

ENFIELD PLANNING AND ZONING COMMISSION
SPECIAL MEETING

DRAFT MINUTES PENDING COMMISSION APPROVAL

THURSDAY, SEPTEMBER 22, 2016 – 7:00 P.M.
ENFIELD TOWN HALL - COUNCIL CHAMBERS
820 ENFIELD STREET - ENFIELD, CT

1. Call to Order & Pledge of Allegiance
Chairman Duren called the meeting to order at 7:00pm.
2. Fire Evacuation Announcement
3. Roll Call
Commissioner Ballard took the roll and present were Chairman Charles Duren and Commissioners Elizabeth Ballard, Charles Ladd, Mary Scutt, and Alternate Commissioners Linda DeGray and Richard Szewczak.

Absent were Commissioners Alan Drinan, Peter Falk, and Nicles Lefakis. Alternate Commissioners Linda DeGray and Richard Szewczak sat for the absent Commissioners.

Also present were Roger J. O'Brien, Director of Planning; and Jennifer Pacacha, Assistant Town Planner.

4. Old Business
 - a. Approval of Minutes – September 1, 2016 regular meeting
Commissioner Ladd noted that on page 27 in paragraph 6, the minutes do not say who is located on Niblick Road.

Commissioner Duren stated that it was referencing Frank Camerota's property.

Commissioner DeGray asked to clarify a section of the minutes on page six that discusses the shifting of an entrance to 2 Enfield Street towards the northeast.

Commissioner Duren noted that on page 9, paragraph 6 the minutes say that Commissioner Duren stated that there is a lot of new development in the area, but it should only say there is a lot of development in the area. There also is not an increase in the traffic because the traffic is already there.

Commissioner Duren also noted that on page 9 he suggested putting a stop line at entrance E to stop the traffic before it reaches the gas station, so that traffic can turn from Booth Road onto Enfield Street.

Commissioner Duren also noted that on page 11, it says that some roads have issues with storage of water, but it should say the flow of the water instead. On page 14, Commissioner Duren also noted that he couldn't have closed the public hearing, he continued it.

Commissioner Ladd made a motion, seconded by Commissioner Ballard, to approve the September 1, 2016 regular meeting minutes as amended. The motion passed with a 6-0-0 vote.

5. New Business

- a. SPR# 1683.02 – Site plan application for a warehouse/distribution/office and related improvements to parking areas and loading docks located at 25 Bacon Road; I-1 Zone (Industrial One); Map 095/Lot 0005; WE 25 Bacon Road, LLC owner/applicant. (DoR: 9/1/2016; MAD: 11/5/2016)

Valerie Ferro of Good Earth Advisors introduced herself, Adam Winstanley of Winstanley Enterprises, and Jim Petropulos of Haynor-Swanson. She explained that WE 25 Bacon Road, LLC is the applicant, and is also a subsidiary of Winstanley Enterprises. She also explained that the property is the site of the former Hallmark property and that there are two buildings on site. The larger building, or the low-bay building, came before the Commission and improvements to it were approved as part of the application for Phase I of the overall project. This application is for the second, smaller building, or the high-bay building. The high-bay building was built specially for Hallmark, and Winstanley Enterprises has decided to make a significant investment to the building improvements in order to accommodate a more general tenant.

Mr. Petropulos addressed the Commission and explained that the location of the property is located in the northeast corner of Enfield. He stated that the property is approximately 282 acres and is located in an industrial zone. The property is abutted by Bacon Road, Cottage Road, Massachusetts, and some commercial residential properties. The property is the site of the former Hallmark facility, which was constructed in the late 1980's. Adam Winstanley and his family bought the property in 2016. He explained that there are two curb cuts along Bacon Road, and that there are two buildings on site that total to approximately a million square feet. The low-bay

building is the larger of the two, and improvements to that and its associated parking lots was approved in August. The high-bay building is the smaller of the two buildings and is the subject of this application. He explained that there are many loading bays and associated parking lots on the property, as well as a fire access lane that runs through the property. The land is wooded in the front, and is wooded with some open fields towards the back. The topography of the property is mostly flat and there are wetlands and a retention pond on site. The high-bay building is 80-feet in height and was built for the storage of Hallmark supplies. There are racks that extend to the roof and support it. There is no heat or light inside. The proposal tonight is to turn the high-bay building into a more conventional warehouse. The first proposed change to the building is to lower the height of the building from 80 feet to 40 feet. They will do this by removing the roof, taking the racks out, cutting the walls down, and putting a roof back on the building. This would also include installing a 40' x 40' grid of columns inside as well. There is also a piece of building that is about 40,000 square feet that is used for the loading and unloading of trucks. This would be demolished. There will be approximately 16 employees total in that building. The emergency access road will also continue to be maintained. The drainage on site led all water into swales that brought the water to a small pond on site. The proposal for drainage is to pitch the east side of the property into a swale that leads to a sediment fore bay. From there it will outlet into a constructed wetland, which will include marshes and open water. There will be planting surrounding that pond and the outlet into the pond will be controlled.

Mr. Winstanley addressed the Commission as the Principal Developer with Winstanley Enterprises. He stated that the high bay building is a functionally obsolete building that doesn't really work for today's market. The racks support the roof, and they were designed to sit on a light weight slab and hold card stock. Machines took the card stock down from the racks and delivered it to a conveyor belt that led to the front building where it would be transferred to trucks. After studying the building, Winstanley Enterprises decided that they would not be able to lease the building in the condition it was in. The high-bay building does not currently have light or heat. McNamara Salvia has been brought on board to help figure out how to improve this building. The final plan was to take the roof off, removing the racks, cutting the walls down, installing a 40' by 40' column grid, and putting the roof back on. Originally, Winstanley Enterprises thought the building would need to be demolished, but ultimately it does not. The investment in making the high-bay building a

more traditional warehouse will cost approximately \$16 million. The low-bay building has been fully leased already. They just received their building permit for their first tenant. They hope to get building permits for this building by October so that construction can take place between October 15th and November 1st. The tenant they are working with now is Plastipax. They make toothpaste tubes, Polar water bottles, etc. They are consolidating a number of warehouses to Enfield. They are leasing space in the low-bay building, but will eventually move into the high-bay building. There will also be a Fortune 500 company coming to Enfield as the anchor for the site. The tenants are looking for a December 1st occupancy in the low-bay building and a fall 2017 occupancy in their larger respective buildings.

Commissioner Duren asked if they received a wetlands certificate, and if so what was the number associated with it.

Mr. O'Brien stated that they received approval of their application on Tuesday from the Inland Wetlands and Watercourses Agency. They have not received a certificate yet though.

Commissioner Duren noticed that the Fire Chief was present and offered to allow him to speak. He also asked whether there were any Engineering Department comments.

Mr. O'Brien stated that the Engineering comments were addressed separately already. He also noted that the building height on the plans by the Engineer says it will be 77 feet tall, which is different than the height shown on the architectural drawings that shows 42.5 feet in height.

Mr. Winstanley stated that the building will be 33-feet tall. The building will be state of the art with all new sprinkler systems, lighting, heating, and loading docks.

Commissioner Szewczak stated that the engineering maps show four locations of three docks each, but the architectural drawings show two locations of six docks each.

Mr. Winstanley stated that the plans started with four locations of three docks, and then the plans changed in order to consolidate the docks into two locations of six docks. The tenant then requested that the plans be changed back to four locations of three docks.

Commissioner Duren stated Fuss & O'Neil included in their report that any type of vehicle may use either driveway. He recalled there being a limit to trucks turning into one of the driveways.

Mr. Petropulos pointed out the west driveway will be the driveway used to access the loading area and the east parking lot.

Commissioner Duren asked whether that parking lot would require any changes. Will the turning radius need to be changed in the front of the building?

Mr. Petropulos stated that Hallmark used all the driveways in the same way as what is proposed. He also stated that Hallmark installed a fence in order to ensure that the east side drive was primarily used by cars to access the smaller 500-space parking lot, which was meant for parking of cars.

Commissioner Duren asked whether the Commission would be approving the dock bays at this time. He pointed out on plan A100 where it says "future dock bays."

Mr. Winstanley stated that they would like to have the four locations of three docks approved on this application because that is what the tenant is looking for.

Mr. O'Brien stated that we have been moving very quickly and sometimes things do not match up exactly. He pointed out that the second item on the agenda is a request for administrative approval for minor site plan changes. He stated that it may be a good idea to grant administrative approvals for this application as well for minor site plan changes that are consistent with originally approved plans.

Commissioner Duren asked what the underground storage tanks were for.

Mr. Winstanley stated that there are two aboveground storage tanks and two USTs associated with the low-bay building, but they will not be associated with high-bay building. There is currently no heat in the high-bay building, but the proposed plans will include installation of a gas-powered, rooftop heating system. Right now it is likely that the USTs will be removed. In the low-bay building, they would like to install a new, dual-fuel boiler system.

Mr. Petropulos stated that the IWWA permit number is IW# 573.

Commissioner Duren stated that it should be noted.

Fire Marshal Macsata addressed the Commission in support of the project on behalf of the Fire District of Shaker Pines.

Mr. O'Brien stated that the Commission has a proposed resolution that should cover everything. The only thing he asked the Commission to consider is allowing the Director of Planning to administratively approve minor site plan changes.

Commissioner Duren stated that would come afterwards.

Commissioner Duren stated that it is great to see a large facility be so quickly reused.

Commissioner Szewczak complimented the work being done on the high-bay building.

Commissioner Szewczak made a motion, seconded by Commissioner Ballard, to approve SPR# 1683.02 with 21 conditions. The motion passed with a 6-0-0 vote.

Commissioner DeGray made a motion, seconded by Commissioner Ballard, to authorize the Director of Planning to administratively approve minor amendments to the approved site plans associated with SPR# 1683.02 with proper consultation of other departments. The motion passed with a 6-0-0 vote.

b. SPR# 1683 - Authorization of administrative approval of minor amendments to the approved site plans for Phase I.

Commissioner Ladd made a motion, seconded by Commissioner Ballard, to authorize the Director of Planning to administratively approve minor amendments to the approved site plans associated with SPR#1683 with proper consultation of other departments. The motion passed with a 6-0-0 vote.

6. Other Business

- a. Authorization for commission chair to sign commission maps, permits and documents in absences of commission secretary.

Mr. O'Brien stated that the Commission has faced some issues with executing documents. The Commission Secretary and the Second Vice Chair are both currently unavailable. He asked whether the Commission would allow their Chairman to sign maps, permits, and plans as a third option.

Commissioner Scutt¹⁰ made a motion, seconded by Commissioner Ballard, to allow the Commission Chairman to sign plans in the absence of the Commission Secretary and the Second Vice Chair as written in the resolution. The motion passed with a 6-0-0 vote.

7. Adjournment

Commissioner DeGray made a motion, seconded by Commissioner Scutt, to adjourn. The motion passed with a 6-0-0 vote.