

**PLANNING & ZONING COMMISSION**  
**October 14, 2025 Special Meeting Minutes**

*These minutes are not official until approved at a subsequent meeting.*

Commission Members Present: Peggy Sayers, Alan Gannuscio, Tamie Quagliaroli, Ricardo Rachele, Michael Christianson

Commission Member Absent: Julia Terra (Alternate), David Weigert (Alternate), Roger Susaya (Alternate)

Town Staff In Attendance: Justin LaFountain (Town Planner)

**I. Call to Order**

Chairwoman Sayers called the meeting to order at 6:07 pm.

**II. Roll Call**

Chairwoman Sayers shared Mr. Susaya may enter the meeting late.

There was a brief discussion to move the approval of minutes to later in the meeting to give Mr. Susaya time to arrive.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (5-0) to move agenda item # III after agenda item # IV.

**IV. Receive New Application(s)**

Chairwoman Sayers shared 1 new application was received and would be heard at the December 8 2025 meeting.

**V. Public Hearings**

**a. 593 Elm Street -- Special Use Permit for off premise parking in accordance with Section 707**

Chairwoman Sayers noted Mr. Gannuscio was chair for this application when the public hearing was opened at the last meeting. She asked he handle this agenda item.

Attorney Smith addressed the commission noting he had responses from his client for the commission.

Mr. Rachele read the rules for conducting a public hearing.

Attorney Paul Smith addressed the commission noting the public hearing was opened on September 8 2025 for a special use permit to allow vehicle parking for Liberty Electric at 593 Elm Street, while their full service office is located on North Street. He confirmed for the commission the property is not AIOZ. He shared the AIOZ is a floating zone, the property would be eligible, but it is zoned as B1. He continued on to address another inquiry from the commission, softening the look and landscaping along Elm Street. He shared a survey from 2024 shows the State's right of way is right up to the fencing on the property line. He submitted a map for the record and presented it to the commission as well. It was confirmed there is not room for plantings. He continued on to address the commission's inquiry regarding slatting the fence. He shared his client was willing to proceed with the update, but Attorney Smith briefly discussed the height of fencing versus the height of the trucks noting the trucks would still be partially visible. There was a brief discussion regarding a recent accident at the property, a woman drove into the fencing.

Continuing on Attorney Smith shared the proposal meets the requirements for a special use and does not negatively impact nearby properties or hinder development in the B1 zone. He confirmed the applicant's willingness to comply with the Town Planner's conditions of approval and emphasized the applicant's long standing positive relationship with neighboring condo owners. He added that the proposed use is practical for the site, represents a better option than any reasonable alternative, and involves no new construction. To conclude Attorney Smith noted he is happy to answer follow up questions.

Attorney Smith confirmed for Chairwoman Sayers the special use permit would only apply to this company and could not be used for 18 wheelers or other vehicles in the future. Moving on the fencing slats, Chairwoman Sayers shared they often break quickly. It was noted the trucks are beneficial to Town.

It was confirmed for Mr. Christianson & Chairwoman Sayers the outdoor storage items at the property would be handled as well but were not part of the application. It was confirmed no signage would be involved.

It was confirmed for Mr. Rachele there are no storm drains on the property, but sheet flow. It was confirmed there will be no additional curb cuts and the trucks generally exit to Old County Road. It was confirmed the storage containers will be cleaned up as well. Mr. Rachele shared he would like screening for those driving up Elm Street. It was briefly discussed the tops of the trucks would still be visible, even with screening due to their height and that landscaping is not an option due to the property line.

Ms. Quagliaroli had no questions. It was confirmed for Mr. Gannuscio the vehicles are gas, not diesel. There was a brief discussion concerning idling vehicles and the state mandate. It was also confirmed no repair work would be conducted on site.

Mr. Gannuscio asked the commission for additional comments. None were made.

1 member from the public was present, they shared they live in the neighborhood and shared a reason that something is better than a vacant lot doesn't sound like a great reason, but it's better than no reason.

Chairwoman Sayers shared it generates income to the Town.

It was MOVED (Rachele) and SECONDED (Sayers) and PASSED (5-0) to CLOSE the public hearing for 593 Elm Street -- Special Use Permit for off premise parking in accordance with Section 707.

Mr. Gannuscio shared Mr. LaFountain provided a good guiding memo with findings and conditions.

Chairwoman Sayers shared she was comfortable to vote. Ms. Quagliaroli suggested more discussion regarding screening. Mr. Rachele shared a condition could be added for increased height and slatting, noting the opportunity. Mr. Christianson was in agreement.

There was a brief discussion regarding a deadline for fencing/slatting. Mr. Rachele reviewed the 3 findings needed in Mr. LaFountain's report. Mr. Gannuscio was in agreement with the required findings as well as Chairwoman Sayers. Adding a condition to approval regarding the storage items was suggested by Mr. Christianson.

It was MOVED (Rachele) and SECONDED (Sayers) and PASSED (5-0) to APPROVE the 593 Elm Street -- Special Use Permit for off premise parking in accordance with Section 707 with the following conditions.

1. Off-premise parking at 593 Elm Street shall discontinue if and when the office for Liberty Electric Line Builders moves out of Windsor Locks.
2. No repair of motor vehicles shall take place on the site.

3. Any vehicles being parked and/or stored at the site are subject to assessment by the Town of Windsor Locks.
4. All building code and fire safety requirements must be met.
5. Any proposed signage for the site must conform to the Zoning Regulations and follow the Town approval processes.
6. Any additional required federal, state, or local permits must be obtained in advance of occupation.
7. Installation of 8 foot slotted fence along Elm Street, can be put off until June 1 2026.
8. Storage containers and any miscellaneous materials in the parking lot be removed as part of the approval.

Mr. Gannuscio offered Attorney Smith time to provide the commission a brief synopsis of the new application for December. He shared it is a text change; his client owns the bottom floor of 60 Main Street. They would like the commission to consider amending the regulations, which would allow them under adaptive reuse to consider making some of those bottom spaces apartments. There was a brief discussion regarding current and past tenants as well as challenges with the location.

**b. Proposed amendments to Section 221: Home Occupations of the Zoning Regulations**

The recording secretary read the legal advertisement and Chairwoman Sayers noted the rules for a public hearing were already read.

Mr. LaFountain provided some background, sharing as he started to look at the existing home occupation regulations they were both overly strict and too lenient in certain areas. He shared the draft distinguishes between home offices; such as remote professional work with no customers or employees, permitted by right, and home occupations; which are divided into minor and major categories. Minor home occupations would have no outside employees or retail activity and require only a zoning permit, while major ones involving customers or employees would need a special permit and public hearing. He noted the business must be run by a resident, remain secondary to the home's residential use, be conducted entirely within the dwelling or an accessory building, and avoid outdoor storage, noise, or other nuisances. Deliveries would be limited to daytime hours. Mr. LaFountain confirmed for Mr. Gannuscio that CROG had reviewed the proposal with no adverse findings and that the Zoning Enforcement Officer supported it. He added that much of the language was modeled after Wethersfield's regulations, which have proven effective in practice as he was their Zoning Enforcement Officer and then Planner for the Town.

Chairwoman Sayers noted this would allow the young male resident who had attended previous meetings to an submit an application.

Mr. Rachele briefly discussed concerns around traffic coming and going from a home occupation. Conditions of approval were suggested.

Chairwoman Sayers opened the public hearing asking for comments in favor.

Claire Testoni, 494 Litchfield Drive addressed the commission sharing she found the draft reasonable. Ms. Testoni also offered comments earlier in the meeting but was not identified at that time.

Chairwoman Sayers asked for comments in favor twice more and then asked for comments in opposition.

Robert Kruzel, 47 Oak Street addressed the commission sharing he is in favor of home occupation. He shared he was unsure when to comment.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (5-0) to CLOSE the public hearing for proposed amendments to Section 221: Home Occupations of the Zoning Regulations.

Chairwoman Sayers asked the commission for discussion. Mr. Gannuscio shared the draft is an excellent compilation and expansion. He shared it gives guidance to both the Town and public on what is permitted.

Chairwoman Sayers explained the existing regulations will continue to be reviewed and she thanked Mr. LaFountain for this efforts.

Mr. LaFountain provided further clarification on the minor and major home occupations and example of typical equipment; a table saw for wood working versus a saw mill.

It was confirmed the proposed draft was available in the Town Clerk's office as well as the online packet.

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to APPROVE the amendments to Section 221: Home Occupations of the Zoning Regulations in the regulations and definitions sections with effective date November 10 2025.

## **VI. New Business**

### **a. Family Child Care and Group Child Care Homes -- Amendment Draft**

It was noted the draft amendment is based on recently passed legislation. Mr. LaFountain confirmed it goes to CRCOG and should be scheduled for the December 8 2025 meeting.

It was MOVED (Sayers) and SECONDED (Gannuscio) and PASSED (5-0) to SCHEDULE the public hearing for proposed amendments to the regulations for Family Child Care and Group Child Care Homes for the December 8 2025 special meeting.

It was MOVED (Rachele) and SECONDED (Christianson) and PASSED (5-0) to SCHEDULE the public hearing for proposed text amendments to Section 418 of the regulations for the December 8 2025 special meeting.

## **VII. Old Business**

None.

## **VIII. Public Input**

None.

## **IX. Communications and Bills**

Mr. LaFountain explained the letter concerns 492 and 498 Spring Street, H&M Pizza and Giant Grinder. He shared the business has long struggled with vehicle circulation on its small lot and now seeks to acquire a portion of the residential property located directly behind it to improve access and maneuverability. He noted the owner must obtain a variance from the Zoning Board of Appeals (ZBA) to reduce the adjoining residential lot below the minimum size.

He explained that ZBA had referred the matter to the Planning and Zoning Commission for action first, though procedurally the variance should be granted before any site modification is considered, since the two parcels are still separate properties.

It was shared a complaint has already been filed regarding unenclosed rubbish placed on the residential lot, and enforcement has been complicated by the ownership and zoning overlap.

Mr. LaFountain shared that surveyor Frank Barowski intends to appear before the Commission next month to explain the situation and request that the Commission send a statement to ZBA clarifying that no site plan action can occur until the variance is resolved. Commissioners generally agreed that ZBA must act first. It was concluded that there was little the Commission could do until ZBA renders its decision.

### **III. Approval of Minutes**

#### **b. September 8 2025 Special Meeting**

It was confirmed Mr. Gannuscio, Mr. Rachele, Ms. Quagliaroli, and Mr. Christianson were in attendance for the meeting.

It was MOVED (Christianson) and SECONDED (Rachele) and PASSED (4-0) to APPROVE the September 8 2025 Special Meeting minutes.

Chairwoman Sayers abstained.

#### **a. August 18 2025 Special Meeting**

It was confirmed Chairwoman Sayers, Ms. Quagliaroli, Mr. Rachele, Mr. Weigert and Mr. Susaya were in attendance for the meeting.

It was MOVED (Rachele) and SECONDED (Quagliaroli) and PASSED (3-0) to APPROVE the **August 18 2025 Special Meeting** minutes.

Mr. Christianson and Mr. Gannuscio abstained.

#### **c. August 11 2025 Special Meeting**

It was confirmed Chairwoman Sayers, Ms. Quagliaroli, Mr. Rachele, Mr. Christianson and Mr. Susaya were in attendance for the meeting.

It was MOVED (Christianson) and SECONDED (Quagliaroli) and PASSED (4-0) to APPROVE the **August 11 2025 Special Meeting** minutes.

Mr. Gannuscio abstained.

It was confirmed for Mr. Christianson the digital trainings offered by UConn Clear on affordable housing could be completed for the requirement.

Mr. LaFountain asked the commissioners email him as well as the recording secretary, and Chairwoman Sayers confirmations of their completed trainings for the records.

### **X. Adjournment**

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to adjourn meeting at 7:24 pm.

*Respectfully submitted,*

*Ashley Malec, Recording Secretary  
Windsor Locks Planning & Zoning Commission*