



TOWN OF MONROE

PLANNING & ZONING ADMINISTRATOR

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Date: 7/24/2025 **Revised 8/7/2025 (changes in bold)**

To: Planning and Zoning Commission

From: Kathleen Gallagher, PLA Planning and Zoning Administrator

Cc: James DiMeo, P.E. Town Engineer

Subject: R Stone New Building / 169 Enterprise Drive

Submission Data:

Application:

- Special Exception Permit Application dated June 26, 2025
- Previously Adopted Special Exception Permit SEP-2021-08
- Letter from the State of Connecticut Department of Public Health
- Letter from Newtown District Department of Health dated March 12, 2025
- Letter from Steve Macguire/Planning and Zoning in Newtown
- Adjoining Property Owners
- Project Narrative
- Stormwater Information/HydroCAD

Drawings:

- Cover Sheet prepared by Nowakowski – O’Bymachow – Kane, Associates
 - Map of Property Plot Plan prepared by Nowakowski – O’Bymachow – Kane, Associates dated 05/12/2021 last revised 2/20/2025
 - Overall Site Plan & Soil and Erosion Control Plan (Sheet 1 of 2) prepared by Nowakowski – O’Bymachow – Kane, Associates dated 10/8/2020 last revised 2/20/2025
 - Overall Site Plan & Soil and Erosion Control Plan (Sheet 2 of 2) prepared by Nowakowski – O’Bymachow – Kane, Associates dated 10/8/2020 last revised 2/20/2025
 - Grading and Utility Plan prepared by Nowakowski – O’Bymachow – Kane, Associates dated 10/8/2020 last revised 2/20/2025
 - Septic Plan prepared by Nowakowski – O’Bymachow – Kane, Associates dated 10/8/2020 last revised 2/20/2025
 - Lighting Plan prepared by RAB dated 5/29/2025
 - Mitigation Landscape Plan prepared by Robert Sherwood Landscape Architects dated 1/4/2021 last revised 5/20/2025
 - Soil Test Results and Detail Sheet prepared by Nowakowski – O’Bymachow – Kane, Associates dated 10/8/2020 last revised 2/20/2025
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Application Number: SEP-202-04, File #1668

Location of Development: 169 Enterprise Drive

Zoning: Industrial 2 (I-2)

Proposed Use: Office and Industrial

Lot Size: 8.6 Acres (3.5 Acres in Monroe)

Other Required Approvals: Inland Wetland Commission Approval (IWC-2025-05)

Architecture Review Board: No application was submitted. If applicant is requesting to apply the previous ARB determination, the applicant must prove that there have been no changes to the plans.

PLANNING AND ZONING ADMINISTRATOR COMMENTS

Application Review Team Status:

- Town Engineer: Pending as of July 24, 2025
- Fire Marshall: Pending as of July 24, 2025
- EMS: Pending as of July 24, 2025
- Police Chief: Pending as of July 24, 2025
- Town Health Department: Pending as of July 24, 2025

History

169 Enterprise Drive received a special exception permit on September 16, 2021 for a office/production building and warehouse building under SEP-2021-08. The applicant never submitted an endorsed set of plan which made the approval null and void under Section A of the Approval. The applicant is resubmitting plans to the Planning and Zoning Commission for a new approval as well as incorporating several changes to the application.

Comments for the Applicant:

1. §8.1.3 D. (2) *“A project narrative shall be provided describing the existing and proposed site conditions and uses, including details describing how each of the Special Exception Permit general standards and supplemental standards of these Regulations will be complied with by the proposed action. The project narrative shall also detail the proposed action’s consistency with the Monroe Plan of Conservation and Development. The applicant shall bear the burden of demonstrating that any applicable Special Exception Permit standards in these Regulations are addressed. Project specific analyses and reports prepared by qualified professionals may be required, the scope of which shall be subject to prior Commission review and acceptance.”*
Please update the project narrative to include the items above.
2. Parking and Bulk Zoning:
 - a. Some information is shown on sheet 4 related to bulk standards and parking calculations. Please provide a full bulk standards chart and parking calculations. It is unclear what the proposed uses are for the buildings and what uses were used to

determine parking calculations. It looks like some office space and some other industrial type use the but the specifics are unclear.

- b. Please show compliance with ToM Zoning Regulations §4.3.5 Outdoor storage areas.
- c. Please show compliance with ToM Zoning Regulations § 4.3.7 A *“No parking areas or internal driveways shall be located no less than fifty (50) feet from a public street, no less than twenty-five (25) feet from a property line, and no less than fifty (50) feet from any Residential District boundary in an I-1 District, nor less than one-hundred (100) feet from a Residential District boundary in an I-2 District and an I-3 District, except for the purpose of providing a driveway(s) or access aisle(s) to an adjacent property to allow for vehicular access and circulation between adjacent parcels. Internal driveways giving access to the street may cross required buffers only in the case where residential zone lines follow the centerline of the street or parallel the centerline of the street at the streetline.”*
- d. **The applicant provided additional information related to use. The applicant will use a portion of the site and building for stone veneer production and manufacturing. The production will occur 100% within the building. The remainder of the space will be rented for tenants potentially using the space for warehouse/storage space, contractor’s storage for material or equipment including vehicles. Based on the information provided, the following above uses might fall under the following uses. Please note that I would categorize your main stone veneer operation as “Manufacturing/Industrial – Manufacturing, Processing and/or assembly of products where conducted within fully enclosed buildings”. Please note that if you have separate office space, that should be calculated as office. The floor plans provide show no office area.**

- **COMMERCIAL VEHICLE FACILITY** – An establishment where commercial licensed vehicles, typically consisting of fleet vehicles designed to carry freight, passengers for a fee, or merchandise, or which are incidental to a tradesman business, are collectively housed and stored inside and/or outside when they are not in service off-premises, including administrative, security, dispatch and minor maintenance facilities thereto within a fully enclosed building.

1.0 space per fleet vehicle; plus 1.0 space per 300 sq. ft. GFA administrative offices/dispatch facilities.

- **CONTRACTOR’S / BUILDING TRADES ESTABLISHMENT** – The managerial and administrative office of an electrician, plumber, painter, carpenter, general or specialized contractor, or other trades contractor (heating, ventilating, air-conditioning, refrigeration, alarm/security, roofing, and other similar trade occupations), including the orderly inside and/or outside on-site parking of company fleet vehicles (excluding Federal Highway Administration Classes 7 and above, and vehicles weighing greater than 26,000 lbs) during off-business hours (i.e., where tradesman utilize company vehicles during the conduct of off-site services, leaving their personal vehicles at the premises until returning at the end of business), as well as the related contained storage of directly associated materials, equipment and supplies as otherwise permitted. This definition does not include vehicle fueling facilities; contractor's storage yard; waste/refuse haulers or haulers of chemical, flammable or hazardous materials; a mason, landscaper or excavator type contractors.

4.0 spaces per 1,000 sq. ft. GFA; plus 1.0 space per facility vehicle.

- **MANUFACTURING / INDUSTRIAL – MANUFACTURING, PROCESSING AND/OR ASSEMBLY OF PRODUCTS WHERE CONDUCTED WITHIN FULLY ENCLOSED BUILDINGS** – Includes a range of assembling, fabricating, and manufacturing activities conducted within enclosed buildings, including production, processing, packaging, warehousing and distribution of: household and consumer goods, clothing and shoes, electronic equipment, medical instruments, food and beverages, pharmaceuticals, personal care health and beauty products and other similar products from previously manufactured components; manufacture of products and merchandise involving the use of chemicals and plastics; wholesaling, warehousing and distribution centers; machine shops; and printing and publishing. Excluding concrete and asphalt batch plants; slaughter plants, packing houses, animal by-products rendering, and other such animal processing activities; automobile salvage and reclamation yards and facilities; processing or production of oil, natural gas, geothermal resources or other hydrocarbons; foundries; medical, biological or hazardous waste disposal facilities; bulk chemicals; explosives; sulfuric, sulfurous, nitric or hydrochloric acids; pesticides, insecticides and herbicides.

1.0 space per 600 sq. ft. GFA.

- **STORAGE USE - COMMERCIAL WAREHOUSING CONTAINED WITHIN FULLY ENCLOSED BUILDINGS** – A building or part thereof used primarily for the temporary housing of raw materials, works in progress, and/or finished goods, wares, food and non-food products, equipment, parts, and supplies before their use, export, or distribution off-premises, including climate control facilities, but excluding bulk storage of materials that are inflammable, explosive, or that present hazardous conditions.

1.0 space per 1,000 sq. ft. GFA.

- **OFFICE** – A room, suite of rooms or building in which the affairs of a commercial business, profession or service provider entity are conducted.

4.0 spaces per 1,000 sq. ft. GFA.

3. Charging Stations: Per Connecticut General Statutes §4b-77c *“a municipality shall require each new construction of a commercial building or multiunit residential building with thirty or more designated parking spaces for cars or light duty trucks to include electric vehicle charging infrastructure that is capable of supporting level two electric vehicle charging stations or direct current fast charging stations in at least ten per cent of such parking spaces. A municipality may, through its legislative body, require any such commercial building or multiunit residential building to include such electric vehicle charging infrastructure in more than ten per cent of such parking spaces.”* Please update the plans to show compliance.

4. I-2 Zoning Regulations:
 - a. Please add to your existing narrative showing compliance with ToM Zoning Regulations §4.3.2 Performance Standards.
5. Provide a snow storage plan. Snow storage area shall not have a negative impact on wetlands or sensitive environmental areas.
6. Will any blasting be required for construction?
7. All signage must comply with ToM Zoning Regulations §6.3 and will require a separate Sign Permit approved by the Zoning Enforcement Officer.
8. Lighting: Please provide lighting details include the height of the pole/fixtures and cut sheets of the lights. Lights shall be dark sky compliant.
9. Will there be a dumpster enclosure? If yes, please provide detail of dumpster enclosure and show location on the plan. If no, how with trash be managed?
10. Additional plants should be added to the front yard to comply with landscape buffer requirement as noted ToM Zoning Regulations §6.2.4 A (3). Landscaping that not impede sight lines.
11. See ARB comment above.

END