

**ESSEX
PLANNING and ZONING
COMMISSION**

29 WEST AVENUE – ESSEX, CT 06426
Essex Town Hall

Regular Meeting - Minutes

Monday, January 11, 2021 7PM

REGULAR MEETING

1. Call to order and Seating of Members

Meeting Called to Order By the Chariman at 7 Pm.

Present: Russ Smith, (Chairman)
Jane Siris (Vice Chair/Secretary)
Ralph Monaco (Regular Member)
Mark Reeves (Regular Member)
Erin Borruso (Regular Member)
Robert Day III- (Regular Member)
Gary Riggio (Regular Member)
Jeff Lovelace (Alternate).
Tom Carroll (Alternate)

Also in Attendance: Joseph Budrow (Zoning Enforcement Officer)
Larry Shipman (Legal Counsel)
Sharon Marie (Clerk)

1. Approval of the Minutes :

Motion made by Ralph Monaco to approve the December 14, 2020 special meeting minutes.
Motion Seconded by Gart Riggio. No discussion on the minutes. **All in favor, Motion Carried**
7-0

2. Public Hearing- No public hearing scheduled

3. New Business : Discussion on proposed Planning and Zoning Commission By Laws.
Joseph Budrow spoke regarding changes made by the Town Legal and noted there are some

changes that still have to be made as we cannot vote them in until they are complete. The Vote on the Bylaws will be continued till Feb 02, 2021

4. Receipt of New Applications

Rob Avena ...speaking for Application no. 20-04

Asked CJ Bardy speaking for the building showed the commission the site plan for the building and explained the changes that will be made now that the Variance had been accepted. C-100 Site Building and Utility plan. And the elevation plan showing how the building will look. Including a sketch of what the building will look like .. there will be questions held until after the presentation .

Questions were taken from the commission. Gary noted that the way it was designed that looking at it from the outside you would not know it was a storage building and he feels it is a very positive thing. It was by design as they wanted to make it blend in. Robert Day had a question concerning the draft we saw earlier... that had more doors what we are looking out now is the final iteration. There was a question as to the signage for the building Jane Siris noted that this plan doesn't show the ramp. And CJ Brady noted where it will go. The plan will be accurate . Tom asked how many units in total .. up to 750. He also wanted to know how many people would be in there at one time. CJ noted that the most people they had ever been in there at one time was app 4 people. Parking regulations were discussed. Ralph had a question on after hours operation. 7 am to 9 pm is the time frame that peoples codes would work. Mark Reeves had a question regarding key codes. Access is restricted to three key coded doors. Tom had a question on the lighting. Russ Smith wanted to know if there was a plan to store anything outside the building. He does not have plans for that currently . Jane Siris asked about limitations to what can be stored in the building. Ralph Monaco asked about garbage facilities and CJ stated no they noted that Jeff Lovelace... had a question on the second floor and concern about the weight stored there. And asked if they have done this before... how is it done... CJ intro PJ Borawski. The project manager to discuss the 2nd level Messanine. And the location of the elevator. And the location of two stairways to meet the code for the building. Robert Day asked about how the messanine is. Bill Johnas from PDF. Spoke to how the Messanine will be fitted into the building. The Mezz will be down the center only.

Russ opened to the audience for questions and speaking in favor or opposition... there were none.

Asked Robert Day motion to close... Gary Rgginio seconded... all in favor. Motion passed

Receipt of Application:

- **Application No. 20-05 - Jim Denham for Carol Denham, 15 New City Street** – An Application for a Site Plan Review to allow an accessory dwelling unit within a detached structure.

The chair recognized Larry Shipman and he noted that due to the changes in the owner which is now 15 New City Street, LLC . there is a question of do we have to receive the application and have someone come and discuss it (at a public hearing or accepting public comment without formal public hearing) and ask if it meets the standard. .

Susan Malland who represented both seller and buyer thought that this was not going before the commission tonight. So they are not available. The Denhams are no longer the owners of this property it is owned by an LLC owned by the next door neighbor. Noting this Larry Shipman stated that we should not accept this application. Joseph Budrow updated us on what he sent to the applicant. We are not accepting this application because it is incomplete.

Ralp Monaco Moved to not accept this application as it is incomplete.. Mark Reeves Seconds. Motion passes 7-0

Motion by Rob Day, III to schedule a special meeting on December 21, 2020 for Application 20-05. Motion seconded by Jane Siris. **All in favor, Motion Carried 7-0**

5. Old Business : Noted the November Moiton to move the agenda Russ Smith Jane Siris 2nds November 9 2021

6. Appointments/Reports from Committees and Officers

- Discussion for a potential liaison to **Economic Development Commission**

Currently **EDC** meets every 2nd Wednesday of the Month at 4:00pm .Janet Peckenpaw is the Chair. There is a vacancy on EDC. Robert Day will be taking on the Vacancy

- Discussion for potential liaisons to the **Lower Connecticut River Valley Council of Governments** (meetings are 4th Wednesday, 9am – 11am). Vice Chairman Siris had agreed to take on this position on the last meeting and requested the contact information so she can get in touch with River COG

7. Staff Reports

- **Jane Siris:** Spoke on anti Segregation
- **River Cog** – interactive map. On development and .
- **Town Planner:** not here nothing to report
- **Zoning Enforcement Agent:** Joseph Budrow.
- **Connecticut Costal Academy** came to us with planning... they were approved a residence noted that kids where playing outside without a fenced in area and he feels they need a minor amendment to the previous approval.
- His replacement for Land Use Official . He will be leaving a detailed

Ralph Monaco motion to move the vote to New Business for a Vote. Jame Siris seconded... Discussion. On the options from the site and concern that we do not have the most recent site plan.

Russ Smith motion to approve Applicaition No 20-04 Industrial park LLC providing an approved plan is submitted. Seconded by Jame Siris . Conditional on removing rear door on the elevations , a new floor plan . Gary would approve to wait...

Motion withdrawn.

Mark Reeves motion to continue deliberations till next meeting. () Seconded by Gary, Allin favor, motion passed.

Memorandum of Decision (discussion on the same.) on text amendment for of the Acceptance to Mememorand of Decdion ... Mar Reeves motion to Approve Ralph Monaco 2nd.. All in favor ...

JMB Property LLc Jamie Bickelhapt. Memorandum of decion for 20-02.. Siris.. Moved to let Russ Smith sign the Memoradum Second Robert Day- All in favor. Motion Moved.

8. **Correspondence and Invoices :** Gregory Royston we own hm cash 370.00
9. **Motion Mark Reeves ... Raloh Monaco second... all in favor.. so moved**

10. **Adjournment**

Motion to Adjourn by Jane Siris. Seconded by Gary Riggio. **All in favor. Motion Passes 7-0**

- Next scheduled regular meeting is **Tuesday, February 02, 2021 @7:00pm**

Sharon Marie
Planning & Zoning Commission Clerk