



TOWN OF MONROE

PLANNING & ZONING COMMISSION

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2809 or 2812

www.monroect.org

February 17, 2022

Regular Meeting Minutes

Meeting: Planning and Zoning Commission
Regular Meeting
7 Fan Hill Road, Monroe, Connecticut

Meetings are Video and Audio Recorded

Present: Bruno Maini, *Vice Chairman*
Ryan Condon, *Secretary*
Leon Ambrosey, *Commissioner*
Robert Westlund, *Commissioner*
Dominic Smeraglino, *Alternate*
Domenic Paniccia, *Alternate*
Nicole Lupo, *Alternate*

Absent: Michael O'Reilly, *Chairman*

Also Present: Rick Shultz, *Town Planner*
Joe Chapman, *Zoning Enforcement Officer*
Sarah Stroud, *Recording Secretary*

OPENING of MEETING

Vice Chairman Maini was acting Chairman for this meeting.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chairman Maini called the meeting to order at 7:03p.m. and reviewed the procedures for this virtual meeting.

2. **ROLL CALL & SEATING OF ALTERNATES** (if required)

Commissioners were seated on roll call.

Commissioner Smeraglino was seated for this meeting.

3. **GENERAL PUBLIC PARTICIPATION PERIOD** – Please see end of agenda for participation guidelines.

PUBLIC HEARINGS

4. **SEP-2021-15, 395 Monroe Turnpike (IB-1) Special**

Exception Permit Application for a Dunkin Donuts restaurant located at 395 Monroe Turnpike (Assessor's Map 030, Lot 011/0B), Gregory L. and Roy E. Steiner, owners; Spath-Bjorklund Associates Inc., representative.

Mr. Schultz read the exhibits for the record.

Attorney Chris Smith was present on behalf of the applicant. He noted the Town Engineer reviewed his comments with Mr. Edwards earlier today.

Jason Edwards of J Edwards Associates was also present on behalf of the applicant. He explained he has been speaking with the Town Engineer over the past few days in order to make all the needed changes which resulted in the late submission. Mr. Edwards reviewed the changes made to the plans. He noted minor changes to the sidewalk. He stated most of the other changes were minor technical issues.

Mr. Edwards explained the Town Engineer is requesting the delivery trucks make a wide right turn to exit the parking lot instead of driving through the existing parking lot. He noted while he understood the safety concerns this turn could cause multiple other issues. Those issues included eliminating three parking spaces, as well as some islands. Mr. Edwards stated there is sufficient parking so those parking spaces are not necessary, but there are larger issues with the truck turn suggestion. The larger issues included the truck would be head-on with incoming traffic to the drive-thru lane and could cause a back-up into the main road if there is a vehicle already waiting at the light. He noted that typically there would not be a lot of traffic when these trucks make their deliveries, but this is still a major concern. He stated the team's thought process is to have the trucks drive to the end of the parking lot, which he noted is rarely full and make their turn at the end of the parking lot by the existing shopping center building. He asked for the Commission's thoughts on the matter. He added the turn would require a large paved area that would look awkward.

Commissioners Smeraglino and Paniccia were supportive of the original plan to have the trucks drive through the parking lot before turning.

Commissioner Ambrosey voiced his safety concerns of having the trucks drive through the parking. He noted the existing Dairy Queen often has a lot of visitors during later hours in the summer. Attorney Smith stated the owner indicated the deliveries are typically twice a week around 8 or 9 in the morning.

Commissioner Ambrosey asked if fire trucks would be able to get through when there is traffic in the drive-thru lane. Mr. Edwards replied there would be sufficient room.

Commissioner Ambrosey asked for clarity on how the two drive-thru lanes and two pick-up windows would work. Mr. Edwards stated there is one lane for mobile orders, but they merge to arrive at the same pick-up window. The owner explained the idea of the mobile order lane is less of cutting off and more of filling the gaps in the line to create a continuous flow. He explained the second window is more of a bulk order pick-up window. Mr. Schultz stated there is a learning curve in drive-thru and pick-up currently.

Commissioner Westlund suggested stripping for the merge between the two drive-thru lanes. He agreed the original truck turning plan is probably the best option for this site.

Commissioner Lupo asked if any other Dunkin Donuts in the area have this double drive-thru feature. Attorney Smith stated this is a new concept for this area. She stated based on the existing businesses there shouldn't be an issue with the original plan for the truck turning plan.

Chairman Maini stated he is supportive of the original truck turning plan, as well. He noted it would be the responsibility of the management to inform the truck driver of the proper way to exit the parking lot.

Mr. Edwards stated the suggestion by the Town Engineer to create raised islands in the parking lot will impact the snow removal and could create a blockage. The Commission was supportive of using stripping instead of the raised islands.

Mr. Edwards stated the headlights in the drive-thru would be partially blocked by the existing sign on the property. He noted they are also proposing some 3 to 5 foot tall plantings to provide additional screening.

Mr. Edwards reviewed the rest of the planting plan for the Commission.

Mr. Edwards reviewed the changes to the signage on the side of the building facing the road as requested by the Commission at the last hearing. The Commission requested there be something to break up the side of the building facing the main road.

Commissioner Lupu asked if there was an image available with the proposed landscaping. There was not one available.

Chairman Maini suggested shaker siding or stone to the area around the second pick-up window. He suggested a false dormer or cupola above the first pick-up window. The applicant's team was open to adding these suggestions.

Chairman Maini opened the hearing to comments from the public. There was no response.

The public hearing was continued to the next meeting.

SUBDIVISION AND SITE DEVELOPMENT PLAN REVIEW -None

DELIBERATIONS and DETERMINATIONS

5. PENDING APPLICATION DELIBERATIONS / DETERMINATIONS

- **Selected items from this Agenda** – as determined by the Commission - None

NEW APPLICATIONS - Reviewed

6. **ZCA-2022-01**: MDD Overlay: Zoning Map Amendment. Main Street (Route 25), portion of Monroe Turnpike (Route 111) and portion of Roosevelt Drive (Route 34)

7. **RAA-2022-01, File #1021E**, Regulation Amendment, SDD within MDD

8. PENDING MEETING MINUTES

- January 6, 2022

MOTION: CONDON: To APPROVE the minutes as drafted

SECOND: SMERAGLINO

VOTE: 5-0–Approved–Motion Passed

AYES: SMERALINO, CONDON, AMBROSEY, MAINI, WESTLUND

NAYS: NONE

- January 20, 2022 –

MOTION: SMERAGLINO: To APPROVE the minutes as drafted

SECOND: CONDON

VOTE: 5-0–Approved–Motion Passed

AYES: SMERAGLINO, CONDON, AMBROSEY, MAINI, WESTLUND

NAYS: NONE

Chairman Maini called for a recess at 8:29pm.

Chairman Maini called the meeting back to order at 8:37pm.

OTHER BUSINESS

9. ZONING/PLANNING MATTERS:

- Update on LEP consultant selection for 64 Cambridge Drive/4 Independence Drive.

Mr. Schultz explained this is the only proposal received from the four requested firms.

Rob McCarthy of EnSafe was present to review the scope of services proposal for the Commission. Mr. McCarthy reviewed his professional experience for the record.

Mr. McCarthy explained the proposal would utilize junior staff to oversee some of the work at a lower rate.

Mr. Schultz stated there is a \$50,000 threshold that the project must be kept under in order to avoid a public bidding that would further delay the project. He noted this version has not been reviewed by the Inland Wetlands Commission.

Mr. McCarthy stated they would be monitoring what enters the site, as well as, the documentation for the material.

Commissioner Ambrosey asked how the process for the removal of the “Stratford High School material.” Mr. McCarthy stated they could have someone there observing what is being removed. He noted it is based on what the Commission would like to see happen.

Commissioner Ambrosey stated the Commission wants to ensure what is brought to the site is clean fill, not material that needs to be processed to become clean fill. He explained the removal of material is only for the mentioned material that is already on the property. Mr. McCarthy stated they would need to see some more of the documentation for the site in order to make a recommendation.

Commissioner Westlund asked if Mr. McCarthy’s firm have dealt with a project of this magnitude. Mr. McCarthy stated they are familiar with similar projects. Commissioner Westlund asked if there is a spot checking system for the truckloads being brought to the site. Mr. McCarthy stated it is based on cubic yards and how many sources. He stated every material source should have a spot check.

Commissioner Lupu requested Mr. McCarthy visit the site. Chairman Maini asked if that could be completed before the next meeting. Mr. McCarthy stated he should be able to complete the review before the March 3rd meeting. Commissioner Lupu asked if the Commission could visit the site with Mr. McCarthy. Mr. Schultz stated he would help coordinate that visit.

Commissioner Lupu asked for any reference projects Mr. McCarthy has completed similar to this project. Mr. McCarthy referenced his work at the Sikorsky main facility in Stratford, Connecticut.

Commissioner Condon asked if Mr. McCarthy was comfortable with doing these reviews and visits before actually receiving the contract. Mr. McCarthy stated he understood the precursor to the contract.

- Update on Affordable Housing Plan

Mr. Schultz stated the Commission needs to begin considering other areas they would like to affordable housing.

10. CORRESPONDENCE

11. COMMISSION REPORTS

- Chairman’s Report
- Commissioner’s Reports
- Land Use Staff Reports

12. MEETING ADJOURNMENT

Polling the Commission and hearing no objections, Chairman Maini adjourned the meeting at 9:11p.m.

Respectfully Submitted,

Sarah Stroud, Recording Secretary

NOTE:

- A recorded copy of this meeting is on file in the Inland Wetlands Office, Monroe Town Hall.
- These minutes are contingent upon the approval of the Inland Wetlands Commission.
- These minutes provide a general overview of topics discussed and are not meant to be a transcript of this meeting.
- All meeting minutes are posted on the Town Website: www.monroect.org. Select Town Hall Departments/Inland Wetland. Choose meeting minutes from the left column.

Date of Approval: _____