

Berlin Planning and Zoning Commission Agenda

February 4, 2021

The Berlin Planning and Zoning Commission will hold a Regular Meeting on Thursday, February 4, 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.

Click the link below to join the meeting:

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=md84f56b189e34d76e7ae1193c39ef247>

Or to join by phone:

+1-408-418-9388 United States Toll

Meeting number (access code): 132 673 5214

Meeting password: PZC700 (792700 from phones and video systems)

**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.*

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, February 3, 2021, for posting prior to, during and after the meeting.

I Call to Order

II Commission Business

- a. Election of Officers

III Approval of Minutes

- a. January 21, 2021

IV Commission Business

- a. Façade Application of Michael and Rosemary Cassetta for Dairy Queen, 806 Farmington Avenue
- b. Discussion of 2023 Plan of Conservation and Development

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2021 FEB -2 PM 2:54

Kathy Hesse
FEB 4 2021

Continued...

V Public Hearings

- a. Special Permit/Site Plan Amendment of A Missing Link, LLC for a wine and spirits warehousing and distribution business at the existing building at Lot 6-3, Block 90, 496 Four Rod Road
- 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) *(Opened 1/21/21 – Continued to 2/18/21)*
- 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) *(Opened 1/21/21 – Continued to 2/18/21)*

VI Old Business

- a. Site Plan Amendment Application of Robert Blanchette, Borghesi Building & Engineering, for a 38,450 s.f. addition and 18,620 s.f. Phase II additions and related site work, Tomz Corporation, 47 Episcopal Road
- b. Special Permit/Site Plan Amendment of A Missing Link, LLC for a wine and spirits warehousing and distribution business at the existing building at Lot 6-3, Block 90, 496 Four Rod Road
- c. 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)
- d. 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 Adjournment

2-7333) and
-13A) and (Map
C-7510)

Berlin Planning and Zoning Commission Minutes – January 21, 2021

I Call to Order

The Berlin Planning and Zoning Commission held a Regular Meeting held a Regular Meeting on Thursday, January 21, 2021 by remote WebEx conference. The meeting was called to order at 7:19 p.m.

In attendance

Chairwoman Joan Veley

Commissioners Diane Jorsey; Brian Rogan; Steve Wollman; Tim Zigmont,

Alternate Commissioners Steven Biella, Jr. (seated); George Millerd (seated); Peter Zarabozo

Acting Town Planner/ZEO Maureen Giusti, AICP

Acting Zoning Enforcement Officer Adam Levitus, PE

Excused

Commissioners Curtis Holtman; Jon Michael Obrien

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)

Mr. Michael Ahern PE, Director of Public Works, stated a Department of Transportation inspection showed the bridge needed work. The town submitted applications to CCROG for funding for the work which was to be rehabilitation. However, over the course of review, it was determined that the DOT favored total replacement for which they would provide funding.

Mr. Ahern stated the project needs full replacement and there is a DOT commitment to fund construction for 1.96 million dollars. An 8-24 recommendation is required.

Ms. Giusti stated at its December 15th the Town Council voted to forward this 8-24 review to the Planning and Zoning Commission.

Mr. Ahern stated the bridge will have a “fish friendly” design and confirmed the proposal is for only the town bridge, not the railroad bridge. A hydraulic study will be done and the Army Corps of Engineering and the Department of Environmental Protection will be involved.

Commissioner Millerd stated his concern that a major thruway may be closed for months.

Mr. Ahern stated allowing traffic through the work area would extend the construction time and the cost would increase. The work site is 65 feet long and contains six different structures. The

Fire Department, Police Department, and Town Manager have been contacted regarding the proposed work. He said there is agreement closing the bridge will be essentially uncomfortable, as it was when the Burnham Road bridge was closed for work. However, the Burnham bridge site work went well when motorists became used to the routing. Emergency responders haven't said "no" to closing the bridge; however, it will be an inconvenience for the months the bridge will be closed.

Commissioner Millerd asked if the cost rises, will the state only fund the 1.96 million.

Mr. Ahern stated if the Design Engineer could determine a cost effective way for the 1.96 million, it would be an option, although much less likely that could be pursued.

Chairwoman Veley stated her concern that the approximate 9 months time frame could go on for years instead of finishing in the projected time, as did another bridge replacement that was done.

Mr. Ahern stated the contractor for the Farmington Avenue project went bankrupt which caused the delay. The Burnham Road bridge project was completed on schedule. He stated it is safer to keep the work area closed due to the heavy equipment that is being used

Commissioner Millerd stated the townspeople might be more acceptable to the closing if they knew the cost involved maintaining the thru traffic.

Mr. Ahern stated he will put both estimates for closing and keeping the work site open to traffic in the Request for Proposal.

Commissioner Millerd moved to forward a favorable recommendation to the Town Council of the matter of replacing the Kensington Road Bridge (No. 03657), noting that the additional cost of maintaining one-way through traffic during the construction period (approximately nine months) should be considered in lieu of a complete closure.

Commissioner Jorsey seconded the motion.

Ms. Giusti polled the commission.

Voting in favor: Commissioners Veley, Jorsey, Rogan, Zigmont, Wollman,
Biella, Jr., Millerd

The motion carried unanimously.

b. Discussion of the 2023 Plan of Conservation and Development

Ms. Giusti stated the plan is required every ten years, and 2013 was the last time the plan was completed. She explained the plan is an analysis of the town, past and future. It states goals and what amendments might be required. The Planning Commission, by statute, spearheads the document. She stated she is aware of two previous commissions who decided to establish an advisory committee. The committee included public members as well as members from other commissions and boards. She said she would prepare a memo prior to the next meeting. The last committee met for approximately two years prior to the adoption of the plan..

Chairwoman Veley stated it will be decided if the Planning and Zoning Commission will spearhead the work involved in the preparation of the plan or if it will be done with volunteers from other commissions.

Mr. Jim Mahoney, Economic Development Coordinator, stated one decision to bring others into meeting was made on the workload basis. One aspect was the implementation plan which includes other commissions and would be beneficial to bring them into the advisory committee. There are approximately \$72,000 in funds available to hire a consultant to assist and guide staff. He stated Kevin Fitzgerald, a former intern for the Economic Development Department has been hired to develop background data to “jump start” the process.

Chairwoman Veley stated the commission will give this consideration and provide feedback at a later date.

c. Façade Application of Powerhouse Inc., 99 Webster Square Road

Mr. Chris Edge, Director of Economic Development, stated the goal of the applicant is to update the look of the building which has been there for over ten years. The application is for a new sign and improvements to the building to upgrade its look. Mr. Edge confirmed that the location of the business is within the eligible area.

Ms. Giusti stated the building was built in 1987 as a car dealership and purchased by its current owner in 1995. No substantial renovations have been done and the work will improve its dated façade. The site is eligible for the façade program in accordance with a January 2018 revised map for the qualified properties. She noted, if approved, the sign will need to meet the current regulation which is that no more than 1/3 of the sign’s background may be white.

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

1. Updates to signage require permits which includes zoning review for zoning compliance.
2. 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.”

Commissioner Zigmont seconded the motion.

Ms. Giusti polled the commission.

Voting in favor: Commissioners Veley, Jorsey, Rogan, Zigmont, Wollman,
Biella, Jr., Millerd

The motion carried unanimously.

d. Discussion of the Certificate of Zoning Compliance for Scarlett’s Lash Boutique and Spa

Ms. Giusti noted the property owner and his attorney are joining the meeting on line. A number of years ago, about 2014, there was discussion regarding the category of use for tattoo parlors.

The applicant for this Certificate of Zoning Compliance has submitted information to demonstrate her use and although it requires a tattooing license by the Department of Public Health, examples of services include post-surgery. She asked for the interpretation of the commission. She noted she was not aware of any decisive interpretation had come out of the 2014 discussion.

Commissioners Jorsey and Wollman stated they had discussed a work session and should pursue holding one to address this issue.

Julia Trigila, business owner, stated the beauty industry is forever evolving and there is a specific need for cosmetic and para-medical procedures. She stated neither she nor her technicians are trained for typical artistic tattooing. She stated she would be willing to provide more information to the commission for their work session, as she has worked with various health staff regarding the differences in their services.

Chairwoman Veley stated there is a need for these types of services. She stated she wants to protect the town that compliance will be what the applicant's business is designed to be.

Commissioner Jorsey moved to approve, with conditions, the Acting Town Planner's signing the Certificate of Zoning Compliance for Scarlett's Lash Boutique and Spa, 220 Berlin Turnpike. The conditions of approval are:

- a. The tattoo license is limited to permanent cosmetics and paramedical cosmetics
- b. Future, similar businesses may be approved by staff.

Commissioner Biella seconded the motion.

Discussion

Commissioner Millerd stated micro blading should be added.

Commissioner Jorsey amended her motion to add micro blading. The conditions are:

- a. The tattoo license is limited to permanent cosmetics, paramedical cosmetics, micro blading.
- b. Future, similar businesses may be approved by staff.

Commissioner Biella seconded the amended motion.

Ms. Giusti polled the commission.

Voting in favor: Commissioners Veley, Jorsey, Rogan, Zigmont, Wollman,
Biella, Jr., Millerd, Zarabozo

The motion carried unanimously.

- e. MidSun Bond Update – Hatchery Brook Homes, Four Rod Road

Ms. Giusti stated at the Planning and Zoning Commission's December 3, 2020 meeting, the commission voted to call the bond for this subdivision due to the bank's notice it would not be renewing the letter of credit held for the bond. Prior to the town's pursuing obtaining the funds,

the developer provided a renewal for the bond. The developer will complete the work with bonding in place.

III Approval of Minutes

- a. November 19, 2020

Commissioner Jorsey moved to approve the minutes, as present.

Commissioner Zigmont seconded the motion which carried unanimously.

- b. December 3, 2020

Commissioner Jorsey moved to approve the minutes, as present.

Commissioner Biella seconded the motion which carried unanimously.

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

Commissioner Jorsey moved to schedule the hearing for February 4, 2021.

Commissioner Biella seconded the motion which carried unanimously.

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

Mr. Robert Blanchette, Borghesi Building and Engineering, stated the business had previously received approval for a 133 x 92 addition; however due to the expansion of the business, they are seeking to enlarge the addition to 38,450 s.f. There is a large solar farm at the front of the property. There is a 16 foot grade difference down towards the solar field and addition will blend into that area. Some of the solar panels have been displaced when the parking lot was expanded. Some panels will be moved to the roof and a large number of panels in storage will be added to the roof. There is also a possible future addition shown on the plan and the applicant is also seeking approval for that at this time. Chairwoman Veley questioned if the elevations reflect Phase 2. Mr. Blancehtte responded it would be similar.

Due to the nature of their business and having larger machines run by one person, installation of additional parking is not requested at this time. The building colors will coincide with the current colors and have a “high end” look using lighter grey and the corporate colors of red and royal blue.

The picnic area will be updated as an enclosed patio which will require a pass card to enter into that area. He stated calculations for an increase in drainage have been submitted and engineering staff comments are pending. Parking islands and parking are to zoning code.

Ms. Giusti stated the additions and parking were last approved in 2019. That approval shows islands at the terminal points of the parking strips and they seem to have been eliminated in the current plan. They will need to be installed in accordance with the previously approved plan. She stated this site plan amendment application needs to remain in compliance with the previous approval. At Mr. Blanchette's request, she stated a copy of that approved plan will be forwarded to him.

Mr. Blanchette stated the solar panels closest to Deming Road will remain on the site.

Commissioner Jorsey stated the commission should only consider what is listed on the agenda.

Ms. Giusti suggested the future addition of 18,620 s.f. should be listed on the agenda and perhaps considered at the next meeting or the one after that.

There was discussion regarding the approval process and phasing.

Mr. Blanchette stated due to the nature of the business which changes rapidly, they were just looking for an approval for the entire project that would be valid for five years and would save time in the future.

Mr. Blanchette stated he will return with revised plans.

Commissioner Zigmont moved to table this application to February 4, 2020 so the applicant can provide a revised plan showing details of the proposed future building, including engineering comments, phasing, and mechanicals, as discussed.

Commissioner Biella seconded the motion which carried unanimously.

VI Public Hearings

Mr. Levitus read the Call of the hearings.

Commissioner Jorsey moved to combine Items a. and b.

Commissioner Biella seconded the motion which carried unanimously.

- 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)

Chairwoman Veley stated the town has two consultants who are assisting with review of the project. Neither has finished his review, and the applicant has asked to open the public hearings at this time to help move the project along.

Attorney Peter Alter, representing the applicant, noted there are several representatives who have joined the meeting to present the applications:

- Peter D'Addeo, the owner's representative
- Matthew Bruton, BL Engineering
- Scott Hesketh, Traffic Engineer
- Mark Joyce, Architect

Mr. Alter stated they wanted to begin their presentation at this meeting due to the many aspects of the project and waiting for comments and opinions from staff and consultants. They anticipate the public hearings' remaining remain open.

Ms. Giusti stated both consultants, WMC Consulting Engineers and Gorman York Advisory Services, are on line in attendance at this meeting.

Ms. Giusti stated, for the record, that since the hearings are expected to continue to most likely the February 18th meeting and the meeting may be able to be held in person if Covid restrictions are eased. The video of this meeting will be posted on the town's web site as early as tomorrow.

Attorney Alter stated the regulation for the Berlin Turnpike Development Zone (BT-1) was a commission initiated regulation adopted in May of 2019 and the property for this project – 35-1/2 acres on the southbound side of the Berlin Turnpike – is a prime example for which this particular regulation was adopted. He stated they are asking for staff and consultant guidance regarding the bulk requirement within the zone. Regarding the minimum lot size of ten acres or assemblage of parcels to the ten acres, the applicant has 35-1/2. Their question is would the regulation require them to leave 10 acres intact or can they subdivide into smaller parcels once the plan is approved. He stated they can meet the regulation in either event; however, they need to determine the commission's interpretation so their plans can fully comply with the commission's expectations. Attorney Alter stated they do not expect an answer at this meeting. He further stated regarding the Plan of Conservation and Development's coming up for renewal, the 2013 speaks to the kind of development they are proposing. The goals of this plan are "directly on point" in the promotion of development in the Berlin Turnpike corridor. There is 840 feet of frontage on the Berlin Turnpike.

Ms. Giusti requested the applicant's presentation be forwarded for posting on the Berlin website.

Attorney Alter reviewed the power point presentation. He stated there are three distinct parcels totaling 35-1/2 acres. The town can access its abutting site to service and manage its pump station and he believes the town is satisfied with the arrangement that has been discussed. The southern boundary follows the Mattabassett River and a portion is within the flood zone. An exhaustive review was done by the Inland Wetlands and Watercourse Commission and flood zone agency, as well as the IWWC's consulting engineer. Necessary permits from the flood

zone agency and IWWC are in hand. He stated a “great deal” of heavily wooded area of the site will remain open. The development will be done in four phases:

- Phase I: Development of a 10 pump filling station and a 3300 s.f. convenience store
- Phase II: Five, four-story buildings – 200 apartment units – 20 percent of which will be affordable – with carports and parking underneath – three gated entrances to the site – a clubhouse with a swimming pool for residents of the complex - a portion of the green space will have walking trails
- Phase III: A 7,280 s.f retail building – perhaps a bank branch and three retail spaces facing the Berlin Turnpike
- Phase IV: 100 room hotel

There are a total of 534 parking spaces.

Matthew Bruton P.E., BL Companies, Meriden, CT, Project Engineer reviewed the overall plan. Several curb cuts for multiple access points are proposed. The town’s site for its sanitary pump station will be surrounded by the development. Some retaining walls will be on site. In general, utilities are on site or on the street. The storm water management system is in compliance with the Town’s requirements and the Connecticut storm water manual. Erosion and sedimentation controls will remain in place until the site is stabilized. The plan complies with Berlin Zoning Regulations setbacks. Regarding the hotel, 80 spaces have been allocated; shared parking may be an option.

Attorney Alter stated a typical complex will have few schoolchildren, and an opinion indicating the schoolchildren impact has been submitted. A report regarding the plan for the affordable units has also been submitted, as well as a Real Estate Appraisal report October 28, 2020 by John LaMonte.

Mr. Scott Hesketh, P.E. F.A. Hesketh & Associates, Inc. East Granby, CT., stated he had 30 years experience. He reviewed his traffic study dated March, 2020 which has been submitted for the record. He stated the Police Commission has his report and it will also be sent to the State Traffic Commission. He noted peak traffic as 568 vehicles in the a.m. hours; 655 vehicles in the p.m. hours; and 601 vehicles on Saturday. He stated they had met with the Police Commission on February, 2020 and presented three scenarios. He stated a letter dated February 21, 2020 from the Police Commission which stated their choice has been submitted for the record. He reviewed the rendering for the traffic pattern. He said it was his professional opinion the development will not result adversely impact traffic volumes.

Attorney Alter stated after approval, renderings of the actual architectural details of the buildings will be brought back to the Planning and Zoning Commission for approval.

Mr. Mark Joyce, Architect for the project, described the five, four-story buildings. The buildings are each the same – the ground floor will have 21 parking spaces and 28 storage bins. A typical

floor will have ten units per floor and each unit will have a balcony. Colors and textures will be decided. He reviewed the elevations.

Attorney Alter stated the trees shown on the renderings are just drawn in. They are not proposing to have evergreen (forest) area between the project and the Berlin Turnpike.

Chairwoman Veley stated there is much to review and she doubted the consultants will be ready for the February 4th meeting.

Commissioner Millerd stated a similar development had come before the commission regarding the size of the housing units by CHFA requirements. Their plan had been amended by increasing the size of the dining room area.

Mr. Joseph Bajorski, Berlin Housing Authority, stated that particular development obtains funding through CHFA, while this developer uses private funding, noting that this project is not being developed under the Work Force Housing zone.

Mr. Peter D'Addeo stated their guidelines have been met, and CHFA funding is not used. Private funding will be utilized. He stated he will bring related information to the next meeting.

Commissioner Millerd asked what a hotel will bring to the site and the town.

Mr. D'Addeo stated they had worked on fill permits for the site for years before this application was submitted. He said he had met with town staff and the Economic Development Commission and the input they received was the Economic Development Commission wants hotels on the Berlin Turnpike. He stated the last one was built in 2008, and although hotels are not in vogue at this time due to the Covid virus, the indication is the hotel business will come back. Their hotel will have occupancy for visitors for nearby residents in their apartment units; Hartford is close, as are colleges.

Commissioner Zigmont asked about environmental testing.

Mr. D'Addeo stated borings the and three or four studies conducted. They found that brick had been made there. The results were "good" with one soft spot behind Building #5.

Commissioner Zigmont asked if he was aware of asbestos which had been thrown in driveway construction or hazardous liquid from a garage building.

Mr. D'Addeo stated the environmental study is pending and so far, all areas have tested clean. They were aware of one ground oil pump which was removed. He stated they will look into Commissioner Zigmont's concern and offered to meet him on site to further review the issue.

Ms. Giusti stated there is an affordable plan was sent to our consultants and the town's social services director. She stated the regulations for housing units have parameters with regard to mixes and size of units. She stated this topic will be vetted during the process of analysis.

The date of February 18, 2020 was suggested for the next meeting. Ms. Giusti stated some extension time was be needed.

Attorney Alter stated they recognize that extension time may be needed.

Commissioner Jorsey moved to keep the public hearing to the February 18, 2021 meeting. Commissioner Zigmont seconded the motion which carried unanimously.

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)
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No discussion or action. The public hearings are continued to the February 18, 2021 meeting.

VIII Adjournment

Commissioner Zigmont moved to adjourn.

Commissioner Biella seconded the motion which carried unanimously.

The time was 10:46 p.m.

Respectfully submitted,

Frances M. Semnoski
Recording Secretary

Façade Improvements

Application:	Façade Program
Project Name:	Dairy Queen
Address:	806 Farmington Avenue
Zone:	CCD-2
Applicant:	Michael and Rosemary Cassetta
Owner:	MRP Realty LLC
Proposal:	Exterior Renovation

Background:

The façade grant application is for updates to the existing Dairy Queen restaurant at the corner of Farmington Avenue and Main Street. The property is in the CCD-2 Zone, the Farmington Avenue Design District and Kensington Village Overlay. The Commission provided feedback to the applicant regarding exterior renovations at their May 21, 2020 meeting which included asking the applicant work on revised plans with the Town façade program consultant that are more reflective of the “village” character of the area, and to add dimension to the front rather than flat. Having been presented an updated façade plan, the Commission provided additional comments at their October 15, 2020 meeting, noting that some traditional elements for the Village area would be appropriate, understanding the desire to modernize the profile. Using stone at the base was noted to tie into materials on the Newport development down Farmington Avenue, and that stucco is inconsistent with materials in the area. They instructed the applicant to consider the placement of blue at the top which was reminiscent of a baseball cap. (Minutes from both meetings attached)

Proposal:

As previously presented, the roofline and exterior materials will be modified to update the building to align with modernized corporate standards. No changes are proposed to the building footprint. No site plan changes are proposed with this application.

The applicant is proposing to update the style of the building by removing the existing modified gambrel roof and creating an angular profile with upward extension of exterior walls to create a flat roof, an architectural element extends to the front over a new canopy to be installed to cover the order area. Simple pillars are shown at the canopy corners. New windows will also be installed. No changes to existing signage are proposed with this application.

In response to feedback from the Commission, the applicant currently proposes to finish the exterior by wrapping stone veneer around the base of the building up to the bottom of the front windows and install clapboard siding on the balance of the exterior walls. Updated materials labeling has been added to the previously seen elevation rendering. As discussed at the October

meeting, the Town Façade Program consultant was not engaged to update the rendering in order to preserve the funds.

The applicant should confirm the description is accurate and that the proposal is for:

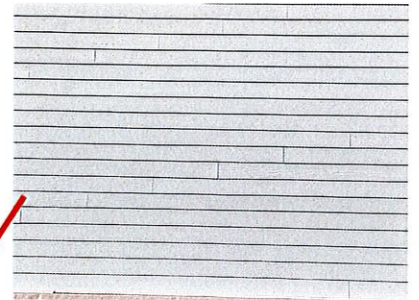
1. Stone veneer along the base of the building from below the bottom of the window ledge on the front/east, south, and north sides of the building.
2. Light grey wood clapboard above the stone and on the back/west side of the building.
3. If a blue accent will be placed above the front canopy and/or the extent around the sides.
4. Explain any change to the drive-thru/pick-up window design.
5. Explain any proposed changes to signage.

Modifications to the original proposal are not expected to increase the quote, and therefore the funding is proposed to be based on equal or less than quoted.

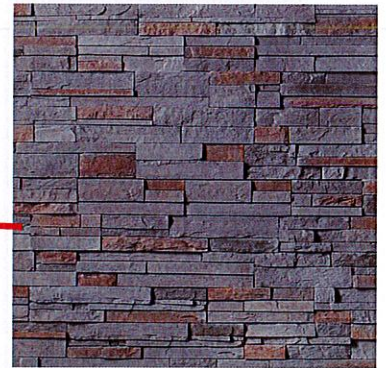
Comments:

1. To clarify the record, the applicant should confirm the design as currently proposed including:
 - a. Identify placement and extent of color and texture bands
 - b. Identify any proposed changes to the building profile including:
 - i. New or removed protrusions
 - ii. Canopy changes
 - iii. Fenestration changes
 - iv. Roofline changes
 - c. Identify changes to proposed signage
 - i. Modifications to signage require building permits which would incorporate zoning review.
2. Applicable building permits be obtained
3. Façade program procedures followed for disbursement of funds.

DAIRY QUEEN PROPOSED MATERIALS/LOOK

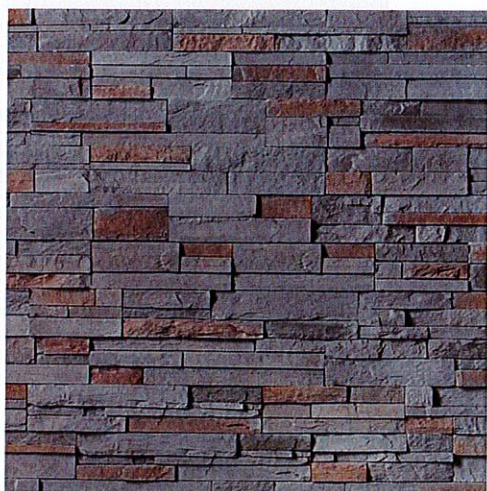


Light grey clapboard from the top of the stone up to the base of the roofline



Ledgestone from the ground up to the base of the windows

DAIRY QUEEN PROPOSED MATERIALS



For area from the ground up to the windows

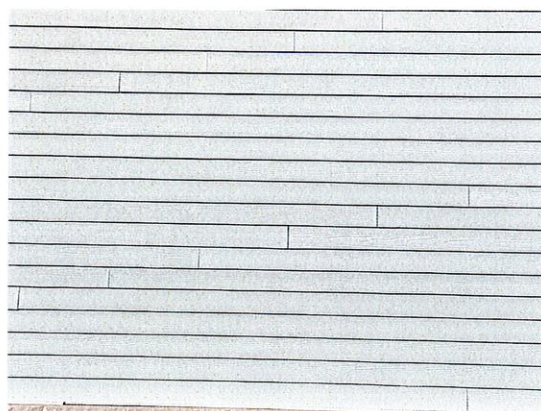
Pro-Fit® LedgeStone

Pro-Fit LedgeStone is refined and easy to use, with clean colors that accent a multitude of design choices. Made up of textured pieces of the same height, it is ideal for tight fits and intricate constructions. Dimensions (approx): 4" H x 8" L, 4" H x 12" L, and 4" H x 20" L

From the top of the stone up to the base of the roofline
(in light grey)

Clapboard Wood Siding

Clapboard is a classic exterior cladding made of horizontally overlapping wood boards. Clapboard is also commonly referred to as lap siding, bevel siding, weatherboard, clawboard and clobboard. Pine, cedar, oak, spruce or other softwoods are typically used. Clapboard can be stained, painted, charred, or allowed to naturally weather.



Excerpt of October 15, 2020 P&Z Minutes

- b. Façade Application of Michael and Rosemary Cassetta. Dairy Queen,
806 Farmington Avenue

Ms. Giusti stated a revised rendition of proposed changes to the building was included in this meeting package. The May 7, 2020 Planning and Zoning Commission meeting minutes and the original rendition were also included. At the May meeting, Chairwoman Joan Veley had stated her disapproval of the style of the renovations which she stated did not fit the “village look” the town has been targeting for development in that area around the train station.

Mr. Chris Edge, Director of Economic Development, stated the original rendition had colors which were not liked by the commission. He stated the applicant had worked with Architect Brian Humes to design the building changes. He noted the deadline for the funding from the State of Connecticut designated for the façade program has been extended to December, 2021 and not as originally proposed to expire in December of this year.

Mr. Michael Cassetta, 243 Wethersfield Road, stated the commission had requested more dimension in the front of the building and this rendition shows a bump out of 4 feet in the front of the building as well as different colors.

Commissioner Zigmont stated the changes still do not have the “village look” the commission would like.

Commissioner Jorsey stated a more traditional, not as contemporary, is preferable.

Commissioner Zigmont stated the colors are too bright for the town’s concept for the area. He suggested adding clapboard siding.

Commissioner Jorsey stated the applicant should receive some clear direction.

Commissioner Wollman suggested stone façade around the bottom of the building to perhaps blend in with the development of the Newport buildings being constructed on Farmington Avenue.

Commissioner Rogan suggested using stone and hardie plank and the continuation of the blue color all the way around the building.

Mr. Cassetta stated his understanding is that the building could have stone veneer on the bottom portion of the building and then hardie plank to the roof line on three sides.

Mr. Edge stated he will work with Mr. Cassetta and come back to the commission with sample materials, although perhaps not a rendition.

Mr. Chris Edge, Director of Economic Development, stated the building currently has a dental office and an insurance office. The applicant has worked with Architect Brian Humes concerning the improvements.

Commissioner Zigmont moved to approve the application.
Commissioner Holtman seconded the motion.

Ms. Giusti polled the commission:

Commissioner Holtman:	Aye
Commissioner Zigmont:	Aye
Commissioner Jorsey:	Aye
Commissioner Biella:	Aye
Chairwoman Veley:	Aye

The motion carried unanimously.

Commissioner Rogan was re-seated.

- c. Façade Application of Michael and Rosemary Cassetta, Dairy Queen,
806 Farmington Avenue

Mr. Chris Edge, Director of Economic Development, stated the Cassetta's purchased the Dairy Queen business approximately a year ago. The proposal is for "re-do" of the Dairy Queen.

Chairwoman Veley stated the approach is very modern. She stated she is disappointed in the proposed changes by the corporation. She stated she could not imagine the look in Berlin's center. It should be more in line with the "village feel" instead of "corporate America".

Mr. Cassetta stated they hope to find a compromise regarding the look. He stated Dairy Queen has a nationwide prototype which possibly could be adjusted.

Mr. Edge suggested meeting with the town's consultant, Architect Brian Humes, to assist in finding a design more fitting in character with the village area. The Cassetta's agreed.

Chairwoman Veley suggested waiting for a revised plan to be submitted.

Commissioner Zigmont motioned to table this application.
Commissioner Jorsey seconded the motion.

Ms. Giusti polled the commission:

Commissioner Holtman:	Aye/no comment
Commissioner Jorsey:	Aye/no comment
Commissioner Zigmont:	Aye/no comment

DATE: February 2, 2021

TO: Planning & Zoning Commission

FROM: Maureen Giusti, AICP Acting Town Planner and Jim Mahoney, Economic Development Coordinator

Re: Process to Update the Town's Plan of Conservation and Development

In accordance with Connecticut General Statutes each Town is required to update its Plan of Conservation and Development (POCD) every 10 years. Berlin's current POCD has an effective date of September 1, 2013 so the next Plan should be adopted before September 1, 2023. In the past it has taken the Town two years or more to prepare and adopt a POCD so it's time to start the process for the preparation of the 2023 Plan.

By statute the Planning and Zoning Commission is required to hold public hearings and to adopt the Plan. In past updates in 2003 and 2013, the Planning and Zoning Commission formed a POCD Advisory Committee that met monthly and assisted the Commission. The Committee was responsible for working with consultants and staff to prepare a draft Plan for consideration by P&Z and inviting public input in the planning process. Major themes of the 2003 and 2013 Plans were Conservation, the Town Center and Economic Development. The 2013 POCD Advisory Committee was comprised of seven members with representatives of the Planning and Zoning Commission, the Economic Development Commission, the Conservation Commission, the Town Council, the Zoning Board of Appeals and two citizen members. Subsequent to the adoption of the POCD, the Town has sometimes also had a POCD Implementation Committee appointed by the Town Council to assist in encouraging and tracking the implementation of POCD recommendations. The implementation committee also included representatives of the Water Control Commission, Inland Wetlands and Watercourses Commission and the Parks and Recreation Commission.

An initial decision that needs to be made by the Commission is whether it will again utilize the assistance of an advisory committee or if it will conduct the process without an additional committee to help conduct the POCD process. Past Commissions chose to use an advisory committee to assist to avoid many extra meetings that would be required, to allow the Commission to focus on its ongoing duties and to bring in the participation of other Commissions and citizens to broaden the perspective and to assist in subsequent implementation that would inevitably require actions by the Town Council and other Commissions.

A second question is whether we should consider collaborating with other Towns. Town staff has been exploring the idea of collaborating with nearby Towns that will also be updating their POCDs. Wethersfield's POCD is also due for update in 2023 and Cromwell in 2022 so we have reached out to both Towns. Our thought about collaboration is that it may result in cost savings and perhaps being able to afford items like a more comprehensive and forward looking market study and forecast. Given the ongoing rapid changes in real estate markets, a thorough market analysis would be valuable in guiding our POCD. We could collaborate with the other Towns in the request for proposals process but still give each Town the authority to select the firm of its choosing. We could also consider splitting the consulting services into multiple parts and contracting separately for services that might generate a cost savings reward for

collaboration, like market and demographic analyses. Also, there might be an opportunity to seek grants to help defray the cost (a pilot of a multi-town process). CRCOG's regional plan is due for update in a similar time frame so we might also collaborate with them for some components such as market and demographics, transportation and infrastructure.

After staff receives guidance from the Commission on the two questions posed above then it will start to formally initiate the POCD update process.

Once the POCD update process is started, an early decision will need to be made regarding the use of consultants. With current Town staffing levels the POCD requires the use of outside consultants. The consulting team also provides an objective professional view of the Town that can help us see things we take for granted or overlook. In 2003 we considered it a comprehensive POCD update so the consultant role and cost was relatively greater than for the 2013 plan that was considered an update. In 2023 we think the Town should undertake a comprehensive update and employ consultant assistance to the limits of available resources. The Town has \$72,019 available in a capital account set aside for the POCD update project. We have talked to a few Towns that recently updated their POCDs and some spent \$72,000 but others spent significantly more. The need to request added financial resources to prepare the 2023 POCD should also be considered.