

PLANNING & ZONING COMMISSION
November 10, 2025 Special Meeting Minutes

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

Commission Members Present: Peggy Sayers, Alan Gannuscio, Ricardo Rachele, Michael Christianson, David Weigert (Alternate), Roger Susaya (Alternate)

Commission Member Absent: Tamie Quagliaroli, Julia Terra (Alternate)

Town Staff In Attendance: Justin LaFountain (Town Planner)

I. Call to Order

Chairwoman Sayers called the meeting to order at 6:00 pm.

II. Roll Call

Chairwoman Sayers seated Mr. Susaya for Ms. Quagliaroli. Mr. Rachele entered the meeting at 6:02 pm.

III. Approval of Minutes

a. October 14 2025 Special Meeting

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to APPROVE the October 14 2025 Special Meeting minutes.

IV. Receive New Application(s)

Mr. LaFountain confirmed for Chairwoman Sayers there are 2 public hearings scheduled in December for text amendments. He shared there was 1 new special permit application for a food truck on Main Street in need of a scheduled public hearing. He noted a site plan may be coming from another applicant.

Chairwoman Sayers referred to emails regarding an approved warehouse, at the corner of North and Route 75, that will need to come back due to a difference in size.

John Savino entered the meeting room and Chairwoman Sayers asked him to sit for the meeting.

It was MOVED (Gannuscio) and SECONDED (Susaya) and PASSED (5-0) to SCHEDULE the public hearing for special use permit site plan review for the proposed food truck at 252 Main Street for the December 8 2025 special meeting.

V. Public Hearings

None.

VI. New Business

a. Discussion regarding 492 & 498 Spring Street per ZBA request

Mr. LaFountain provided a brief background on the two adjoining parcels located on Spring Street, both under the same ownership. The representative for the parcels addressed the commission and explained that the existing configuration of the lots has created circulation and access issues for the restaurant operating on one of the properties. They seek to transfer a portion of land from one parcel to the other to formalize how the property has long been used and to bring the site into compliance with current standards. The transfer would render one of

the lots undersized, requiring a variance for lot size and setbacks before any site plan modifications could be approved. Continuing on the representative shared both parcels currently share access via an existing easement alongside a neighboring mini mart. The reconfiguration would shift a shaded portion of one lot to the restaurant parcel, correcting the discrepancy between how the property functions. They shared the ZBA chairman referred the matter back to PZC.

Mr. Gannuscio inquired who the variance would benefit. The representative advised the Hassin family owns both parcels. Mr. Gannuscio noted the PZC cannot grant anything for another board. Mr. LaFountain confirmed the PZC cannot act on any site plan modification until the ZBA has first reviewed and granted the necessary variances, as Planning and Zoning cannot approve a plan contingent upon another board's future action.

It was further noted that while the concept may be feasible, any determination must await the ZBA's decision. The intent of the proposed change is to bring the site into conformity. The Commission agreed that no formal motion could be taken at this time. It was concluded Mr. LaFountain would prepare a letter ZBA concerning the issue for Chairwoman Sayers' signature.

b. Elections

There was a brief discussion around postponing the agenda item as Ms. Quagliaroli a full member was absent. It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to TABLE the elections agenda item to the December 8 2025 meeting agenda.

c. 2026 Meeting Schedule

Chairwoman Sayers shared the meeting dates with the commissioners highlighting October's meeting would be held on Tuesday. The 2026 meeting schedule will be available on the Town's website. It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to APPROVE the 2026 Meeting Schedule.

VII. Old Business

None.

VIII. Public Input

None.

IX. Communications and Bills

Mr. Rachele inquired about the meeting packet as well as the new application as he did not receive them via email. It was confirmed there was no packet prior to the meeting only the agenda. It was confirmed Pasty from the building department did send out the new application to the zoning email list and spam should be checked.

X. Adjournment

It was MOVED (Gannuscio) and SECONDED (Susaya) and PASSED (5-0) to adjourn meeting at 6:25 pm.

Respectfully submitted,

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