C. 517; 149 C. 719; 153 C. 194. Rezoning of an area approved by zoning commission but opposed by planning commission, reversed by courts where "transportation, water and sewerage" was lacking as planning commission could refuse approval also of new facilities for area. 154 C. 202, 210. Only two acts of planning board are binding without further action by other municipal agencies; designation of and assessments for municipal improvements and action on subdivision plan. 159 C. 1. Cited. Id., 423; 160 C. 295. Whether town has abandoned a particular street, thus necessitating referral to the town planning and zoning commission, is a question of fact, to be determined from the circumstances. 174 C. 282. Legislature intended that coastal site plan review be part of planning or zoning application or referral under section as listed in Sec. 22a-105(b) and not a separate review; report issued by planning and zoning commission pursuant to such referral is purely advisory and is not appealable. 266 C. 338.

Cited. 2 CA 213; 21 CA 77; 26 CA 540.

[\(Return to Chapter](#) [\(Return to](#) [\(Return to](#)
[Table of Contents\)](#) [List of Chapters\)](#) [List of Titles\)](#)

Sec. 8-25. Subdivision of land. (a) No subdivision of land shall be made until a plan for such subdivision has been approved by the commission. Any person, firm or corporation making any subdivision of land without the approval of the commission shall be fined not more than five hundred dollars for each lot sold or offered for sale or so subdivided. Any plan for subdivision shall, upon approval, or when taken as approved by reason of the failure of the commission to act, be filed or recorded by the applicant in the office of the town clerk not later than ninety days after the expiration of the appeal period under section 8-8, or in the case of an appeal, not later than ninety days after the termination of such appeal by dismissal, withdrawal or judgment in favor of the

Façade Improvements

Powerhouse Inc.
99 Webster Square Road
PS-A
Façade Improvements

PROPOSAL

The applicant is seeking Planning & Zoning Commission approval for façade improvements to an existing building located at 99 Webster Square Road in the PS-A Zone.

STAFF COMMENTS

1. The property lies within the geographic limits of the Berlin Turnpike Design Standards.
2. Updates to signage require permits which includes zoning review for zoning compliance.
3. The applicant should confirm that the sign design conforms with the zoning regulations including "...no more than one third (1/3) of the sign having a white or off-white color of illuminated background."

BACKGROUND & ANALYSIS

The building is located just to the north of the Route 9 underpass on the west side of Webster Square Road. The building was built in approximately 1987 and was used as a car dealership. Site plan approval for use as Powerhouse Gym was approved in 1995 with no exterior changes at that time.

The property is within the limits of the Berlin Turnpike Design Standards and geographic area mapped as eligible for the Façade Program per the amended map dated 1/1/2018.

At their October 2020 meeting, the Economic Development Commission approved an application for the Façade Improvement Program for façade improvements and signage including:

1. Install metal studding;
2. Install aluminum sheeting;
3. Seal existing cap and drip edge;
4. Install Azek over skylights;
5. Change out gym letters;
6. New Lexan on street (freestanding) sign;
7. Paint coat on front of building

It is unclear from the submission if the new faces for the freestanding sign will meet BZR §IX.A.4.f. regarding white/off-white illumination. Compliance should be confirmed at the meeting.

The estimated eligible cost of all improvements for the façade program is \$17,900. of which \$8950. can be covered with the grant funding.

TOWN OF BERLIN
Economic Development
240 Kensington Road
Berlin CT 06037
Tel: (860) 828-7005

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Instruction: Please complete all items carefully and accurately to the best of your knowledge.

I. Owner Information

Property Owner(s) Name (Titleholder): POWERHOUSE INC.
Owner Type: (Check One)
Corporation ☒ Individual ☐ LLC ☒ Partnership ☐ Proprietorship ☐
Mailing Address: 99 WEBSTER SQUARE ROAD
City: BERLIN State: CT Zip Code: 06037
Email: BERLINPOWERHOUSE@YAHOO.COM
Telephone: _____ Ext: _____ Fax: _____

II. Property Information (to be given as security for Façade Loan)

Address of Subject Property: 99 WEBSTER SQUARE ROAD
Name of Current Business(es) and Business Owner(s) or Merchants(s):
POWERHOUSE OYUN

Total amount of outstanding debt on subject property:

Type	To Whom	Amount	Maturity Date	Balance
1 st Mortgage Holder				
2 nd Mortgage Holder				
Other liens				

III. Principal(s)/Guarantor Information

Name(s): JACK BANUS
Address(es): 99 WEBSTER SQ. ROAD

IV. Type of Improvements Proposed:

☐ Awning ☐ Canopy ☐ Doors ☐ Gutters
☐ Landscaping ☐ Lighting ☐ New Sign ☐ Painting
☐ Paving ☐ Sign Removal ☐ Sidewalk ☐ Siding ☐ Windows

Exterior \$17,900.00 Signage _____

Other _____

TOTAL _____

AMOUNT OF GRANT REQUEST: \$ 8950.00 (Maximum \$50,000)

Sources of Funding for Total Project:

Owner: \$8950.00

Bank: _____

Other: _____

BERLIN FAÇADE GRANT: \$ 8950.00

Total Project Cost: \$17,900.00

V. PLEASE ATTACH THE FOLLOWING AS PART OF THIS APPLICATION:

- Description of improvements (exterior, signage, landscaping) and how work will be accomplished.
- Brief company profile.
- If the property owner and business owner are not the same, a letter of support from the property owner is required.
- Copy of lease for current or proposed business location (if applicant is lessee).
- Estimates for all renovations including itemized material and labor costs.
- Copy of deed to real property.

VI. Façade Improvement(s) Request

Give a brief general description of the type of improvement(s) being requested and an explanation of how the project will meet the program objectives in the Program's Policies and Procedures:

THESE IMPROVEMENTS WILL HELP ME LOOK OF
THE LONGEST GYM IN BERLIN. WHO TIME
BERLIN BUSINESS.

GRAYSTONE LLC GENERAL CONTRACTING

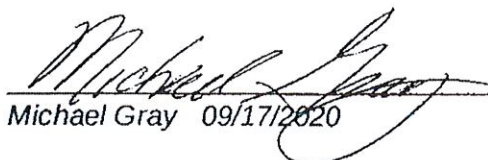
12 WASHINGTON ST.
NEW BRITAIN, CT 06051
860-538-1208

**PROPOSAL FOR FACADE AND SIGN IMPROVEMENT POWERHOUSE GYM
99 WEBSTER SQ. RD. BERLIN, CT 06037
09/17/2020**

SCOPE OF WORK

- CONSTRUCT AND ATTACH 2X6 METAL STUDDING 12 " OVERHANG ATOP ENTRANCE RADIUS.
- CAP AND FACE OVERHANG WITH COMMERCIAL GRADE ALUMINUM MATERIAL INCLUDING UNDERSIDE AND REAR OF OVERHANG.
- REPAIR AND SEAL EXISTING 12" X 20' ALUMINUM CAP AND DRIP EDGE ATTACHED TO FRONT OF THE BUILDING AND ATTACHED TO THE FRONT RADIUS.
- REMOVE DAMAGED EIFS ON FRONT OF BUILDING AND REPLACE AND BLEND NEW FINISH TO ALL AREAS AND FEATHER IN.
- ATTACH SHEET AZEK MATERIAL OVER SKYLIGHTS AND SEAL WITH SILICONE
- CONVERT GYM SIGN LETTERS TO "LED" AND REFACE WITH NEW FILM
- MANUFACTURE AND INSTALL NEW LEXAN STREET SIGN ON BOTH SIDES AND PAINT POLE
- PAINT FRONT OF BUILDING

TOTAL PRICE WITH MATERIAL \$17,900.00


Michael Gray 09/17/2020

477 Waterbury Road
Bristol, CT 06010
(860) 585-8534



Complete Building Restoration
Fully Insured
Free Estimates

PROPOSAL

9-28-2020

Power House Gym
99 Webster Sq. Rd.
Berlin, CT 06037

Town of Berlin
Receive
DEC 10 2020
Planning & Zoning Dept
Berlin, Connecticut

Re: Exterior front elevation restoration work of the Power House Gym building.

Scope: This contractor shall furnish all labor, material, insurance and services to complete this job as described.

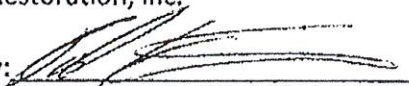
1. Install metal studding to entrance radius area.
2. Install aluminum sheeting to cap and overhang.
3. Seal existing 12"x20' aluminum cap and drip edge at front radius elevation.
4. Remove damaged eifs and install new finish to those areas.
5. Install Azek over sky lights and seal with Dow Corning silicone sealant.
6. Change out gym sign letters to LED and install new film.
7. Install new lexan on both sides of street sign and paint pole.
8. Paint one coat on front gym elevation.

Price for all of the above is.....\$24,650.00

Accepted By:
Power House Gym

Eagle Restoration, Inc.

By: _____
Duly Authorized

By: 
Paul D. Kelaita/President

9-28-20
date

Project Name:	POWERHOUSE INC *	
Project Address:	99 WEBSTER SQUARE ROAD	
Item	Eagle Restoration	Graystone LLC
Install metal studding		
Install aluminum sheeting		
Seal existing cap and drip edge		
Install Azek over skylights		
Change out gym letters		
New lexan on street sign		
Paint coat on front of building	\$24,650.00	\$17,900.00
TOTAL	\$24,650.00	\$17,900.00
At their October 2020 meeting, the Economic Development Commission approved Powerhouse Inc for a matching grant of \$8,950.00 (50% of \$17,900) for the restoration of its façade as well as a new sign at the street.		

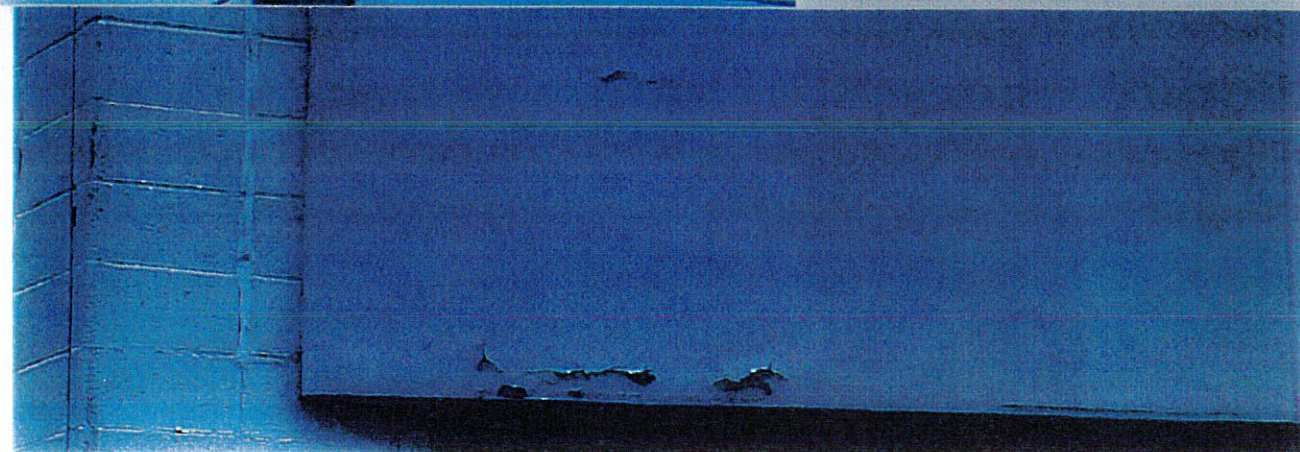
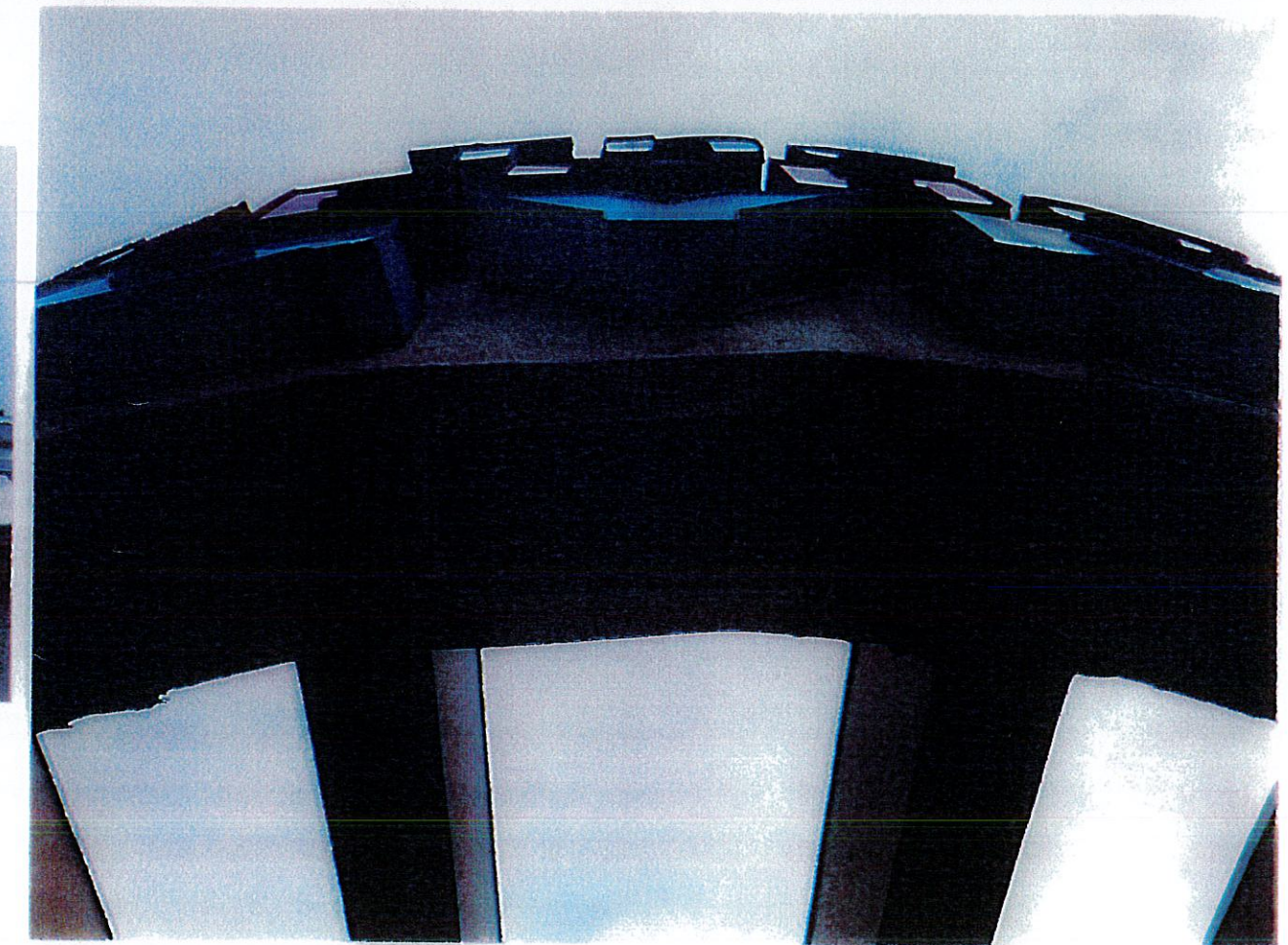
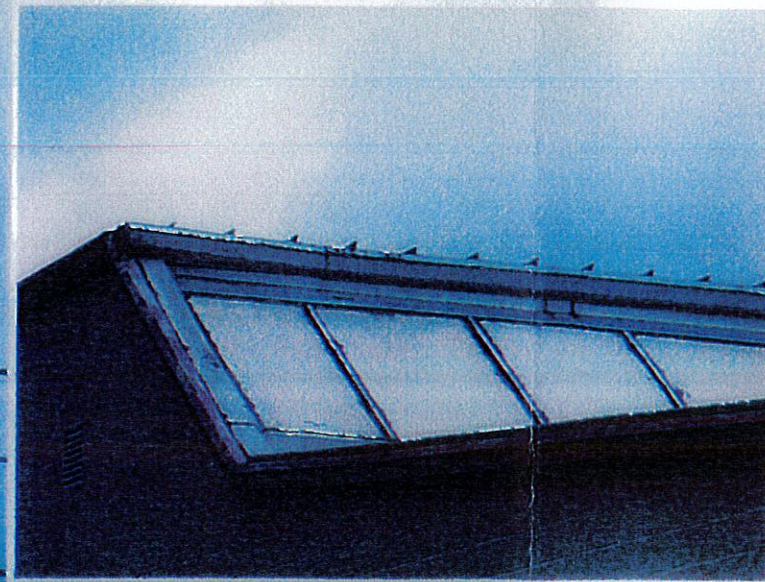
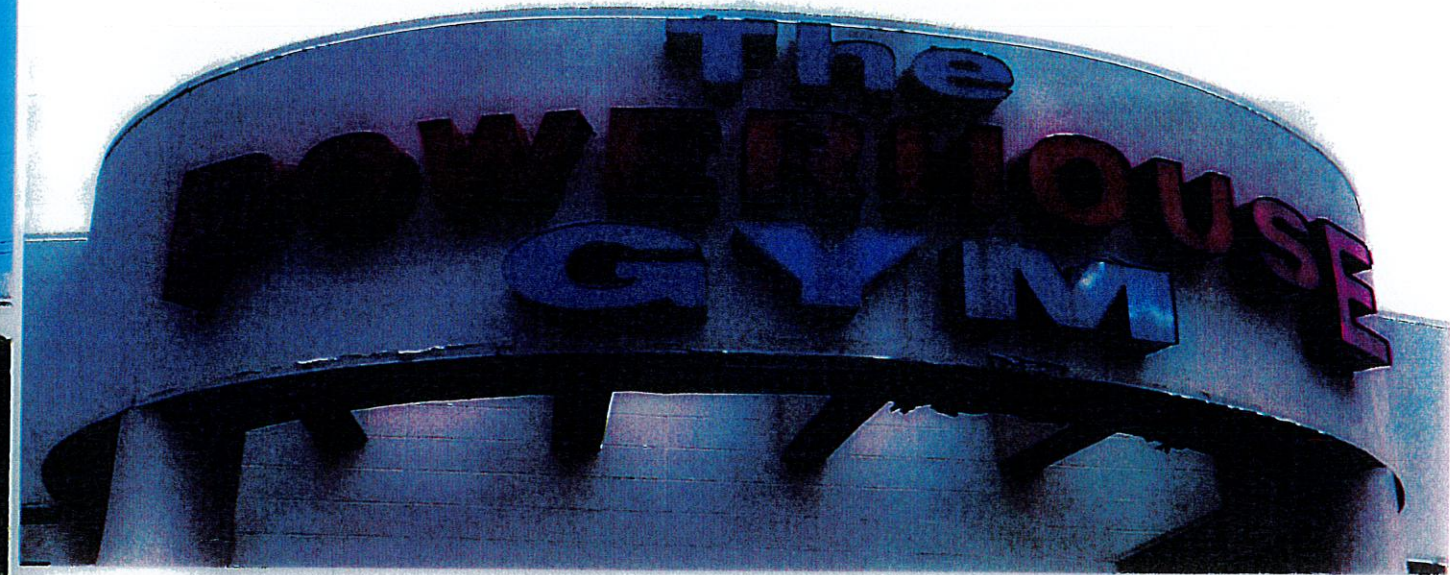
** This project is to bring the look back to its original including repairing damage as well as providing new signage at the street.*

Town of Berlin
Receipt

DEC 1 2020

Planning & Zoning
Clerk, Office

POWERHOUSE GYM - 99 WEBSTER SQUARE ROAD



MEMORANDUM

TO: Planning and Zoning Commission
FROM: Maureen K Giusti, Acting Town Planner
DATE: January 14, 2020

RE: Certificate of Zoning Compliance Request
220 Berlin Turnpike, Scarlett's Lash Boutique and Spa

We have a Certificate of Zoning Compliance (CZC) request for Scarlett's Lash and Boutique to be located in the new commercial building at 220 Berlin Turnpike, adjacent to the Acura dealership. The use requires a Connecticut Tattoo license. State licensing does not differentiate the type of pigmentation services provided.

In 2014 The Commission had discussions and made the determination that tattoo parlors are a not allowed for in the Regulations and permitted the relocation of an existing business. Therefore, given the unique description provided, we are requesting that the Commission consider and determine if staff can issue the CZC for this use.

The applicant has explained, in the attached description, how the services that are proposed to be offered are uniquely different than that of a traditional tattoo parlor and include peri-medical and permanent cosmetic services. She has indicated to staff that traditional tattoo services will not be offered. Other services offered, such as body waxing, skin care and spray tanning have all been considered customary to personal service salon uses.

Attached please find:

- Applicant provided a description of the proposed services (6 pages)
- The CZC request (the quality of the form is as submitted), with location in the building
- An excerpt of the Feb. 20, 2014 minutes when tattoo uses were discussed with a copy of the related Action Taken Notice.

Scarlett's Lash Boutique & Spa

Treatments and Services



Julia Trigila

2021

Spa Services & Permanent Cosmetics

Who are we?

We are beauty establishment that offers cosmetic services, spa treatments, permanent cosmetics, and paramedical cosmetics. The new location at 224 Berlin Turnpike in Berlin will be a upscale spa like and medical environment. Treatment rooms will be private for each client and patient. The lobby will consists of a reception area, with brow station and retail. This business will fit in very well within this new plaza given the majority of all our customers are female and will benefit from being next to a hair salon, nail salon, fitness studio and restaurants.

Below are services listed that are currently being offered in our current business 6 minutes down the road on the Berlin Turnpike.

- Permanent Cosmetics
- Paramedical Cosmetics
- Eyelash Extensions
- Eyelash and Eyebrow Treatments
- Full Body Waxing
- Skin Care / Esthetics
- Spray Tanning
- Facial Threading

What is Permanent & Semi-Permanent Cosmetics?

Traditional Tattoo vs. Semi or Permanent Cosmetics

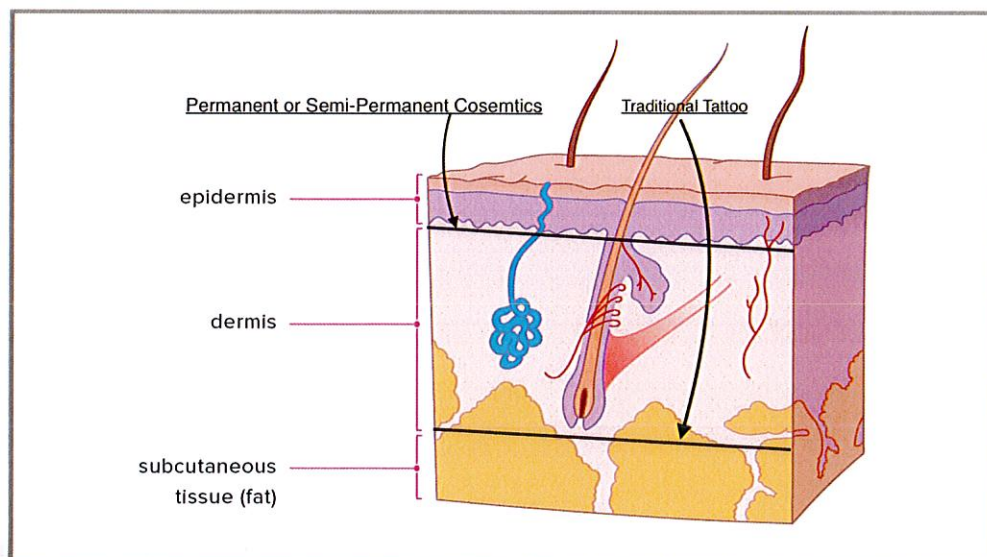
Traditional tattoos are typically performed in a tattoo shop or parlor for the sole purpose of permanently marking one's skin with artwork to express one's self. Walk-in clientele is usually accepted in many cases and don't require consultations.

Permanent and Semi-Permanent Cosmetics, also known as Micro-pigmentation or Microblading of the eyebrows, are cosmetics procedures for men and women that have many purposes ranging from genetic issues, surgical issues, all over the body and helping women create a more long-term cosmetic or makeup effect on the face.

Other differences are what artists in our industry consider "semi-permanent" due to the less invasive treatments that fade over time and require touch-ups.

Working on facial tissue such as the eyes, brows and lips with sensitive membranes not found on most parts of the body neck down, require special techniques and training not obtainable by a typical tattoo artist or taught under their apprenticeships.

Traditional Tattoo Artists use needles not typically used in Permanent Cosmetics. Secondly, traditional tattoos have pigment implanted through the entire layer of the dermis, where Permanent & Semi-Permanent Cosmetics only scratch the surface of the dermis shown in the diagram below.



Microblading is a technique in which a disposable tool with multiple nano needles create scratch like marks into the eyebrow to mimic a natural hair stroke only entering the very top layer of the dermis. Pigment sets into the skin leaving what looks like a natural hair stroke.

Men and woman seek out this service who have lost brow hairs due to age and hormonal issues. All clients who receive their first treatment must return within 6 weeks for the technician to go over the same strokes again to maintain consistency if there was any loss of pigment during the healing process. Clients will have to continuously return as soon as 6 months up to a 2 years for touch up treatments.



Permanent Cosmetics is the art of implanting pigment into the face by way of non-mechanical disposable needles or machinery. The different treatments are Eyebrows, Lips, & Eyeliner.

- **Eyebrows** are requested by clients due to hair loss from chemo-therapy, hormonal disorders, hair removal damage, and age.
- **Lips** are requested by people who have hyper pigmentation and hypo pigmentation issues, such as vitiligo. They are also requested for cosmetic purposes of defining the shape of lips if uneven or blending into facial skin. Lastly, for the purpose of having a permanent look of lip gloss or lip stick.
- **Eyeliner** is solely for a cosmetic purpose.

Paramedical Cosmetics is a process that allows the correction of scars, areola, stretch marks, vitiligo, and the scalp through the process of Micro-pigmentation in the skin.

- **Scars** from surgeries, and or accidents are requested to conceal and blend with ones natural skin tone.
- **Stretch Marks** are similar to scars for the purpose of camouflage micro-pigmentation
- **Areolas** are requested by breast cancer victims as well as woman or men who have had reconstructive surgery and their areolas have been compromised. 3-D areola reconstruction is the most popular treatment to restore woman's confidence after a mastectomy.
- **Vitiligo** is a hypo-pigmentation disorder that completely removes ones pigment from their skin leaving uneven blotchy white skin. This is another form of camouflage micro-pigmentation.
- **Scalp Micro-Pigmentation (SMP)** is requested mainly by men but woman as well to fill in bald spots and or the entire hair line with pixelated dots to darken the hair line.

Our main clientele comes from all over the state of Connecticut. Permanent Makeup Artists who specialize in these treatments must market and connect with Doctors who treat patients with genetic disorders, hair loss and breast cancer.

*Breast cancer is the most common cancer in CT women. CT also has the highest rates of breast cancer in the entire US. Woman are traveling out of state recommended by their physicians for areola reconstruction due to lack of artistry in our own state.

*Dr. Boden, one of the top hair restoration doctors in the state, refers his patients to SMP, Scalp Micro-pigmentation to fill in what he can not.

In order to perform these services in the state of Connecticut, the Department of Public health currently has one statute for the implantation of pigment with needles which falls under the Tattoo Technician license. All Permanent Makeup Artists and Microbladers must obtain a CT State Tattoo License in order to legally work under this title.

As the founder and Lobbyist for the CT Coalition of Esthetics & Nails and the CT Beauty Association, I have assisted in passing the three new licenses for Esthetics, Nails and Lash Technicians.

I have also trained about 50 local health departments on the difference between Permanent Cosmetics, Microblading and traditional tattooing to better assist their departments for inspections.

I will be putting in a request for an amendment to differentiate the two different occupations and or skills for the future. This will also help with future training and apprenticeships to better improve our professional industry.

For further questions you can contact me at [**jtrigila78@gmail.com**](mailto:jtrigila78@gmail.com) or call 860-503-0513.

Julia Trigila



Town of Berlin

Planning and Zoning Department

230 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Town of Berlin
Received

JAN 05 2021

Planning & Zoning Department
Berlin, Connecticut

CERTIFICATE OF ZONING COMPLIANCE FOR NEW or RELOCATED BUSINESS

In accordance with Connecticut General Statutes:

Notice is hereby given to the applicant that under CGS 8-30b (b) no building permit or occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any other method provided for by local ordinance. Any such notice shall contain (a) a description of the building, use or structure, (b) the location of the building, use or structure, (c) the identity of the applicant, and (d) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-28.

And

CGS 8-28 (b) An Appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (c) of section 8-28, or (3) upon actual or constructive notice of such order, requirement or decision. § 8

Project Name: **SCARLETT EYELASH BOUTIQUE & SPA**

Property Owner(s): **224 BERLIN TURNPIKE LLC**

Project Address*: **220 BERLIN TURNPIKE**

Map: Block: Lot: Zone(s): Lot Area:

Applicant Information

Name: **DANTE BOFFI**

Firm Name: **ACORN DESIGN LLC**

Street Address: **18 HARTFORD AVE**

City: **GRANBY** ST: **CT** Zip: **06035**

Email: **DANTEBOFFI@AOL.COM**

Phone: **860-798-0101**

Signature:

Date: **12-20-20**

Property Owner(s) Information (If Not the Applicant)

Name: **224 BERLIN TURNPIKE LLC** Principal: **JOHN ORSINI**

Street Address: **1180 N. COLONY RD.**

City: **WALLINGFORD** ST: **CT** Zip: **06492**

Email: **IZAMPANO@EXECUTIVEAG.COM**

Phone: **203-265-0991**

*Letter of Authorization Required (ON FILE w/ TOWN)

*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

JAN 05 2021

Business Name: **NONE** Previous Occupant of the Space: **VACANT** Planning & Zoning Department
Berlin, Connecticut

Proposed Occupant of the Space:
Business Name: **SCARLETT LASH BOUTIQUE & SPA** Use: **PERMANENT LASH/COSMETIC**
Street Address: **220 BERLIN TURNpike** City: **BERLIN** ST: **CT** Zip: **06037**
Email: **JTRIGILA78@GMAIL.COM** Phone: **860-503-0513**

Has Planning & Zoning Commission approval been obtained for this application? **(Y) N** Date:

Is this a multi-tenant property? **YES, MULTI-TENANT APPROVAL**

List other tenants: **FRESH MONKEY, ENVY HAIR, SAPPHIRE NAIL, BOSS GRILL, SUDOR TAINO, PHO BAR NOODLE**

Description of Project/Use: **PERM MAKE-UP, LASHES, COSMETICS INSTRUCTION & SMALL CLASSROOM AS WELL**

1. Will you be making any changes to the building or space that will require Building Permits?

No **(Yes)** Explain **DEMISING WALL, MEP NEEDS**

2. Are licenses or approvals from other agencies** (CCHD, State of CT, HWCCT, etc.) required for your use? **(No)** Yes EXPLAIN:

**It is applicant's responsibility to contact & obtain necessary approvals from other departments and agencies.

SITE PLAN ZONING STATISTICS

	REQUIRED	EXISTING	PROPOSED
Square footage for this use	N/A		
Total building square footage	N/A		
Parking for previous occupant			N/A
Parking for this use			
Total parking on site			
Building Frontage for This Tenant:	Width:	Height:	

All municipal property taxes are paid in full at this location in accordance with Article 5, §4-40 local ordinance of the Town of Berlin.

Collector of Revenue

Date

To be completed by P&Z staff only:

Fee Paid \$ (Refer to current Fee Schedule)

Received by:

This use is approved in conformance with Berlin Zoning Regulations §

NOTES:

Town of Berlin Zoning Official:

Date:

Permit Number:

FL(W)= 49.10

N 79°46'15" E

Town of Berlin
Received

JAN 05 2021

Planning & Zoning Department
Berlin, Connecticut

TRANSF.

L.P.

25' SIDE YARD

15' R.C.P.

15' RCP



939 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

50.10 ft

EXCERPT OF 2-20-2014 PCZ MEETING MINUTES

Re: Tattoo Uses

V Commission Business

a. Interpretation of zoning regulations – Tattoo Parlors

Chairman Moore provided some background information. He stated a tattoo parlor is currently located in a building which the State of Connecticut will be acquiring as part of the upgrade to the nearby train station. He said the business is located in the building due to an erroneous approval for its location by the town's former Zoning Enforcement Officer. He stated the commission is discussing this item to clarify Berlin's zoning regulations and is not a discussion of first amendment expressions. He stated he has reviewed contemporary topics for business locations, not only for tattoo parlors, but others including, check cashing facilities, betting parlors, and vapping facilities. He stated when the commission creates and ratifies regulations, it is impossible to say what the future will hold. He suggested a work session to address tattoo parlors, as well as other contemporary uses. Chairman Moore stated the Centers for Disease Control and Prevention has a special interest, as does the State of Connecticut, regarding the regulation of tattooing, as it is physician supervised activity. He stated courts have upheld communities' rights to craft downtown and various zoning districts. He stated he is confident that the courts would uphold this commission's determination in this matter. He stated an analogy, comparing a European spa to an erotic massage parlor, stating it is the intensity of the personal service that may make the difference. He stated Berlin regulations address those types of concerns and in his opinion, a tattoo parlor is more of an intensive type of personal service. Using Blueback Square (West Hartford) as an example, he stated the courts have been consistent in the commissions' determination to look at "secondary effects". He stated Berlin has been trying to make progress in the last decade with the train station area. He noted later in the evening, a consultant will be making a presentation regarding an overlay district for that particular area. He stated, in making its decision, the commission must look at the value of other businesses and the value of properties. He stated, based on his research, he could not vote in favor to include a tattoo parlor as a use in a CCD-1 or CCD-2 zone. He stated he would not object to its location in the BT-1 zone or BT-2 zone.

Commissioner Murphy stated the CD-1 or CCD-2 zones clearly do not address tattoo parlors; he stated the BT-1 or BT-2 zones would be a good compromise.

Commissioner Wollman agreed with that opinion.

Commissioner Kaczynski stated a work session should be held.

Director Riggins stated a work session would be beneficial in "fine tuning" the regulations. She quoted *Section IV.3. Determination of Uses* of the Berlin Zoning Regulations. "*Where a proposed use is not clearly permitted nor clearly prohibited in a zoning district by these regulations, the commission shall make the determination as to whether the proposed use is permitted in that district by right or by special permit, or is prohibited.*"

Director Riggins stated the commission is fact finding – taking a use for which the town does not have a definition and finding an appropriate location for it.

Commissioner Edelson stated he had no objection against the business, but not in the current

EXCERPT OF 2-20-2014 PCZ MEETING MINUTES

Re: Tattoo Uses

district.

Chairman Moore stated the commission is not excluding the use, but just trying to find where it could be best located.

Commissioner Murphy moved that Tattoo Shops are not currently allowed anywhere in the regulations but will permit the relocation of an existing business to a Berlin Turnpike-1 or Berlin Turnpike-2 zone.

Commissioner Wollman seconded the motion which carried unanimously.

Commissioner Kaczynski stated the commission could also study other zones which may be appropriate .

Town of Berlin

Department of Development Services

**LEGAL NOTICE
TOWN OF BERLIN**

ACTION TAKEN BY THE BERLIN PLANNING & ZONING COMMISSION

At its Special Meeting of February 20, 2014, the Berlin Planning and Zoning Commission took the following action:

- a. Voted unanimously that Tattoo Shops are not currently allowed anywhere in the regulations but will permit the relocation of an existing business to a Berlin Turnpike-1 or Berlin Turnpike-2 zone.

Dated this 27th day of February, 2014 at Berlin, CT.

Mark H. Kaczynski, Secretary
Berlin Planning and Zoning Commission

New Britain Herald

Legal Notices

Date of Publication: Saturday, March ~~1~~, 2014

4

Visit our Web Site: <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Planning and Zoning Commission
240 Kensington Road • Berlin, CT 06037 • (860) 828-7060 • Fax (860) 828-7180

Berlin Planning and Zoning Commission Meeting Minutes
November 19, 2020

The Berlin Planning and Zoning Commission held a Regular Meeting on Thursday, November 19, 2020 at 7:00 P.M. in person in the Town Council Chambers, Berlin Town Hall, 240 Kensington Road, Berlin, CT. The public was able to access and participate in the meeting via Webex video conference and conference call.

I Call to Order

In attendance

Chairwoman Joan Veley

Commissioners: Curtis Holtman, Diane Jorsey; Brian Rogan,
Alternate Commissioners Steve Biella, Jr. (joined the meeting in progress as noted in the minutes); Peter Zarabozo (seated); George Millerd (seated)

Corporation Counsel Jennifer Coppola attended the meeting remotely.

Excused

Commissioners Jon Michael O'Brien, Steve Wollman, Timothy Zigmont

Acting Town Planner/Zoning Enforcement Officer Maureen Giusti
Adam Levitus, Zoning Enforcement Officer attended the meeting remotely.

II Approval of Minutes

a. November 5, 2020

It was noted Alternate Commissioner Millerd was seated for this meeting.

Commissioner Jorsey moved to approve the minutes, with that correction.
Commissioner Rogan seconded the motion which carried unanimously.

III Request for Bond Release

a. Request of Vincent Brescia for a bond release, 205 Christian Lane, Building E

Ms. Giusti stated Deputy Director of Public Works Jim Horbal has inspected the property and advised the bond may be released.

Commissioner Jorsey moved to release the bond.
Commissioner Rogan seconded the motion which carried unanimously.

IV Commission Business

a. Discussion of Certificate of Occupancy request for 301 Berlin Turnpike
(Continued from November 5, 2020)

Ms. Giusti stated a letter from the applicant's engineer has been received for the record.

Mr. Khalid's structural engineer was "on line" in attendance at this meeting. She stated when this agenda item was on the November 5, 2020 agenda Commissioner Wollman had requested a statement from the project engineer providing the reasons the façade and roof line treatment were needed. She stated the Building Department code will address the drainage off the roof. The main change is the pillars at the front of the building. She showed the commission photographs of how the building currently looks.

Mr. Nadeem Khalid, developer of the site, stated his appreciation for the commission's acceptance for the changes and said should he further develop in Berlin, this would not happen again.

Chairwoman Veley stated the new building is a big improvement to the site.

Commissioner Rogan moved to approve modifications to a façade for a Certificate of Occupancy request for 301 Berlin Turnpike.

Commissioner Jorsey seconded the motion which carried unanimously.

At Ms. Giusti's request, the following item was added for discussion:

- 1427 Berlin Turnpike – Discussion architectural elements on an existing building

Ms. Giusti stated Mr. Merchan Cecunjanin had received special permit/site plan approvals in September, 2019 for a barber shop/barber academy. The building had previously been a nightclub/restaurant and part of it had been in a fire. Stucco has been installed on the entire back of the building, and changes were made to the front door and canopy which did not match proposed building upgrades.

Mr. Cecunjanin had explained the original plans were done by an architect and their relationship changed and he no longer had access to those plans. No design changes were made to the parking lot. The changes were then made to the design. He stated the parking lot is paved and cars have been removed from the back of the site. He stated numerous inspections had been made by various Berlin staff members throughout the construction. He apologized for the work's being done without approval.

Ms. Giusti stated the upgrades had been done without zoning review. She noted the property has been substantially cleaned, noting the storage container would be removed to comply with the Regulations.

Chairwoman Veley stated the changes were not too extreme and there has been no change to the footprint of the building.

No motion was needed.

V New Business

- a. Site Plan Amendment of Barton Bovee, Authorized Agent for Sliders Bar and Grill for an addition of new outdoor seating area and adjustment of parking.

Mr. Bart Bovee, PE, stated the business location is non-conforming and predates 1940. The proposal is for a small outdoor patio with seven tables, each with four seats. Parking will not increase. Compliance with staff comments will be met. At this time, there will be no additional seating proposed for inside the restaurant due to the Covid pandemic.

Commissioner Millerd stated concern for potential problems from music and overflow lighting from the patio and using outdoor heating units.

Mr. Bovee stated adequate screening will handle the lighting. He stated a 3-foot high, 12” wide retaining wall will be installed to define the space. Building codes will address concerns for heating units.

Ms. Giusti stated currently restaurants must comply with outdoor seating by the Governor’s Executive Order to the Covid virus. Proper permits for this permanent proposal will be obtained, including those from the Central Connecticut Health District, Fire Marshal, Building Inspector, and/or Zoning Board of Appeals for an outdoor liquor permit.

Commissioner Rogan moved to approve the application, subject to the following conditions:

- a. All staff comments to be addressed.
- b. Lighting will be shielded
- c. Outside entertainment will be considerate with respect to neighbors.

Commissioner Jorsey seconded the motion which carried unanimously.

- b. Site Plan Amendment of Benjamin Tripp, 833 Deming Road, LLC, amendment to an existing approval granted on August 20, 2020 for Deming Ridge Workforce Housing Development. The proposed property will contain 11 residential structures and a clubhouse.

Mr. Benjamin Tripp, 833 Deming Road, LLC (Metro Realty), stated Mr. Andrew Goralski, engineer for the project, was also in attendance. The zone of the project is Work Force Housing and they are working with the Connecticut Housing Finance Authority and the Department of Housing to secure financing. The project is similar to another project which they constructed in Berlin about ten years ago. However, design standards have changed. The dining area must be 42” from the wall which is a very specific measurement for an apartment and their apartment unit does not accommodate that. There are other areas which could be redesigned; however, that would mean sacrificing other elements such as the kitchen or bedroom. The project will be 80% market rate. The back wall of the apartments can be “bumped out” with no amendment to the Work Force Housing amendment and no change in the number of units. One other revision is the addition of a clubhouse which will have a fitness component and meets CHFA required design standards.

Mr. Goralski stated an extension of 5 feet to extend the rear of the buildings will allow the 42” from the wall that they need for the dining area. The 25’ setback buffer will remain.

Mr. Tripp stated the abutting property is mostly Eversource property (to the west).

Ms. Giusti noted an aerial view of the site shows the abutting farm property to the north and east. The original approval included a letter from an abutting farm property stating it will continue their operation as they have and purchasers should be made aware of their operation. Ms. Giusti stated that all other conditions of the original approval should be carried over.

Mr. Biella joined the meeting and was seated.

Ms. Giusti stated the Inland Wetlands and WaterCourses Commission granted its approval on November 10, 2020.

Commissioner Jorsey moved to approve the application subject to bringing forward all conditions of approval from the prior approval.

Commissioner Holtman seconded the motion which carried unanimously.

VI Public Hearings

Commissioner Rogan read the Call of the Hearings.

- a. Re-Subdivision Application of Pierre Bennerup for a two-lot subdivision, at 1829 Orchard Road, Map 21-4, Block 115, Lot 10

Mr. Pierre Bennerup, 1829 Orchard Road, stated he purchased his home in 1972 and purchased surrounding properties to accumulate 2 acres of property. At some point the properties were joined to establish a single, two-acre lot. The purpose of this application is to subdivide the land so that his home is on one acre and the other portion which he had gardened becomes a single acre building lot. If developed, the single acre will need a septic system.

Commissioner Jorsey clarified that the created single acre lot will need an engineered septic system. There is a sewer line across the rear of the proposed separated parcel and has the potential for connecting into it, although she was uncertain that it could be done.

Mary Jean Agostini, real estate agent, for the Bennerups, stated there is a current septic system on the Bennerup’s property.

Ms. Giusti stated the lot will need review by the Health District regarding the septic system. She clarified the newly created lot does not have public water or sewer.

Mr. Bennerup stated a sewer line runs behind the “new” lot and there is a right of way to connect to it. Water connection is available on Orchard Road; however, his home has a well.

Ms. Giusti stated if approved, a waiver for the open space will be needed.

Commissioner Rogan moved to close the hearing.

Commissioner Jorsey seconded the motion which carried unanimously.

- b. Special Permit/Site Plan Applications of Richard Munson, Deming Road Business Park, LLC for a building on each of four existing lots, and related site improvements.
 - 1. Map 10-1, Block 83, Lot 3A (7,500 sq. ft.) Deming Road, 7,500 sq. ft. building on a rear lot for contractor shop use
 - 2. Map 10-1, Block 83, Lot 3A1 Deming Road, 3,606 sq. ft. building for contractor shop use
 - 3. Map 10-1, Block 83, Lot 3A2 Deming Road, 6,750 sq. ft. building for contractor shop use
 - 4. Map 10-1, Block 83, Lot 3A3 (9,000 sq. ft.) Deming Road, 9,000 sq. ft. building on a rear lot for contractor shop use (Opened October 15, 2020 - Continued to the November 19, 2020 Meeting)

Commissioner Jorsey moved to combine all items 1. – 4. for discussion and vote.

Commissioner Holtman seconded the motion which carried unanimously.

Mr. Tim Sullivan, Esq stated he had presented the application in detail at the October 15, 2020 Planning and Zoning Commission meeting. The hearing was kept open to this meeting to allow the Inland Wetlands and Watercourses decision, received on November 10, 2020, to be entered into the record. The property is adjacent to the New Britain landfill. The application is the exact plan that was unanimously approved approximately five years ago. Fifty-five parking spaces are required; 60 are proposed. The buildings will be ideal for small contractors.

Ms. Giusti stated four commissioners who were seated for the October 15, 2020 presentation will participate in the discussion and vote. Chairwoman Veley relinquished her seat.

Vice Chairwoman Jorsey was seated as Acting Chairwoman.

Mr. Chris Edge, Director of Economic Development, spoke in favor of the application, stating the proposal will bring new buildings, new jobs, and new taxes.

Commissioner Rogan read a letter from Art Simonian, PE, Executive Director of the Mattabassett District requesting the applicant submit specific drawings and provide insurance coverage naming the District as additionally insured.

Attorney Sullivan stated they have provided all requested items to the Mattabassett District and no issues are anticipated.

Ms. Giusti stated those commissioners who were seated at the October 15, 2020 meeting and will vote are: Biella, Holtman, Jorsey, Rogan

Commissioner Rogan moved to close the hearing.

Commissioner Biella seconded the motion which carried unanimously.

Chairwoman Veley resumed the Chair.

- c. Special Permit/Site Plan Applications of Thomas O'Rourke, Military Experience Museum Inc. for a Military Experience Museum at 76 Chamberlain Highway (Map 30-2, Block 74, Lot 37 and 0 Chamberlain Highway) and 0 Chamberlain Highway (Map 30-2, Block 74, Lot 39) (Opened September 3, 2020)

Mr. Thomas O'Rourke distributed information to the commissioners. He stated at the meeting he last attended the commissioners had asked for clarification of the site plan. A new site plan has been created, indicating it was the "large paper" just given to the commissioners. The first comment was to show compliance to obtain relief of state statutes for a non-profit business. A non-profit must own the property and they are planning to lease the property from the Carrabettas who are owners of both properties involved. Their request is to have the commission grant a waiver for owning the property since they have a two-year lease. He mentioned the current Covid pandemic. Their overall goal is to have a museum in the field. He stated there is an American wartime museum in Virginia which has a similar concept. He stated there a condition of the Inland Wetlands commission is the requirement of report from a soil scientist which would cost several thousand dollars. He suggested the requirement of obtaining a soil scientist could instead be a condition of approval. A two-year lease is appropriate to determine if the concept is a viable entity which would give people "somewhere to go and something to do". One of the issues from the meeting was the overflow parking. The new site plan shows different parking as there was concern about parking being in the field. Parking and location are clearer. There has been an agreement with the new mall owners and there will be 10,000 s.f. space inside the mall where a museum can be set up. There is also access to a 22 acre parcel at the corner of Kensington Avenue and Chamberlain Highway which is overgrown but paved.

Chairwoman Veley asked if the plan is to have a 10,000 s.f. museum inside the mall and an obstacle or fitness course in Berlin.

Mr. O'Rourke stated the obstacle, orienteering course and "landscapes of war" replicas, such as Vietnam, World War II, will be modern buildings that can be moved around to create different scenarios, based on anniversaries of battles or wars.

A commissioner stated at the September 3, 2020 meeting the original, temporary structures were said to be cargo carriers.

Ms. Giusti stated a point of order for the record – The seated members at the September 3, 2020 meeting were Chairwoman Veley, Commissioners Holtman, Jorsey, Rogan, Wollman, Zigmont and Biella (who left the September 3, 2020 meeting after the close of the public hearing for this agenda item).

Ms. Giusti stated for the record as the commission gets deeper into discussion, in order to address public notice concerning documentation, information should be submitted prior to the

meeting. She noted the information distributed to the commissioners at this meeting had not been submitted in advance, as requested. There was no time to review the information or send to staff for their review and comments. This is a procedural concern as we may not have interest public in attendance at this meeting.

Commissioner Rogan stated the applications should be tabled so the information can be made available to the public.

Chairwoman Veley stated it is difficult to listen to the applicant's presentation and review the material at the same time.

Commissioner Jorsey agreed with Chairwoman Veley. She stated staff needs time to review the information. She suggested the item should be tabled to allow review of the material.

Commissioner Holtman stated a concern about the interested public not at this meeting.

Chairwoman Veley stated, in fairness to both staff and the public, the commission needs time to review the submitted material at this meeting. She stated she had no reason to believe the applicant would be in attendance at this meeting.

Ms. Giusti stated, procedurally, new materials can be submitted and distributed and there is no requirement for the 24 hour notice prior to the meeting, and due to the Governor's Executive Order during this pandemic, the information is posted on the web site as much as possible and those materials can come from staff and the public.

Commissioner Holtman moved to table the applications to the December 3, 2020 meeting. Commissioner Jorsey seconded the motion which carried unanimously.

VII Old Business

- a. Re-Subdivision Application of Pierre Bennerup for a two-lot subdivision, at 1829 Orchard Road, Map 21-4, Block 115, Lot 10

Commissioner Jorsey stated her regret at having to consider the subdivision as the split does a disservice to the house, as the remainder of the property's gardens are so complimentary to the residence. She moved to approve the subdivision.

Mr. Biella seconded the motion which carried unanimously.

- b. Special Permit/Site Plan Applications of Richard Munson, Deming Road Business Park, LLC for a building on each of four existing lots, and related site improvements.

Items 1. – 4. have been combined:

1. Map 10-1, Block 83, Lot 3A (7,500 sq. ft.) Deming Road, 7,500 sq. ft. building on a rear lot for contractor shop use
2. Map 10-1, Block 83, Lot 3A1 Deming Road, 3,606 sq. ft. building for contractor shop use
3. Map 10-1, Block 83, Lot 3A2 Deming Road, 6,750 sq. ft. building for contractor shop use

4. Map 10-1, Block 83, Lot 3A3 (9,000 sq. ft.) Deming Road, 9,000 sq. ft. building on a rear lot for contractor shop use (Opened October 15, 2020 - Continued to the November 19, 2020 Meeting)

Chairwoman Veley relinquished the Chair.

Vice-Chairwoman Jorsey assumed the Chair.

Seated for this item: Commissioners Biella, Holtman, Jorsey, Rogan

Commissioner Rogan moved to approve the applications, subject to the following:

- a. All staff comments to be addressed

Commissioner Holtman seconded the motion which carried unanimously.

Vice-Chairwoman Jorsey relinquished the Chair.

Chairwoman Veley resumed the Chair.

- c. Special Permit/Site Plan Applications of Thomas O'Rourke, Military Experience Museum Inc. for a Military Experience Museum at 76 Chamberlain Highway (Map 30-2, Block 74, Lot 37 and 0 Chamberlain Highway) and 0 Chamberlain Highway (Map 30-2, Block 74, Lot 39) (Opened September 3, 2020)

No discussion or action taken – continued to the December 3, 2020 meeting.

• OTHER COMMISSION BUSINESS

Ms. Giusti asked the commissioners to review the proposed meeting dates on the 2021 Meeting Calendar. A formal vote on the schedule will be taken at the December 3, 2020 meeting.

There was a brief discussion of holding remote meetings or in person meetings due to the Covid Pandemic.

VIII Adjournment

Commissioner Jorsey moved to adjourn.

Commissioner Holtman seconded the motion which carried unanimously.

The time was 9:01 p.m.

Respectfully submitted,

Frances M. Semnoski
Recording Secretary

Berlin Planning and Zoning Commission Meeting Minutes – December 3, 2020

I Call to Order

The Berlin Planning and Zoning Commission held an in person Regular Meeting with remote access via Webex video conference and conference call) on December 3, 2020 in the Town Council Chambers, Berlin Town Hall, 240 Kensington Road, Berlin, CT. The meeting was called to order at 7:02 p.m.

In attendance

Chairwoman Joan Veley

Commissioners Diane Jorsey; Brian Rogan; Steve Wollman; Timothy Zigmont (via video conference)

Alternate Commissioners Steve Biella, Jr. (seated); George Millerd (seated); Peter Zarabozo (via video conference)

Staff present

Acting Town Planner/ZEO Maureen Giusti, AICP

Adam Levitus, PE, Zoning Enforcement Officer

Joining the meeting via conference call:

Commissioner Timothy Zigmont

Alternate Commissioner Peter Zarabozo

Absent

Commissioners Curtis Holtman; Jon Michael O'Brien

The agenda items were considered in the following order:

II Commission Business

a. Adoption of Meeting Calendar – 2021

Commissioner Jorsey moved to approve the meeting calendar, canceling the January 7, 2021 date and adding January 21, 2021.

Commissioner Zigmont seconded the motion.

Commissioner Jorsey amended her motion to cancel the January 6, 2022 date.

Commissioner Zigmont seconded the amended motion which carried unanimously.

- b. Revocation/Reduction of People's United Bank Irrevocable Standby Letter of Credit No. ISB000572 for the account of Midsun Group, Inc., \$31,572.00**
\$31,914.00
- c. Revocation/Reduction of People's United Bank Irrevocable Standby Letter of Credit No. ISB000573 for the account of Midsun Group, Inc., \$116,400.00**

Items b. and c. were combined for discussion and vote.

Ms. Giusti stated the applicant has stated to her his opinion the sidewalks, the remaining item for the project, could be installed for \$35,000; however, engineering staff (Jim Horbal) has advised her just prior to this meeting that that amount is not sufficient and \$100,000 is needed to meet today's prices. Two Irrevocable Letters of Credit are in place: \$31,914.00 and \$116,400.00. She stated if discussions are held between the applicant and town staff to determine an agreed amount, this agenda item could be again considered at the December 17th meeting to meet the expiration date of January 9, 2021.

Commissioner Wollman stated a concern should the December 17th meeting not be held.

Chairwoman Veley stated a special meeting could be held.

Commissioner Zigmont stated the entire \$116,400 bond should be called to ensure adequate funds to be in place, and the amount could be adjusted after the work is done.

Commissioner Wollman moved to release the bond in the amount of \$31,914.00, reduce the required bond to \$100,000.00 and revoke the \$116,400.00 bond for \$100,000.00, subject to staff comments.

Commissioner Jorsey seconded the motion which carried unanimously.

There was discussion to next hear the agenda item for the proposal of the City of New Britain.

Chairwoman Veley announced the public hearing for the Military Museum (Agenda Item IVa.) would not be heard at this meeting, as the applicant has requested an extension. The next meeting date is to be determined.

Chairwoman Veley announced that the public hearings for BT2008 LLC (Agenda Items IVb. and IVc.) would not be heard at this meeting. She stated a large amount of information has been received and time is needed for review. She suggested an outside consultant should be hired to work with staff. She stated regulations in place allow the commission to select a consultant and the applicant will pay for those services. She noted that Ms. Giusti has submitted a memo stating this information.

Commissioner Jorsey moved to move consideration of the Fill Permit of the City of New Britain to the next item to be discussed.

Commissioner Wollman seconded the motion which carried unanimously.

Commissioner Jorsey moved to postpone the public hearing for BT2008 LLC and recommend a consultant be hired for the proposed applications. Commissioner Wollman seconded the motion which carried unanimously.

Ms. Giusti stated for the record, as the January 7, 2021 meeting has been deleted from the adopted calendar, some extension time may have to be used for the BT2008 LLC applications.

Commissioner Wollman seconded the motion which carried unanimously.

III New Business

- a. Fill Permit of the City of New Britain to fill +/-16,000, +/-3.56 acres at Lot 3, Block 81, Christian Lane

Mr. Mark Moriarty, PE, Director of Public Works, City of New Britain, stated the following were also in attendance:

- Mr. Robert Trottier, PE, City Engineering, City of New Britain

Also:

- Mr. Erik Barbieri, Director of Parks and Recreation (remote)
- Ms. Jennifer Burke, GAZ, Environmental Consultant (remote)

Mr. Moriarity stated the fill permit is related to a dredging project that has been ongoing and related to Stanley Quarter Park, New Britain. GZA was hired and environmental testing of the soils done. The soils were determined to be “benign” and DEEP was approached regarding bringing the dredged soils to the Christian Lane landfill in Berlin. DEEP was in favor of the proposal and meetings have been being held with them. The project will be used for re-grading at Stanley Quarter Park, so the entire 16,000 s.f. may not be brought to Christian Lane. The fill site on Christian Lane is behind the Berlin Sand and Stone business. The 3-1/2 acre portion of the 42 acre site will be regraded in one acre increments. The grade will be raised about 3 feet over the course of the whole project. The trucking route will primarily be off Route 72 exiting on Christian Lane and will not have a lot of impact on town road. A driveway is proposed for their permit. The project is planned to go out to bid and work will begin in next summer of fall, with an anticipated one year completion date.

Maureen stated the site goes out to Deming Road but they won’t be accessing that way. She noted various easements on the site.

Mr. Moriarity stated they are working with DEEP and their standards must be met. The site will be re-graded to eliminate depressions for water to settle in. There is very little frontage on Christian Lane and the site “really can’t be seen from Christian Lane.

Commissioner Millerd stated concern for hours for permitted truck traffic, suggesting 8:00 a.m. to 4:00 p.m. may be preferable to avoid commuter traffic.

Mr. Moriarity stated there will be five trucks an hour and the workday is ten hours. If complaints are received, adjustments can be made.

Commissioner Zigmont stated the site must be properly capped.

Commissioner Wollman moved to approve the application.

Commissioner Rogan seconded the motion.

Discussion

Commissioner Jorsey asked if staff comments are included in the motion.

Commissioner Wollman moved to amend his motion to include staff comments.

Commissioner Rogan seconded the amended motion.

The motion carried unanimously.

II Commission Business

d. Presentation of QA&M Architecture LLC regarding Berlin Community Center Concept

Mr. Thomas Arcari, principal in the firm of QuisenberryArcariMalik stated, stated with grant money from the State of Connecticut, their company has been working for the past six months for the Town of Berlin for the purpose of exploring the feasibility of developing a community center. He provided a concept presentation of materials to the commission that were shared via video. Based on Statements of Need by the Senior Center and Park and Recreation, four town-owned sites were identified. The potential locations were the Town Hall campus; Sage Park, Berlin Turnpike; 600 Spruce Brook Road (Pistol Creek); and Patterson Way. The Patterson Way site was determined to be the best choice. Its advantages include its centrality to Berlin's population and its availability for programs with the high school location. They are now soliciting public information, as they are required to have a series of public meetings to present their information and receive comments from the public. The proposed center will co-join the senior center and community center and have a gymnasium and aquatic center. Town Council has approved the concept for further study. The site has a significant amount of topography. The center will be two stories, with the Senior Center programs located on the second floor, and the recreation programs on the lower level. There will be two central entrances. There is a floodplain area at the rear of the site and that will be used for recreation. A patio is also proposed. The tree line buffer will be maintained. TO Design has a configuration for a covered drop off for the senior center entrance. There is also a third entrance which is not yet fully configured. This entrance will be a discreet entrance for human services and the food pantry and although those uses are not in the Statement of Need, it is their opinion they should be located in the community center. He described the floor plans of each level of the building. The mechanicals, which can be very large for the gymnasium and pool, will be well hidden in the design of the building and not visible to the neighbors. Due to the Covid virus, public meetings have not been able to be held and the process has slowed. It was thought a referendum might have been held in November, 2020, but the process will go into 2021. They have generated a web site and a five-minute video. There is a "question and answer" page and an area for the public to leave comments. As it develops, a formal submission will be submitted.

In respond to commissioners' questions, Mr. Arcari stated security is a key component. They have designed approximately 25 centers across the state. The question will be if the site will be a community facility or education facility, as each of those operations fall under its own requirements. He stated many communities prefer community run centers due to the restrictive requirements by the Board of Education, although an educational facility might provide funding from the state. The degree of security will depend on the authority for its operation. Regarding the cost, municipal buildings of the of this nature cost between 400 and 500 dollars a square foot. They will first get public feedback and prepare a formal cost estimate to develop a budget prior to going to referendum. A similar project would take three to five years to complete and is generally three years. It takes about a year to design, approve, and pass referendum. However, due to the Covid virus pandemic, he would estimate completion close to four years. He stated considering a "more colonial" look concept is fair feedback and will be taken into consideration.

Mr. Arcari thanked the commission and left the meeting.

IV Public Hearings

- a. Special Permit/Site Plan Applications of Thomas O'Rourke, Military Experience Museum Inc. for a Military Experience Museum at 76 Chamberlain Highway (Map 30-2, Block 74, Lot 37 and 0 Chamberlain Highway) (Continued from September 3, 2020 and November 19, 2020)

No action or discussion.

- b. Zone Change Request of BT 2008 LLC to change the zone at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510) from Berlin Turnpike-1 Zone to Berlin Turnpike Development Zone (BT-1)

No action or discussion.

- c. Special Permit/Site Plan Applications of BT2008, LLC for a mixed-use development at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510)

No action or discussion.

V Old Business

- a. Special Permit/Site Plan Applications of Thomas O'Rourke, Military Experience Museum Inc. for a Military Experience Museum at 76 Chamberlain Highway (Map 30-2, Block 74, Lot 37 and 0 Chamberlain Highway) (Continued from September 3, 2020 and November 19, 2020)

No action or discussion

- b. Zone Change Request of BT 2008 LLC to change the zone at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510) from Berlin Turnpike-1 Zone to Berlin Turnpike Development Zone (BT-1)

No action or discussion.

- c. Special Permit/Site Plan Applications of BT2008, LLC for a mixed-use development at 404 Berlin Turnpike (Map Lot Block: 10-2-83-12-7333) and (Map Lot Block 10-2-83-12-7334) and (Map Lot Block: 10-2-83-13A) and (Map Lot Block: 10-2-83-13C-7509) and (Map Lot Block: 10-2-83-13C-7510)

No action or discussion.

Other Commission Business

- a) 1500 feet distance between gasoline stations

At the request of Director of Economic Development Chris Edge, Ms. Giusti distributed a memo regarding the requirement of 1500 feet between gas stations.

Mr. Edge joined the meeting by phone. He stated he had received inquiries from developers who would like to develop marketplace stations and would like the commission's opinion as to reducing or eliminating the required distance.

Ms. Giusti stated she had also given the memo to the Zoning Board of Appeals, as they are the commission that administers the regulation for location approval in order for an applicant to get a state license.

Chairwoman Veley stated she recalled when the regulation was adopted and, at that time, the town had received numerous applications for gasoline stations.

Commissioner Wollman suggested limiting a revision to the regulation to certain zones.

Ms. Giusti stated that may be acceptable as when the CCD2 zone was amended very particular regulations were adopted for gasoline stations when they integrated with a grocery store.

Chairwoman Veley stated the commission does not have a set opinion on the matter, but if any members have thoughts they can contact Maureen Giusti or Chris Edge.

Mr. Edge stated he would advise the developers that the commission does not have a definite opinion at this time and would consider a formal application.

b) Farmington Avenue Building Permit

Ms. Giusti stated a building adjacent to the Kensington market is changing its top façade. She showed them renderings of the work. The building is in the Farmington Avenue Design District. If the commissioners did not have concerns, she would like their approval for her to handle the permit administratively. The consensus was she could review and approve the site work administratively.

VI Adjournment

Commissioner Jorsey moved to adjourn.

Commissioner Biella seconded the motion which carried unanimously.

The time was 8:40 p.m.

Respectfully submitted,

Frances M. Semnoski

Recording Secretary



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Town of Berlin
Received

JAN 07 2021

Planning & Zoning Department
Berlin, Connecticut

SPECIAL PERMIT APPLICATION

(Any Special Permit Application shall be submitted simultaneously with a Site Plan Application)

Project Name: A MISSING LINK, LLC DBA MISSING LINK WINE Co.
Property Owner(s): COMPLETE SHEET METAL, LLC
Project Address*: 496 FOUR ROD RD
Map: 15-1 Block: 90 Lot: 6-3 Zone(s): PLANNED INDUST 2 Lot Area: 2.365 ACRES

Applicant Information

Name: DOUG RANKIN Firm Name: A MISSING LINK, LLC
Street Address: 10 OAK RIDGE LN City: W. HARTFORD ST: CT Zip: 06107
Email: DOUG@MISSINGLINKWINECOMPANY.COM Phone: (203) 807-1199
Signature: [Signature] Date: 1/7/20

Property Owner(s) Information (If Not the Applicant)

Name: COMPLETE SHEET METAL Principal: JEFFREY MICHAUD
Street Address: 500 FOUR ROD RD City: BERLIN ST: CT Zip: 06107
Email: COMPLETEMETAL@GMAIL.COM Phone: 860-310-5447

*Letter of Authorization Required

Special Permit required pursuant to section(s):

VII G.3

*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

To be completed by P&Z staff only:

Fee Paid \$ 280 - (Refer to current Fee Schedule) check # 2147

Received by: [Signature]



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Town of Berlin
Received

JAN 07 2021

Planning & Zoning Department
Berlin, Connecticut

SITE PLAN APPLICATION

☐ Site Plan

☒ Site Plan Amendment

Project Name: A MISSING LINK, LLC / MISSING LINK WINE CO (DBA)

Property Owner(s): COMPLETE SHEET METAL, LLC

Project Address*: 496 FOUR ROD RD

Map: 15-1 Block: 90 Lot: 6-3 Zone(s): PLANNED INDUST. 2 Lot Area: 2.365 acres

Please select all relevant items below:

- ☒ Special Permit – Also complete special permit application form
- ☐ Property is within 500 feet of a Municipal Boundary of _____
- ☐ Amendment to Zoning Regulations – Section(s) _____
- ☐ Amendment to Zoning Map – Zone(s) affected _____
- ☐ Zoning Board of Appeals review needed
- ☐ Inland Wetlands and Water Course Commission review needed

Applicant Information

Name: A MISSING LINK, LLC Firm Name: DOUG RANKIN
Street Address: 10 OAK RIDGE LN City: W HARTFORD ST: CT Zip: 06107
Email: DOUG@MISSINGLINKWINECOMPANY.COM Phone: (203) 807-1192 (M)
Signature: [Signature] Date: 1/7/21

Property Owner(s) Information (If Not the Applicant)

Name: COMPLETE SHEET METAL, LLC Principal: JEFFREY MICHAUD
Street Address: 500 FOUR ROD RD City: BERLIN ST: CT Zip: 06107
Email: COMPLETE SHEET METAL @ GMAIL.COM Phone: 860-310-5447
*Letter of Authorization Required GMAIL.COM

*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

This Site Plan Involves:

☐ Additions ☐ Alterations ☐ Demolition ☐ New Construction

Description of Project*: NOT SURE HOW TO CHARACTERIZE - AN
INTERIOR WAS ADDED TO CREATE 5,600 SQ. FT. ROOM
FOR WINE + SPIRITS WAREHOUSING AND DISTRIBUTION. ONE
EXISTING BAY DOOR USED FOR INBOUNDING FREIGHT..

*If more space is needed, then please provide separate narrative document.

SITE PLAN ZONING STATISTICS

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
USE(S)	<u>N/A</u>	<u>WINE & SPIRITS</u> <u>WAREHOUSING, OFFICE,</u> <u>+ DISTRIBUTION</u>	
COMMERCIAL			
Gross Floor Area		<u>5,600 FT²</u>	
Parking Spaces		<u>3 IN / 5 OUTSIDE</u>	
INDUSTRIAL			
Gross Floor Area			
Parking Spaces			
RESIDENTIAL			
Number of Units			
Number of Bedrooms			
Gross Floor Area			
Parking Spaces			
OTHER USES			
Gross Floor Area			
Parking Spaces			

To be completed by P&Z staff only:

Fee Paid \$ 260.- (Refer to current Fee Schedule) CHECK 2148

Received by: fms

**Town of Berlin
Received**

JAN 07 2021