

**PLANNING & ZONING COMMISSION**  
**December 8, 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, Roger Susaya (Alternate)

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

Town Staff In Attendance: Justin LaFountain (Town Planner)

**I. Call to Order**

Chairwoman Sayers called the meeting to order at 6:01 pm.

**II. Roll Call**

**III. Approval of Minutes**

**a. November 10 2025 Special Meeting**

It was MOVED (Christianson) and SECONDED (Rachele) and PASSED (4-1) to APPROVE the November 10 2025 Special Meeting minutes.

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

Mr. LaFountain shared the new application for 10 First Street hinges on ZBA variances. There was a brief discussion around the next ZBA meeting date.

A member of the public, possibly applicant, shared a survey for 10 First St and 18 School St was completed in 1968.

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to SCHEDULE the public hearing for the subdivision application for 10 First Street for the January 12 2026 meeting.

Attorney Smith shared he had an application for 41 Hamilton Road for site plan modification he hoped could be heard.

It was MOVED (Rachele) and SECONDED (Christianson) and PASSED (4-1) to ADD the application for 41 Hamilton Road Site Plan Modification to the December 8 2025 agenda. Mr. Gannuscio voted nay as he had not seen input from Mr. Steele.

It was MOVED (Rachele) and SECONDED (Christianson) and PASSED (5-0) to ADD the application for 41 Hamilton Road Site Plan Modification to the December 8 2025 agenda as new business item # VI B.

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to MOVE December 8 2025 agenda item # VI B to before item # V.

**VI. New Business**

**b. 41 Hamilton Road -- Site Plan Modification**

Attorney Smith addressed the commission noting Slade Secore, the applicant was also present. He shared Alberts Surface Technologies is seeking approval. They shared Alberts has leased the building and intends to conduct heat treatment operations there. They proposed minor modifications consisting of adding several new pieces of equipment on recently installed concrete pads.

It was noted that the concrete pads had already been poured by the landlord prior to the tenant's involvement, and the applicant was now seeking formal approval to modify the site plan to allow the pads and the associated equipment.

It was shared Mr. Steele had been very cooperative and had provided an email, it was added to the record, and he indicated he had no objection to the proposal. He provided conditions of approval requiring the applicant's engineer to provide a narrative confirming that the pads would not create any issues with stormwater runoff. The applicant readily agreed.

It was emphasized that the pads are relatively small in scale compared with the size of the existing building and do not result in a significant increase in impervious surface area.

It was confirmed for the commission the pads had been poured by the landlord. It was confirmed the cooling tower is approximately 18 feet in height, is new, and is situated on 1 of the new pads. They shared additional equipment, including air tanks, will be placed nearby.

The operation was described as a clean, controlled industrial process generating no emissions, hazardous runoff, or chemical discharge. Mr. Secore explained they perform heat treating of aerospace and medical components using large, modern furnaces designed to alter material properties under precise conditions. He emphasized that the operation is fully enclosed and environmentally benign.

The applicant reiterated that contractors are already poised to proceed with installation once the Commission grants approval.

Chairwoman Sayers asked the commission for questions.

Mr. Doody shared he could not let the installation continue without the proper approvals. He shared there are no fines associated with the issue.

There was a brief discussion around the conditions from Mr. Steele's email input.

Mr. Gannuscio expressed concern for setting a precedent. It was confirmed the situation it is not ideal but it is solvable. Mr. Secore shared the landlord is out of town and he assured the commission Alberts does not operate that way. He shared they are looking to have a good relationship with Windsor Locks.

Chairwoman Sayers began a brief discussion around concern for the pads being installed incorrectly. Mr. Doody shared of that was found to be true, that would be a building department issue to handle. He confirmed the pads could be repoured if the requirements were found to be unmet. Mr. Rachele suggested documentation verifying the structure of the 2 pads is needed.

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (5-0) to CLOSE the discussion on the application for 41 Hamilton Road Site Plan Modification.

It was MOVED (Rachele) and SECONDED (Christianson) and PASSED (5-0) to APPROVE the application for 41 Hamilton Road Site Plan Modification with 3 conditions.

The conditions are outlined below:

1. The engineering report be submitted for stormwater runoff due to the two pads put in place.
2. The engineer records submit in documentation and engineering report that the pads were put in place according to the building code requirements.
3. Site plan application with the necessary documentation on the pad structural integrity be submitted with the building permit.

## V. Public Hearings

The recording secretary read the legal advertisement and Mr. Rachele read the rules for conducting a public hearing.

### a. Proposed text amendments to Section 418 -- Main Street Overlay Zone of the Zoning Regulations

Attorney Smith addressed the commission on behalf the owner of 60 Main Street, Arsalan Altov. He explained that the application pertained to the lower level commercial units of the building. It was noted the owner has held the property for approximately 4 ½ years and it has been difficult to maintain as a productive commercial property, largely due to challenging access. They emphasized that the irregular layout which requires customers to drive through residential parking areas and loop around the entire building before exiting, has contributed to low commercial viability.

The applicant expressed interest in exploring whether the underutilized lower level units could be converted to residential apartments under the Town's adaptive reuse provisions and provided a proposed text amendment to modify the regulation that currently prohibits 1<sup>st</sup> floor residential uses in buildings facing Main Street.

Attorney Smith suggested adding an exception allowing such uses when a building qualifies as an adaptive reuse under Section 407. They explained the intent, is to provide a path for buildings that have consistently been underutilized or failed to function as commercial space. Preliminary design concepts were distributed and added to the record, noting they are illustrative and were not part of the zoning text amendment itself. He noted that if the text amendment were approved, a subsequent Special Use Permit application under Section 407 would be required, at which point the proposed number of units, layout, and compliance with building and fire codes would all be reviewed.

Mr. Altov shared the space could be updated with up to 16 units. He stressed that no current tenants would be displaced and conversions would occur only as leases expire or spaces naturally become vacant.

He acknowledged that while the site does have a 1 way entrance from Main Street approved by DOT, it still requires drivers to navigate through residential parking areas before exiting onto Spring Street.

Mr. Altov explained for Ms. Quagliaroli he has worked to make the property appear full by allowing some of his tenants to have additional retail space.

There was discussion among commissioners regarding the concern the text amendment could allow all 1<sup>st</sup> floor commercial space facing Main Street to convert to residential. It was clarified the amendment would not grant an automatic right to convert. Applicants would need to prove eligibility for adaptive reuse and obtain a Special Use Permit.

Mr. Altov expressed openness to the commission's input and shared other municipalities have adopted similar provisions. For example, some require that a space remain vacant for at least 12 months before qualifying for adaptive reuse.

The Commission briefly discussed the history of prior studies related to downtown development, including the Town's market study and efforts to revitalize Main Street including the redevelopment of Montgomery Mill.

Chairwoman Sayers opened the public hearing. She asked for testimony in favor 3 times, no comments were made. She next asked for comment in opposition 3 times, no comments were made.

The commissioners concluded they were not ready to vote on the proposal and they reiterated concerns regarding allowing unlimited conversion of 1<sup>st</sup> floor commercial space.

It was concluded the public hearing would be kept open to allow time for the applicant to prepare a revised draft incorporating possible limitations.

It was MOVED (Sayers) and SECONDED (Gannuscio) and PASSED (5-0) to CONTINUE the public hearing for the Proposed text amendments to Section 418 -- Main Street Overlay Zone of the Zoning Regulations to the January 12 2026 meeting.

Mr. LaFountain suggested the application for the mobile food vendor be heard before the proposed amendments to Family Child Care and Group Child Care Homes.

It was MOVED (Rachele) and SECONDED (Christianson) and PASSED (5-0) to agenda item # V C to before item # V B.

**c. Mobile Food Vendor at 252 Main Street -- Special Use Permit with Site Plan Review**

The applicant addressed the commission to share he had a food truck 15 years ago on Rt 75 and will be stepping away from his current restaurant to run a food truck again. He shared he has been working with the owner of 252 Main Street and has a brand new food truck being built in New Jersey. He shared the truck includes a bathroom, and is designed to meet modern health and safety standards. He noted he has been working closely with the Health Department and the truck will undergo a final inspection once it is complete. He also confirmed that the fire suppression system complies with National code requirements, and he has been in communication with the Fire Marshal regarding installation.

In regards to the location, he shared they plan to deal with the overgrowth along the retaining wall, repaint the wall in a neutral color, and maintain the grounds to ensure that the food truck area is clean and presentable.

Mr. LaFountain noted this application represents the 1st proposal under the new food truck regulations adopted in May. He shared the parcel has been vacant and has had no productive for some time, locating the food truck on this property could provide a beneficial interim use.

Staff suggested shifting the truck toward one side rather than placing it in the center would allow easier circulation for vehicles.

Mr. LaFountain confirmed that the application meets all requirements of the regulations.

The applicant confirmed the trailer is equipped with 2 floodlights, although most of the business activity will occur during daylight hours, but lighting is available when needed.

Mr. LaFountain proposed that because this is the Town's 1st food truck application under the new regulations, the Commission consider revisiting the operation in 1 year at no cost to the applicant. This would allow the Commission to evaluate traffic patterns, site maintenance, and any unforeseen issues, as well as assess the effectiveness of the regulation itself.

The commission briefly discussed parking availability and acknowledged some parking nearby will eventually be restricted with a gated entry.

The applicant discussed signage, stating that no freestanding signs are proposed and that signage would appear on the food truck itself. They confirmed for Mr. Rachele that all trash will

be stored in sealed containers within the trailer and removed daily, taken back to his restaurant for disposal. He added the containers will be covered to prevent litter from blowing offsite.

The applicant proposed operating from 6:00 a.m. to 3:00 p.m., which staff considered appropriate for a commercial area and suitable for breakfast and lunch service, particularly for correctional officers picking up food for before their shift.

Mr. Gannuscio suggested establishing either an expiration date for the Special Use Permit or an annual renewal. Mr. LaFountain recommended an annual check in as it would allow the site conditions and traffic pattern to be discussed for example.

It was noted that the property owner currently leases the lot to the applicant on a month to month basis, with the understanding that any sale or development of the site would supersede the food truck operation.

Chairwoman Sayers confirmed there was no public in attendance for testimony and asked the commission for questions, comments or concerns.

Ms. Quagliaroli supported the application.

Mr. Rachele noted it's a good use and was not worried about intensity, he reiterated that the property has not been utilized and there was ample access & parking.

Mr. Doody suggested the clean up of the site be completed in the Spring during better weather.

The applicant shared he hopes to begin operating within the next month, though he is awaiting the Health Department's scheduling for trailer inspection. He noted that the department is understaffed, so timing is uncertain.

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to CLOSE the public hearing for Mobile Food Vendor at 252 Main Street -- Special Use Permit with Site Plan Review.

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to APPROVE the Mobile Food Vendor at 252 Main Street -- Special Use Permit with Site Plan Review with 6 conditions.

The conditions are outlined below:

1. The hours and days of operation shall be limited to those set by the Commission, 6:00 AM to 3:00 PM.
2. Any signage for the operation must conform to Section 418 of the Zoning Regulations.
3. All trash must be removed by the applicant from the site each day the site is utilized.
4. All building code and fire safety requirements must be met.
5. Any additional required federal, state, or local permits must be obtained in advance of occupation.
6. Annual renewal of site plan.

#### **b. Proposed amendments to the regulations for Family Child Care and Group Child Care Homes**

Mr. LaFountain shared the proposed zoning regulation amendment is required under Section 8-j of the Connecticut General Statutes. He explained that State law mandates that municipalities allow certain uses by right, and while the Town had previously incorporated nearly all of those required uses into its zoning regulations, family daycare homes had been overlooked. The proposed amendment would remove family daycare homes from the list of uses requiring a

special permit and instead include them in the table of permitted accessory uses, thereby bringing the regulations into full compliance with state statute.

Staff noted that the primary distinction between a family daycare and a group daycare facility is the number of children permitted. A family daycare may serve up to 6 children, while a group daycare may serve up to 12 and is subject to additional staffing requirements.

There was a brief discussion around the operational standards not governed by local zoning but are instead dictated entirely by the Public Health Code.

Chairwoman Sayers asked the commission for questions, comments or concerns.

Mr. Gannuscio highlighted the well prepared memo by Mr. LaFountain.

Chairwoman Sayers confirmed there was no public in attendance to testify.

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to CLOSE the public hearing for Proposed amendments to the regulations for Family Child Care and Group Child Care Homes.

Mr. LaFountain suggested an effective date of January 5 2026.

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to APPROVE the Proposed amendments to the regulations for Family Child Care and Group Child Care Homes in accordance with the memo dated December 4 2025 from Mr. LaFountain and with an effective date of January 5 2026.

## **VI. New Business**

### **a. HB 8002 – Discussion**

It was shared more time will be needed before having an in depth discussion as the bill is 199 pages.

Chairwoman Sayers shared the legislation may allow municipalities to opt out, while others may mandate compliance.

Mr. LaFountain explained House Bill 5022 was ultimately vetoed but offered much of the framework for this bill.

It was shared the vetoed bill had allowances for converting commercial buildings to residential use without Planning and Zoning approval and eliminating all parking requirements, regardless of project size.

Mr. LaFountain will conduct a full review of the new legislation to determine what specific amendments, if any, will be required to bring the Town's zoning regulations into compliance.

It was concluded the agenda item would stay on future agendas until complete.

### **b. 41 Hamilton Road - - Site Plan Modification**

This item was discussed earlier in the meeting.

## **VII. Old Business**

### **a. Elections**

NOMINATION of Peggy Sayers as Chairperson, Accepted, Seconded and APPROVED (4-0).

NOMINATION of Alan Gannuscio as Vice Chairperson, Accepted, Seconded and APPROVED (4-0).

NOMINATION of Ricardo Rachele as Secretary, Accepted, Seconded and APPROVED (4-0).

**VIII. Public Input**

None.

**IX. Communications and Bills**

None.

**X. Adjournment**

It was MOVED (Gannuscio) and SECONDED (Christianson) and PASSED (5-0) to adjourn meeting at 7:42 pm.

*Respectfully submitted,*

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