



## Town of Burlington

**PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
MAY 26, 2016 7:00PM  
BURLINGTON TOWN HALL**

**1) CALL TO ORDER:**

**A). Attendance and Designation of Alternates**

Chairman Miller called the meeting to order at 7:05pm.

Regular members present were seated for the meeting.

**PRESENT:** Richard Miller-Chairman, Tom Zabel, Kim Holden for Mark DiChiara, John Parente, Rob Wilson, Barbara Dahle for Doug DiPaola and Martin Connor-Consulting Town Planner, Rista Malanca-Enforcement Officer and Beverly Jackson-Recording Clerk

**B). Approval of Minutes- May 12, 2016 – Motion made, seconded and passed unanimously to approve. (Holden/DiPaola)**

**C). Communications:**

1. Letter to Richard Miller, from Martin Connor, dated May 15, 2016, Regarding – Proposed 2 Lot Re-subdivision, Bigwood Lane, Vineyard Road & Foote Road
2. Certified Letter from Town of New Hartford, Dated May 9, 2016, Regarding Proposed Text Amendments – Town of New Hartford Planning and Zoning Commission – Zoning Text Amendments – Scheduled Public Hearing May 25, 2016.
3. Letter From Town of Canton, Dated May 6, 2016, Regarding File #5; ApIn #1582; 150 Torrington Avenue; Assessor's Map 30; Parcel 5300150; Zone R-1; Section 7. 4.D.3.a., Special Permit; exemptions and modifications to outdoor lighting, and Section 9.1, Site Plan Modification; request to install CCTV cameras, site lighting and security fencing; Metropolitan District Commission, applicant/owner.

**2. NEW APPLICATION/BUSINESS:**

- A.** Town of Burlington – Site Plan – Agenda item was withdrawn and changed to informal discussion. Craig Winter discussed the plans for the library which focused on the number of parking spaces that would be needed. The general assembly or community area was determined that 33 parking spots would be recommended with the remaining part of the library to fall under typical library guidelines or industry standards that are yet to be determined. Possibly using the commuter parking lot for overflow but need to consider lighting.
- B.** Rista Malanca, Zoning Enforcement Officer introduced herself to the board and gave a brief summary of some of the current issues. She spoke about the regulations and updating some of them; sign regulation and a table of uses. It was requested of her to supply the board with a report at least monthly, more if needed, of the issues including the administrative approvals and denials. Richard Miller would like to encourage small businesses within the town.
- C.** **Application #2091** – Accent Building Co. Special Use Permit for Home Occupancy – 69 Daniel Trace Applicant was present and discussed converting a garage into a home office for his own use without staff, minimal or no customer contact and no service vehicles. Marty Connor and applicant will discuss the possible options that the guidelines would permit and application will be continued to next meeting.



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3. **PUBLIC HEARINGS:** - None
4. **PENDING APPLICATIONS:**
  - A) **Application 2088** – Style Homes Re-subdivision – Bigwood Lane, Vineyard Road, Foote Road  
**Motion** to approve application, seconded and passed, with conditions of Marty Connors letter dated May 15, 2016. (Holden/Wilson)
  - B) **Application 2083**-FDF Properties-Site Plan Modification-231 Spielman Highway  
**Motion** to approve application, seconded and passed. (Parente/Zabel)
  - C) **Public Hearing** - Text Amendments scheduled for June 9, 2016
5. **OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:** None
6. **CITIZEN COMMENT** – Nothing additional
7. **ZONING OFFICER REPORT** –
8. **STAFF/COMMISSION COMMENTS** –
9. **ADJOURN**  
**MOTION** made, seconded and passed to adjourn at 8:45 pm. (Zabel/Parente)

Respectfully submitted,

Beverly Jackson, Planning and Zoning Clerk