

ENFIELD PLANNING AND ZONING COMMISSION  
REGULAR MEETING

**DRAFT MINUTES FOR COMMISSION CONSIDERATION**

THURSDAY, OCTOBER 6, 2016 – 7:00 P.M.  
ENFIELD TOWN HALL - COUNCIL CHAMBERS  
820 ENFIELD STREET - ENFIELD, CT

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1. Call to Order & Pledge of Allegiance  
Chairman Duren called the meeting to order at 7:00PM.
2. Fire Evacuation Announcement
3. Roll Call

Present were Chairman Charles Duren and Commissioners Alan Drinan, Peter Falk, Charles Ladd, Nicles Lefakis, Mary Scutt and Alternate Commissioners Linda DeGray and Richard Szewczak.

Absent was Commissioner Elizabeth Ballard. Alternate Commissioner Linda DeGray sat in her absence.

Also present was Roger J. O'Brien, Director of Planning.

4. Approval of Minutes – September 15, 2016 – regular meeting  
September 22, 2016 – special meeting

Corrections to the September 15, 2016 regular meeting minutes:

- Commissioner Duren noted that towards the bottom of the first page, the word "to" should be "took."

Corrections to the September 22, 2016 special meeting minutes:

- Commissioner Scutt noted that on page 7 in the second paragraph there was a "10," after her name.
- Commissioner Duren noted that on page 6 Commissioner Ladd asked who was located at 6 Niblick Road, and Commissioner Duren responded with Frank Camerotta. He was not sure whether it was Frank Camerotta's property or not. Mr. O'Brien clarified that Northeast Sheet Metal was located at 6 Niblick Road.
- Commissioner Duren also noted that item #6 should read, "...in the absence of the Secretary and the 2<sup>nd</sup> Vice Chair..."

Commissioner Falk made a motion, seconded by Commissioner Drinan, to approve the minutes of the September 15, 2016 regular meeting. The motion passed with a 6-0-1 vote, with Commissioner Lefakis abstaining.

Commissioner Ladd made a motion, seconded by Commissioner Drinan, to approve the minutes of the September 21, 2016 special meeting. The motion passed with a 5-0-2 vote, with Commissioners Lefakis and Drinan abstaining.

5. Town Attorney Report (in writing)
6. Zoning Enforcement Officer's Report
7. Public Participation – None
8. Bond Release(s) – None

Mr. O'Brien stated that there are no current bond releases, but the Planning staff previously supplied the Commission with a draft report of existing bonds. The Planning staff is working on updating that report. The Commission will soon be updated with that information when it is completed (within the next 30 days).

9. Public Hearing(s) continued from 9-1-2016

- a. PH# 2846 - Special Use Permit for Café/Bakery shop with drive thru located at 2 Enfield Street; BL(Business Local) Zone; Map 035/Lot 0109; The Pride Limited Partnership, owner/applicant. (DoR: 7/21/2016; MCPH: 10/06/2016)- Received 35-day extension request.

Secretary Falk took the role and present were Chairman Duren and Commissioners Drinan, Falk, Ladd, Lefakis, Scutt, DeGray, and Szewczak. Absent was Commissioner Ballard. Alternate Commissioner DeGray sat in her absence.

Commissioner Duren read the letter from Mr. Bolduc granting an extension to the public hearing to November 10, 2016.

No public participation took place in favor or against the application.

Mr. O'Brien informed the Commission that there was some speculation in the past as to whether the property in question with this application would need to be registered with the Aquifer Protection Agency and put on the next agenda.

Commissioner Lefakis asked the Commission whether they wanted to put it on the agenda for aquifer protection.

Commissioner Duren stated that it is combined with the adjacent gas station property, and the gas station is using part of the Connecticut property. The plume from the gas station even spread to the Connecticut property, so therefore it probably should have to be registered.

Mr. O'Brien stated that the applicant went to DEEP with the representation that the gas station is in Massachusetts and the bakery is in Connecticut, so DEEP took the stance that if the gas station was in Massachusetts, then they do not need to register with aquifer protection. He then stated that the Commission has a choice to take this up under Aquifer Protection, or address it in the Special Permit if they wanted.

Commissioner Duren asked whether it should be put on the aquifer protection in agenda.

Mr. O'Brien stated that DEEP could reasonably argue that the gas station is out of their jurisdiction because it is not located in Connecticut.

Commissioner Duren stated that it should probably be put on the agenda for the next meeting of the Aquifer Protection Agency.

Commissioner Falk made a motion, seconded by Commissioner Drinan, to accept the applicant's request to extend PH# 2846 to November 10, 2016. The motion passed with a 7-0-0 vote.

Public Hearing(s) continued from 9-15-2016

- a. SPR# 1610.03 – Modification of site plan application for Mud Run special event condition – days & hours located 346 Brainard Road; R-44 Zone (Residential); Map 80/Lot 004; Cecile Swols, owner; Jake Latkofsky, applicant. (DoR: 9/1/2016; MCPH: 11/20/2016)

Commissioner Falk took the roll and present were Chairman Duren and Commissioners Drinan, Falk, Ladd, Lefakis, Scutt, DeGray, and Szewczak. Absent was Commissioner Ballard. Alternate Commissioner DeGray sat in her absence.

Mr. Jake Latkofsky, of 346 Brainard Road, and Mr. Justin Latkofsky, of 332 North Maple Street, addressed the Commission and stated that they had gained a lot more information regarding their application. They stated that they were okay with the draft resolution if the Commission was. They had met with Sergeant

Matthew Meier and worked with him concerning lighting and safety, and Sergeant Meier stated he had no further concerns.

Mr. O'Brien stated that the resolution carries the previous conditions through to this approval. He stated that Planning staff wanted to create a road map so that this could be administratively approved in the future after circulation for comments. The conditions that changed are the conditions pertaining to the lights being required after daylight hours, and that the "trap rock" system would be now called the "anti-tracking pad."

Commissioner Falk made a motion, seconded by Commissioner Drinan, to take a five-minute recess for Planning staff to provide the resolution to the Commission. The motion passed with a 7-0-0 vote.

Commissioner Duren called the meeting to order again at 7:30PM.

Commissioner Falk took the roll and present were Chairman Duren and Commissioners Drinan, Falk, Ladd, Lefakis, Scutt, DeGray and Szewczak. Absent was Commissioner Ballard. Alternate Commissioner DeGray sat in her absence.

Commissioner Duren stated that condition number four leaves the event open to only one weekend day and wanted to know whether it should say annually.

Mr. O'Brien stated that the Commission could add that to the condition if they wanted, but it is stated in the project narrative.

Mr. Jake Latkofsky stated that they are looking to do the event more than one time a year, and do not want to go back to having an application approved as an annual event only.

Commissioner Drinan asked whether the Commission could make the condition be for only a Saturday.

Mr. Jake Latkofsky stated that the only thing that might get in the way of is if there is a holiday or a three-day weekend and they want to run the event on a Sunday instead.

Mr. O'Brien stated that keeping the condition open to one weekend day will also allow them to have a rain date if necessary.

Mr. Jake Latkofsky stated that they would rather hold the event on a Saturday. Either way, if they plan to hold the event until 9PM, but everyone leaves before that time, then they would end the event early.

There was no public participation in favor or against the application.

Commissioner Duren closed the public hearing.

Commissioner Falk clarified that condition #4 should limit the event to running on one weekend day, two times a year.

Commissioner Falk made the motion, seconded by Commissioner Lefakis, to approve SPR# 1610.03 in accordance with the attached five reference maps and 14 conditions. The motion passed with a 7-0-0 vote.

8. New Public hearings(s) - None
9. Old Business - None
10. New Business
  - a. 8-24 Referral of Town acquisition of Lots# 1,2, & 7 of Sunny Brook Farms subdivision, Oliver Road and Post Office Road

Mr. O'Brien reminded any new commissioners that an 8-24 is a recommendation to the Town Council based on the property's consistency with the Plan of Conservation and Development as opposed to taking a financial perspective on whether or not to acquire new properties. The lots in question here are open space in an R-33 zone, which makes them consistent with the Plan of Conservation and Development.

Commissioner Falk asked what would happen if someone wanted to build on the lots.

Mr. O'Brien stated that the Commission is not approving building on the lots. If the Town wanted to sell the lots, then they would have to come back before the Commission for approval. If anyone wanted to develop those lots, they also would also need to come back before the Commission.

Commissioner Duren clarified that the Commission is only approving the acquisition of the lots.

Mr. O'Brien said yes, and that the Council can still acquire the properties with a 2/3 vote if the Planning and Zoning Commission decides to recommend against

the acquisition, or they can acquire the lots with a majority vote if the Commission decides to recommend the acquisition.

Commissioner Falk made a motion, seconded by Commissioner Drinan, to forward a favorable recommendation to the Town Council for the acquisition of Lots #1, #2 and #7 of the Sunny Brook Farms subdivision located on Oliver Road and Post Office Road. The motion passed with a 7-0-0 vote.

b. Discussion of Food Trucks

Commissioner Duren asked whether the Town Council had passed any rules yet.

Mr. O'Brien stated that according to the Town Manager's office, the rules have not been passed but the ordinance has. There has been some discussion about listing ideas in preparation for passing rules.

Commissioner Falk stated that he had spoken with the Mayor, who thought the Council would be voting on rules for food trucks at the next meeting. He wondered if the Planning staff could draft a resolution for the Commission to pick apart.

Mr. O'Brien stated that the ordinance from the Council was based on right-of-ways, and the Commission would need to decide whether their rules would mirror those locations and how they would regulate food trucks on private property. He figured private parties would not be regulated by the Commission. For example, it is often popular to have pizza trucks at birthday parties. That should be allowed without a food truck permit. Another example is when MassMutual wants to have food trucks for their employee picnic. That should not be regulated. It should be regulated if the trucks are on public property or private property which invites the public onto their property.

Discussion of ideas for draft rules took place and the following list was compiled:

- Food trucks on private property and public property should both be regulated.
- Food trucks on private property for events that do not invite the public on the property should be allowed by right.
- Food trucks on private property for events that do invite the public onto their property should be regulated separately and approved by the Planning office or the Planning and Zoning Commission.
- If there is a special event taking place which has food trucks on their property (i.e. the Big E), there should be a radius around the event where

- other food trucks cannot park and sell food in competition with the event unless the operators of the event allow it.
- There should be a time limit on how long a food truck can stay in one location so that food trucks do not become competition to existing food establishments.
  - Food trucks operating on public property (i.e. public right-of-ways) should have to provide a valid drivers license and be approved by the Enfield Police Department (Traffic Safety Division).
  - Food trucks operating on private property should have to be licensed by the Town and approved by either the Planning office administratively as long as they meet the regulation requirements, or by the Planning and Zoning Commission with an application.

c. Discussion of pylon sign regulations

Mr. O'Brien stated that there seems to be a gap between allowing pylon signs in small plazas and large plazas. All the plazas in between small and large sizes often are not allowed to have pylon signs. The Commission should look into creating more inclusive regulations that takes into consideration the number of entrances into a shopping plaza, how many tenants are in the plaza, how large the plaza is, and how many signs should be permitted. Maybe major tenants can have a pylon street at the entrance of the plaza, and then directional signs can point drivers towards the smaller stores.

Commissioner Duren suggested breaking up the stores on the pylon signs by maybe putting three stores on one pylon sign at one entrance, then putting three more at the next entrance and so on. The Stop & Shop plaza might be the only problem because it only has one entrance. Brookside Plaza has two or three entrances.

Commissioner Falk stated that the pylon signs have to ensure that the installation of these signs is done tastefully. He then asked if other communities have regulations for pylon signs that might help Enfield draft regulations.

Commissioner Drinan stated that there are two concerns with signs – traffic safety in blight. He suggested the Commission back away from the details and focus on the bigger picture and how to regulate the pylon signs to ensure that drivers are not distracted.

Commissioner Duren suggested having separate signs at separate entrances, which would require putting fewer items on a sign for drivers to read and be distracted by.

Commissioner Scutt stated that breaking up the signs for stores within the plaza at different entrances would also help drivers choose the best entrance into the plaza to access the store they want to go to.

Commissioner Ladd suggested putting signs on the circulation roads as opposed to the access roads.

Commissioner Duren stated that the idea is to get the cars off the road into the shopping center and not to have the same signs on the inside of the property.

Commissioner Scutt stated that it could also be a distraction to have to stop and read signs while driving through the parking lot/circulation roads.

Commissioner Duren asked whether it was possible invite the Chamber of Commerce to a Planning and Zoning Commission meeting.

Mr. O'Brien stated that when there is a working draft of the regulations the Chamber of Commerce can be invited to a meeting. He felt that he had enough ideas to get started with drafting some regulations. He also stated that the Commission basically needs a solution that is better than the current regulations, but that isn't too drastic.

#### 10. Other Business

Commissioner Duren stated that the commissioners had received letters from CRCOG regarding Ellington's revisions to their Zoning Regulations. They are revising regulations concerning businesses with donation services, garages in residential zones, and they are creating regulations for residential subdivisions. They also received a letter from CRCOG about East Windsor creating their Plan of Conservation and Development.

#### 11. Correspondence

Commissioner Scutt informed the Commission about a transit-oriented development workshop being held in the Council Chambers on October 19, 2016 from 6:00PM to 8:00PM. She stated that representatives from Connecticut Rail and the Hartford Service Line will be talking about the rail corridor and an action plan for it. She invited any Commissioners who would like to attend.

Commissioner Duren stated that there is also an Economic Development breakfast at Asnuntuck Community College, and that an e-mail went out with the meeting information.

13. Commissioner's Correspondence
14. Director of Planning Report

496 Enfield Street – This is the liquor store property that was closed by order of the Building Official and the Fire Marshal. Their site improvements have differed from what was originally approved by the Planning and Zoning Commission. Their original application was for the upstairs portion of the building to be office space, but now they are applying to make the second floor a two-bedroom apartment which requires them to install three more windows. The application was originally for only the three windows, and it went before the Administrative Review Team. The application now needs to be either amended or withdrawn to reflect the apartment. It was also noted that there is parking located in the State right-of-way which would make the sidewalk that runs along 496 Enfield be in the middle of a parking aisle. It was suggested to the applicants that they remove that parking for safety reasons, and have parking for the liquor store right out front. The parking for the apartment could feasibly be located in the rear of the building. The siding on the building should be installed within the next couple of weeks.

6 Niblick Road – This is the location of Northeast Sheet Metal. An application was received for an addition to the building. This needs to go before the Inland Wetlands and Watercourses Agency before the Commission can take it up.

144-146 South Road – This is the location of the Tarnow Nursery. An application was recently approved with a Special Permit. The applicant would now like to amend their original approved site plan to include a greenhouse. The Planning Office has received a sketch of it.

25 Hazard Avenue – This is the location of Chick-fil-A. They are requesting the release of their bond for Site Restoration. Commissioner Duren stated that a previous Commissioner had once noted that the way the exit to their drive-thru was installed is incorrect and dangerous.

118-122 Elm Street – This is the location of Hannoush Jewelers. They are requesting the release of their Site Restoration and Landscaping bonds. Commissioner Lefakis stated that there is landscaping on the side of the Hannoush Jewelers building that has become overgrown and wild.

Mayfield Development – There was previous concern regarding the berms on this site. Planning staff met with the owner of the property who agreed that the berms were not as high as they should be according to the approved plans. There were shrubs and basic landscaping plants, but there needs to be buffer landscaping with taller trees. The owner already has installed the underground sprinkler system on site, but asked whether the installation of 30 fast-growing pine trees would be sufficient for a berm. Mr. O’Brien told him that it was a start, but that he would need approval from the Planning and Zoning Commission stating that it was sufficient.

25 Bacon Road – WE 25 Bacon Road, LLC is meeting with the Planning staff to discuss Phase III of their development, which involves splitting the lot and constructing a new building. Commissioner Duren asked whether that would require another special meeting for just that item. Mr. O’Brien said that most likely that would be best.

15 Mullen Road – This lot is located in an industrial zone. An application has come forward for the installation of five carports with solar panels on top.

Phoenix Manufacturing – this manufacturing company is currently located in Enfield and was looking to purchase 80 Shaker Road. 80 Shaker Road was purchased by Camerota Truck Parts, so Phoenix Manufacturing is now looking at purchasing another property in Enfield.

15. Authorization for Administrative Approvals

16. Applications To Be Received

Mr. O’Brien stated that the Commission previously requested that applications not be brought forward until they are ready. The application discussed under the Director of Planning’s Report are the current applications that are being prepared.

17. Opportunities/Unresolved issues

18. Adjournment

Commissioner Falk made a motion, seconded by Commissioner Drinan, to adjourn. The motion passed with a 7-0-0 vote.