



TOWN OF MONROE
PLANNING & ZONING ADMINISTRATOR

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452- 2812
www.monroect.gov

Date: 10/22/2025

To: Planning and Zoning Commission

From: Kathleen Gallagher, PLA Planning and Zoning Administrator

Cc: James DiMeo, P.E. Town Engineer
Alexandrea Castro, Interim Planning and Zoning Administrator
William Holsworth, Director of Economic & Community Development
Andrew Brodtman, Inland Wetland Enforcement Officer

Subject: 571 and 587 Pepper Street SEP Modification

Submission Data:

Application Materials:

- Cover Letter prepared by Solli Engineering dated 10/8/25
- Permit Approval Application prepared by Solli Engineering dated 10/3/25
- Proof of Aquarion Water Company and Department of Public Health Notification
- Inland Wetlands and Watercourses Activity Reporting Form
- 100' Abutters
- Project Narrative

Site Plans:

- 0.00, Cover Sheet, prepared by Solli Engineering
- Property Survey, prepared by Accurate Land Surveying, LLC dated 6/17/2021
- 1.40, 500' Radius Map, prepared by Solli Engineering dated 10/08/25
- 2.11, Site Layout Plan, prepared by Solli Engineering dated 10/08/25
- 2.21, Grading & Drainage Plan prepared, by Solli Engineering dated 10/08/25
- 2.31, Demolition, Soil Erosion & Sediment Control Plan, prepared by Solli Engineering dated 10/08/25
- 2.41, Soil Erosion & Sediment Control Notes & Details, prepared by Solli Engineering dated 10/08/25
- 2.51, Septic System Design & Site Utility Plan, prepared by Solli Engineering dated 10/08/25
- 2.61, Landscape Plan, prepared by Solli Engineering dated 10/08/25
- 2.71, Lighting Plan, prepared by Solli Engineering dated 10/08/25
- 3.01, Detail Sheet, prepared by Solli Engineering dated 10/08/25
- 3.02, Detail Sheet, prepared by Solli Engineering dated 10/08/25
- 3.03, Detail Sheet, prepared by Solli Engineering dated 10/08/25
- 3.04, Detail Sheet, prepared by Solli Engineering dated 10/08/25
- A2.0, Warehouse Plan, prepared by A. Hennessy Architects, P.C. dated X.X.22
- A3.0, Warehouse Plan, prepared by A. Hennessy Architects, P.C. dated X.X.22

Application Number: SEP-2021-03-A1, File 1638A
Existing Permit Expiration Date: December 9, 2026
Location of Development: 571 and 587 Pepper Street SEP Modification
Zoning: Industrial District 2 (I-2)
Proposed Use: Office and Warehouse Use
Lot Size: 4.78 Acres
Other Town Required Approvals: None, See Comment 1 Below.

PLANNING AND ZONING ADMINISTRATOR COMMENTS

Application Review Team Status:

- Town Engineer: Pending as of 10/22/25
- Fire Marshall: Pending as of 10/22/25
- EMS: See EMS Email from 10/22/2025
- Police Chief: Pending as of 10/22/25
- Town Health Department: Pending as of 10/22/25

History:

The application presently before the Commission seeks a modification to a previously approved Special Exception Permit. The original approvals were granted by the Town of Monroe Planning and Zoning Commission under application SEP-2021-13 (File No. 1638A) and by the Inland Wetlands Commission under application IWC-2021-12 (File No. 1390). The proposed revisions do not involve or alter any portion of the on-site wetlands or the associated upland review area.

Comments for the Applicant:

1. Based on conversations with the applicant, the modification to the existing building is minor and does not require a resubmission to the Architecture Review Board; however, for the record, please provide a description of any changes or lack of any changes to the exterior of the warehouse building and confirm there are no significant changes to the office building.
2. Architecture drawings A2.0 and A3.0 should include dates. They are currently noted at X.XX.22
3. On sheet 2.11 it is not clear if there is an ADA compliance path from the ADA parking space on the north side of the Warehouse Building to the east door of the warehouse building. Is that door required by building code to be ADA complaint? If yes, the curb is drawn as if it's a 6" reveal but the grades looks as if it may be flush. Is that curb flush or does it have a reveal? If it has reveal and needs to be ADA complaint, please show a curb ramp. If it is flush, please clarify.
4. The scope of review for this application is limited to the elements that have changed since the previously approved Special Exception Permit (SEP-2021-13). All other aspects of the prior approval remain in effect and are not subject to further review as part of this amendment.

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