

PLANNING & ZONING COMMISSION
August 10 2026 Regular Meeting Minutes

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

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

Commission Member Absent: Michael Christianson, David Weigert (Alternate), Roger Susaya
(Alternate)

Town Staff in Attendance: Justin LaFountain (Town Planner), Dana Steele (Town Engineer), Mark Doody (Building Official, Housing Code Enforcement Officer, and ADA Compliance Officer), Renaud Couture (Assistant Building Official)

I. Call to Order

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

II. Roll Call

It was confirmed Mr. Christianson, Mr. Weigert and Mr. Susaya were absent.

III. Approval of Minutes

a. June 8 2026 Regular Meeting

It was noted on Page 6 Paragraph 2 Sentence 2 the word “she” should be corrected to read “he” and Page 4 Paragraph 7 sentence 4 the word “tenancy” should be corrected to “tendency”.

With these corrections It was MOVED (Rachele) and SECONDED (Quagliaroli) with one ABSTENTION (Gannuscio) and PASSED (3-0) to APPROVE the July 13 2026 Regular Meeting minutes.

IV. Receive New Application (s)

Chairwoman Sayers shared there was an application for 73 Old County Rd for a special use permit for site plan review and a liquor Permit.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (4-0) to ADD 73 Old County Rd for a special use permit for site plan review and a liquor Permit to the September 14 2026 meeting agenda.

Chairwoman Sayers shared the public hearing submitted by Ed Lally to review zoning regulations.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (4-0) to MOVE the public hearing for a text change submitted by Ed Lally to the September 14 2026 meeting.

V. Public Hearings

- a. 55 King Spring Road, 35 King Spring Road and Lot 009-002-299-0B King Spring Road – Special Use Permit with Site Plan Review, Section 402 Special Use Permit for Equipment and Vehicle Auction Business, Section 707 for Special Use Permit for Offsite Parking.**

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

Mr. LaFountain read off an email from attorney Paul Smith on behalf of the applicant requesting to postpone the hearing of this application due to a pending application with the wetlands commission. He requests to postpone to the September 14, 2026 meeting.

Chairwoman Sayers confirmed to table this public hearing item until the September 14, 2026 meeting.

- b. 3 Northgate – Special Use Permit with Site Plan Review, Change of Use for Bay 4 to be Manufacturing, No Employees, Hours of Operation 8AM-5PM.**

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

Stephanie Mortimer, one of the property owners, spoke about how the property at 3 Northgate has been previously used as storage and now Stephanie would like to rent this bay to Jim Majion for a CNC machine manufacturing business.

This business would consist of 1 employee (Jim Majion) where metals such as aluminum steel, nickel and aerospace metals. Hazardous materials used would include oils and coolant for the machine to stay lubricated.

Mr. Rachele asked how these oils would be stored and disposed of after use. Jim Majion responded saying that they will be stored in a metal pan and disposed of VIA a professional company hired to collect used oils and coolants 1 to 2 times each month as needed. These drums would hold approx. 15 gallons of oil each and will be stored inside the facility.

Mr. LaFountain started reading his staff reports mostly regarding parking alterations and Stephanie Mortimer informed the board that the parking for this site will no longer need to be altered.

This business is located in a I2 zone. Where the hours of operations would be 8AM – 5PM but work will be primarily conducted around 2 PM. As long as the noise ordinance in this area is adhered to the town sees no issue with this.

Mr. Steele asked if the floor was sloped and if it had floor drains. If so, he would like to expand on the plan to prevent an oil spill if one were to occur. Stephanie confirmed that the floor has a 1% slope. Jim Majion stated that the oils would be transferred to the machines at 5 quarts at a time. Anti slip mats will be located all around the machines and the drums of oil will be stored in trays where if there were a leak in the container it would be caught in the trays. Safety shoes will be worn at all times to prevent slips. A shop vac can be used to clean up this oil from the floor or the catch pan. It was advised that a spill cleanup/prevention plan be put in place by adding the condition to the approval.

Chairwoman Sayers asked the commission for questions. None were made.

Chairwoman Sayers asked for comments in favor from the public 3 times. No public comments were made.

Chairwoman Sayers asked for comments in opposition from the public 3 times. No public comments were made.

Chairwoman Sayers asked the commission for questions or concerns.

Mr. Gannuscio made a comment about how pleased he is with the questions and concerns regarding containment because CNC machine shops are a great addition to our town.

Chairwoman Sayers acknowledged there were no more questions from the commission

It was MOVED (Richele) and SECONDED (Gannuscio) and PASSED (4-0) to CLOSE the public hearing for 3 Northgate – Special Use Permit with Site Plan Review, Change of Use for Bay 4 to be Manufacturing, No Employees, Hours of Operation 8AM-5PM.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (4-0) to APPROVE for 3 Northgate – Special Use Permit with Site Plan Review, Change of Use for Bay 4 to be Manufacturing, No Employees, Hours of Operation 8AM-5PM with conditions.

The Conditions are outlined below:

1. The Windsor Locks noise ordinance must be adhered to between 9pm and 7am on Mondays through Saturdays, and from 9pm through 9am on Sundays.
2. All building code and fire safety requirements must be met.
3. Any additional required federal, state, or local permits must be obtained in advance of occupation.
4. Written plan to address any type of spill of oil or coolant within Bay 4.
5. Complete an inspection with the Windsor Locks Building Official to approve oil containment safety measures for Bay 4 prior to CO being issued.

Stephanie Mortimer asked about the steps she would need to take to start an oil containment plan. Mr. LaFountain advised her to look into protocols that an automotive shop may utilize. Once these thoughts

are written out, he would then make time at a later date to discuss details that may be acceptable for these conditions to be met.

c. 17-19 Northgate – Special Use Permit with Site Plan Review, Construct 6 Steel Building, Parking Lot + Utilities. 3 Units for Storage and 3 Units for Auto Repair.

The recording secretary read the legal advertisement.

The applicant requested to postpone this hearing to the following month to allow for proper planning and additional details to be worked through.

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (4-0) to MOVE the public hearing for 17-19 Northgate – Special Use Permit with Site Plan Review, Construct 6 Steel Building, Parking Lot + Utilities. 3 Units for Storage and 3 Units for Auto Repair to the September 14 2026 meeting.

VI. New Business

a. 6 National Drive – Site Plan Review Only for Firestone New Construction

Todd Hammula from Zarembo group introduced this application as the potential property owner pending approval of Firestone site plans. Matthew Bratten is the civil engineer on this project. He explained how the property is 6 National Dr in a B1 zone and has .8 acres of land. This former bank has been vacant for quite some time. The property is relatively flat, has a paved parking lot, utility hookups, no wetlands, sidewalks, storm water management system, and minimal landscaping. The proposed plan includes 6,000 Square foot firestone building with 8 bays and 30 parking spaces including handicap parking. The previous business had a 1-way driveway that will be closed off to allow for full access driveway on National Dr. A right in only turn from Route 75 will be installed pending DOT approval. They are looking to improve the storm water management system as there are only a few catch basins to drain to the detention station. Utilities are all accessible from the front or back of the property such as fire and water are accessible from the rear and electric and sanitary are from the front. The developer is planning to use concrete pavement to keep the property upscale and durable. The landscape plan includes an irrigation plan including sod and trees this includes an erosion plan as the site settles.

Todd Spoke explained how the business is a 7-day operation where Monday – Saturday they would operate 7am-7pm and Sundays they would operate 9am-5pm. The dumpster area doubles as a used tire enclosure with a roof on top so the tires cannot stack too high approx. holding up to 150 tires but due to varying sizes it is more realistic for this enclosure to hold 50-75 tires. A company will be contracted to remove these tires for recycling purposes. The main building doors will be facing the south side of the building while the face of the building with the logo will be facing Ella Grasso. Variants from ZBA have been issued due to non-conforming lot size. The business can service up to 25-30 cars a day allowing for parking rotation. Hazardous materials will be used and a containment/disposal plan will be in place. Firestone is known for Tire replacements and alignments, brake repairs, Shocks, Oil changes and other work to that caliber. There will not be any large-scale projects like engine repairs. The building will be equipped with an overnight key drop box. There will not be any inoperable vehicles left in the parking lot and if any cars are held overnight the 8 bays can double as garage parking for the next business day. Daily car parts may be dropped off for installation. The facility can hold 900 tires inside. This is the main reason why the building will be equipped with a sprinkler system. The business may operate with 10 employees on a Saturday and 7-8 employees the rest of the week. This business likes to invest in their properties with hopes that they can stay where they are for a long time.

Chairwoman Sayers asked for clarification on the Right turn in only.

Todd elaborated stating that the DOT has already approved this turn in pending the permit to construct it. Firestone was adamant to have that pre-approved for easy access from RT 75. This being a low traffic business is also part of the reason as to why this was approved.

Mr. Rachele asked about the roof gutters emptying out on the pavement or through an irrigation system.

Matthew explained how there will be 5 spouts that drain into dry wells on the property.

Mr. Steele had a few concerns about this property.

- 1 The curb cut allowing for a right turn in only entrance may result in gutter flow from entering the site. The recommendation is to ensure the sidewalk be raised to allow for less flow to enter the property.
- 2 The infiltration basin in the back should really be tested more accurately to the depth of 3ft below the proposed bottom of the drywell and observed through all conditions to confirm its effectiveness.
- 3 Update the Operation and maintenance notes to include sweeping of the pavement and record keeping requirement as well as the infiltration basin should be regularly maintained and reconstructed if there were to be a clog.
- 4 27-foot-high poles are not allowed. This was then revised and is no longer an issue.
- 5 The lighting regulations require the building mounted lights to be full cutoff fixtures. This can be reviewed again with staff at the time of the final lighting plan proposal.
- 6 ENS Bond prior to construction as determined by the town engineer.
- 7 As built prior to CO as per our regulations.

Mr. LaFountain explained how there were 3 variances received by the ZBA regarding the parking being reduced from 49 spaces to 30 spaces, the Lot Coverage increased from 66% to 70%, and the required landscape decreased from 15% to 6.3%. The elevation is acceptable and signage also complies with regulations.

Peggy asked about an association that included neighboring businesses and if the Firestone business will be included in this association. It was confirmed that they will join the association and take part in maintaining the roadways and upkeep with the neighboring businesses.

Firestone will require a locational automotive approval as it covers environmental concerns through the DMV and will need to be signed off by the building official.

Mrs. Quagliaroli asked for more details regarding tire disposal. Todd confirmed that the recycle company will pick up frequently according to the need for removal.

Mr. Steele asked again about the association and if they have any hand in approving site plans before construction. Matthew explained how they do not need to pre-approve any site plans.

Bridgestone is the parent company of Firestone. They are a private company and they are very careful about their business they invest for long-term success and select reliable locations. Other locations have been rejected due to the properties foreseeing setbacks for the business.

The timeline for this build will take longer than expected due to the right in driveway. We may not see this build start until March or April next year. They need an OSTA permit prior to the CO being issued.

Chairwoman Sayers acknowledged there were no more questions from the commission

It was MOVED (Rachele) and SECONDED (Gannuscio) and PASSED (4-0) to APPROVE for 6 National Drive – Site Plan Review Only for Firestone New Construction with conditions.

The Conditions are outlined below:

- 1 The curb cut allowing for a right turn in only entrance may result in gutter flow from entering the site. The recommendation is to ensure the sidewalk be raised to allow for less flow to enter the property.
- 2 The infiltration basin in the back should really be tested more accurately to the depth of 3ft below the proposed bottom of the drywell and observed through all conditions to confirm its effectiveness.
- 3 Update the Operation and maintenance notes to include sweeping of the pavement and record keeping requirement as well as the infiltration basin should be regularly maintained and reconstructed if there were to be a clog.
- 4 27-foot-high poles are not allowed. This was then revised and is no longer an issue.
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b. Zoning Regulations Text Amendment Discussion

Mr. LaFountain went through his amendments in two sections, Required Amendments and Staff-Recommended Updates.

The first few changes were with the Floodplain Regulations-Subdivisions Regulations and the Floodplain Regulations-Zoning Regulations sections. Mr. LaFountain received a letter from FEMA and from the State stating that there are changes to the flood maps and we must comply with this change in order to maintain our flood insurance. Some of these changes are as simple as removing a section or a line and replacing it or adding a definition.

Chairwoman Sayers had concerns for a property that houses many RVs year-round and if they have to make any changes to comply. A meeting will be scheduled to advise them properly of these changes. There is a chance that the RVS if they are not "attached to the site" this may not be an issue for them and further research will be done on these changes.

In Public Act 25-1 (HB 8002) a change to add a definition for Transit Community Middle Housing developments may be required. We would also have to add them to the permitted use tables.

Chairwoman Sayers confirmed that the Chestnut properties would be an example of this. If the development is 2-9 units in one of these zones it must be approved if all other regulations are met.

Mr. LaFountain mentioned that we cannot require a minimum parking for 16 units or less and thus we will discuss removing that stipulation as well.

Minimum dwelling Square Footage Requirements require that we classify these not with a size requirement but a building code requirement regardless of size of the dwelling.

Mr. LaFountain and Mark Doody discussed the following changes as they clarify many common issues in the town. Section 213 and 405 both address accessory buildings so it is proposed to combine them so the public does not need to look in both sections for their requirements.

Lot coverage definitions need to be added to the regulations as to eliminate confusion.

Defining a front yard on a corner lot. Currently corner lots have 2 front yards therefore restricting residents to front yard setback regulation issues on the side of their house. We may need to define in town each property's front yard as determined by the postal address. The other side may fall under a secondary front yard definition and the setback may be reduced by 50%.

Accessory building units should only be allowed on residential lots of 20,000 square feet or larger and the primary home owner must occupy one of the units on the property as sworn by a signed affidavit. The accessory apartment shall meet the current building code and must not exceed 1,000 square feet or 30% of the floor areas. If detached the accessory cannot be within 20 feet of the property lines or located within the front yard. Both accessory apartment and principal dwelling unit shall be serviced by public water and public sewer. Parking and access from the public right-of-way shall serve both the principal and accessory units, meaning no new curb cuts shall be made to install a new driveway. Adequate off-street parking shall be provided. Any application for Accessory Dwelling Unit that is not in keeping with the conditions of this section may only be approved by the planning and zoning commission through a special permit. A definition of an Accessory Dwelling Unit should also be included.

Chestnut St numbers 39, 41, 43, and 45 is proposed to change from Main Street Village Area to a Main Street Overlay Zone.

Fees need to be increased as we have not raised fees in quite a while. The cost is now not enough to cover services such as posting legal notices in the paper for public hearings. Site plan and Site Plan Modifications will be charged \$300 plus \$25 per 1,000 square feet of new building construction or reuse or portion thereof over 5,000 square feet. Amendment to zoning map or regulations will be charged \$450 per parcel/per section of Regulations. Some fees have been removed and others have gone up respectfully due to service costs.

Chairwoman Sayers noted a local wig maker and how he inquired to make Windsor Locks his homebased area to cater to the movie making industry. This would include hotel services to cater to the crew and Storage facilities for props and sets. These movie studios often produce for Netflix, Halmark or HBO Max.

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (4-0) to ADD Zoning Regulation Text Amendment Changes, Zoning Map and Sub Divisions to Public Hearing to the September 14 2026 meeting agenda.

VII. Old Business

NONE

VIII. Public Input

NONE

IX. Adjournment

It was MOVED (Gannuscio) and SECONDED (Rachele) and PASSED (4-0) to adjourn meeting at 8:06 pm.

Respectfully submitted,

Karen Doody, Recording Secretary

Windsor Locks Planning & Zoning Commission