

ENFIELD PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
**DRAFT MINUTES FOR COMMISSION CONSIDERATION**

THURSDAY, January 19, 2017 – 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

Secretary Falk took the roll and present were Chairman Duren and Commissioners Peter Falk, Charles Ladd, Nicles Lefakis, Mary Scutt, and Richard Szewczak. Absent were Commissioners Elizabeth Ballard, Alan Drinan, and Linda DeGray. Alternate Commissioner Richard Szewczak was seated.

Also present were Roger J. O'Brien, Director of Planning, and Rick Rachele, Code Inspection.

4. Approval of Minutes – None

5. Public Participation

6. Bond Release(s)

7. New Business

a. Public Hearings

- i. PH# 2850 – 20 Palomba Drive - Modification to a Special Use Permit. Application for the construction of 1,230 sf new addition and 1,050 sf enclosure of vehicle delivery area; Zone BR (Business Regional); Map 057/Lot 0335; W.L. Realty. Ltd, owner/ Collin Rostohar, applicant. (DoR: 12/01/2016; MOPH: 2/4/2017)

Commissioner Falk read the legal ad.

Dana Steele, Physical Engineer with J.R. Russo and Associates addressed the Commission and asked that the public hearing be opened even though the IWWA hasn't acted on it. He presented the site plans and explained that the applicant is looking to enclose a canopy. There is no increase in impervious surface, and a slight increase in the building coverage. He also explained that the owners are aware that they cannot park cars on the grass areas on the property. They will reseed that area and plant five new trees.

Commissioner Falk asked Mr. Steele to explain the proposed building addition as well.

Mr. Steele stated that he was unaware of the building plans.

Commissioner Szewczak explained that they are looking to expand the drive around area.

Chairman Duren expressed concern regarding the distance of the bathrooms in the building in relation to the proposed new waiting room area.

Commissioner Falk asked for clarification regarding whether there are two separate additions, or just one addition.

Mr. O'Brien stated that the building plans also have a notice that says they are in accordance with the requirements of New York State.

Mr. Steele stated that it will need to be corrected.

Mr. O'Brien stated that there should be more coordination between the architect and the site engineer.

Chairman Duren asked that the plans also show where the car carriers will load and unload cars.

Mr. Steele stated that he had the truck unloading/loading area on a previous site plan, and it can be added back to the plans.

Chairman Duren stated that this property is also on the DEEP List of Contaminated Sites as having contamination from leaking underground tanks.

Mr. Steele stated that he will have the applicant address that at the next meeting on February 2, 2017.

Mr. O'Brien also stated that the Conservation Commission believes that the trees in front of Lia Honda were not pruned properly.

Chairman Duren stated that they are public trees as well.

Mr. Steele stated that they are not in the public right-of-way. They are on Lia Honda's property.

Chairman Duren stated that the idea of the sidewalk and the trees was to allow people to walk from one business to the next because Lia owns the Nissan dealership to the north and the Hyundai dealership to the south. Those were also the dealerships that were parking the cars on the grass areas.

Mr. O'Brien asked whether the curbing had been removed.

Mr. Steele stated that it was, but a condition of approval could be that the curbing has to be replaced.

Commissioner Falk made a motion, seconded by Commissioner Scutt, to continue PH# 2850 to the February 2, 2017 regular meeting. The motion passed with a 6-0-0 vote.

Commissioner Falk made a motion, seconded by Commissioner Lefakis, to accept a request to extend the time to complete the public hearing to February 16, 2017. The motion passed with a 6-0-0 vote.

- ii. PH# 2851 - 53 Manning Road – Application for interior building modifications to accommodate a self-storage center, KBRC Realty Inc., Owner/Applicant. Map 034 Lot 0015, I-1 (Industrial Zone). (DOR: 01/05/2017; MOPH: 03/11/2017)

Commissioner Falk read the legal notice and took the roll. Present were (see above).

Kevin Rothschild-Shea and Jim Bernadino addressed the Commission as the Architect and the Design Professional for the LaBonte family, who are also present. Mr. Shea explained that Mr. LaBonte acquired the property at 53 Manning Road about six years ago. It is industrial zoned. It is one of the two buildings at the end of Manning Road previously owned by Hallmark. The building is approximately 360,000 square-feet. It is surrounded by residential zones. Would like to preserve the warehouse/storage use that has always been that operation. Brooks Brothers leases part of the first floor to store their store decorations. The second floor is leased by a distributed. The part of the first floor that is vacant is proposed to be a self-storage facility. This is a lighter use than a distribution facility, which will benefit the nearby residential neighborhoods.

Chairman Duren stated that there is still going to be a commercial use.

Mr. Shea explained that commercial storage exists in the building now and will continue to operate out of that building. He then explained the parking plan and the building plans.

Chairman Duren asked that the applicant provide samples of the proposed decorative panels to be installed on the front of the building.

Mr. Shea stated that those can be provided. He then explained the methods of egress from the building.

Chairman Duren asked where people on the second floor would go if they went out of the door that leads to the roof of the first floor.

Mr. Shea stated that the Fire Marshal inspected and approved the egress plans. People would have to jump from the roof to a lower roof, and then to the ground.

Chairman Duren stated that a solution needs to be found so that people do not have to jump off the roof.

The Commission has a staff report from the Fire Marshal stating that the egress plan is of concern.

Mr. O'Brien explained that the Planning Office, after reviewing the plans with the Building Department, has asked the applicant to submit more complete floor plans so that egress can be better assessed.

He also explained that this property is abutted by residential neighborhoods. The Planning Staff recommends that the Commission require the applicant to increase the buffers next to the residential properties by installing an evergreen tree line along the north property line, and removing the parking lot and seeding it along the eastern property line. The regulations do require a 100-foot landscaped buffer between industrial and residential districts. The applicant already has more than enough parking to satisfy the regulations. Planning Staff also recommends moving the curb cut farther to the west to the largest parking area closest to the building.

Commissioner Falk asked how people will be able to unload large furniture from trucks into the building.

Mr. Bernadino explained that there will be ramps in place for people to use dollies. There will be dollies available for customers to use as well.

Commissioner Falk stated that most people like to drive up to their storage unit.

Mr. Bernadino stated that the difference between drive-up storage units and what is proposed, is that these storage units will be heated and air conditioned throughout the year.

Mr. O'Brien stated that the plans were unclear as to what the various sheds and small buildings are being used for. Where is the dumpster on the property? He also asked that the plans need to show where all mechanicals will be located as well.

Commissioner Scutt asked what the arrangement of the storage pods will be.

Mr. Shea explained the materials and size of the pods. There will be different sizes and all of them will have fire sprinklers and lighting. They will basically be an indoor version of self-storage units that other companies have outdoors. He also asked whether mechanical equipment needs to be shown on the plans.

Chairman Duren stated that it does. Mechanical equipment also needs to be shielded from the street and from the neighboring residential properties.

Commissioner Szewczak asked whether vehicle storage is allowed indoors as is proposed.

Mr. Shea stated that under the building code it is allowable.

Commissioner Szewczak asked whether a demising wall should separate the vehicle storage from the rest of the building in order to contain any fire that may start because of storage of vehicles.

Mr. Shea stated that large vehicles will not be stored in the building because it is not a very large building. There are no separation requirements in the Building code.

Commissioner Szewczak stated that storage of vehicles usually involves added drains and grease separators in case any of the gas or oil leaks from the vehicles.

Mr. O'Brien stated that the applicant should show on the plans exactly where in the building cars are proposed to be stored.

Chairman Duren stated that the storage of hazardous materials is a fire hazard. How will the applicant check what is stored in these units.

Mr. Shea stated that no hazardous materials will be stored in the buildings.

Mr. LaBonte stated that there is a general list that was provided to the Commission the first time he applied for this self-storage use. There will be contracts in place for people to sign so people agree not to store hazardous materials, fuel, ammunition, etc. He also explained that the building is heated and cooled. There are no individual thermostats for each unit. There is also a hedge in place along the east side of the property shielding the residential properties.

Commissioner Scutt stated that she has received complaints about the truck traffic in the parking lot along the east property line. The trucks are very loud and cause vibrations.

Mr. Bernadino stated that they do understand that the driving aisle along the east property line abuts the residential properties. There have been measures taken to decrease the amount of trucks that idle in that parking lot. That eastern parking lot is still necessary for current use and for potential future use of the building use intensifies. He then passed around pictures of the eastern border of the property.

Commissioner Szewczak stated that trucks should not be allowed to park in that lot at all given the proximity to the residential properties.

Mr. O'Brien suggested moving the driving aisle over so that the truck traffic is farther away from the neighbors and the required buffer is installed.

Mr. Bernadino discussed the hedge along the eastern side of the property as shown in the pictures he distributed.

Jane Liro, of 12 Manning Road, addressed the Commission and expressed her concern with trucks on Manning Road. She has complained previously about the speed and number of trucks that come down Manning Road and cause vibrations to her home. She supports the increased buffer on the east side of the property. Just because the trees are tall and screen the residential properties from seeing the trucks, doesn't mean they screen the sound of the trucks idling in that parking lot.

Chairman Duren asked when the road will be under construction.

Mr. O'Brien stated that he received a schedule from the Town Manager and the reconstruction of Manning Road is scheduled for 2017.

Chairman Duren stated that the reconstruction of the road will include a gravel base, which should help with the vibrations from the truck.

Mr. LaBonte proposed blocking off the parking lot so trucks can't access it. This will save him the cost of removing the pavement and reseeding. He also would be losing the parking in case he needs it in the future.

Mr. O'Brien stated that the applicant would not need the magnitude of parking on the site that is there currently unless he changed the use of the building to include manufacturing.

Commissioner Lefakis asked whether the Fire Department would need separate access to the property. Could the parking lot along the east side of the property be used for Fire Department access only?

Mr. O'Brien stated that the Fire Department requires fire lanes close to the building.

Chairman Duren stated that the plans need to be revised in order to include a 100-foot buffer.

The Commission asked that Planning, Fire, and Building all meet and review the revised plans before this application comes back to the Commission.

Commissioner Falk made a motion, seconded by Commissioner Lefakis, to continue PH# 2851 to the February 2, 2017 regular meeting. The motion passed with a 6-0-0 vote.

b. Site Plan Review

- i. SPR# 1699 – Site Plan Modification for a Change of Use from a Liquor a Store to a Hair Salon located at 306 Hazard Ave.; Zone HVBL (Hazardville

Business Local); Map 083/Lot 0038; Anthony Rossi, applicant/owner.  
(DOR: 01/05/2017; MAD: 03/11/2017)

Anthony Rossi introduced himself to the Commission along with Dana Steele, Physical Engineer with J.R. Russo and Associates. Mr. Steele explained that his client had a hair salon in the space at 306 Hazard Avenue. The use was changed to a liquor store, and now Mr. Rossi would like to change it back to a hair salon. There are a number of other mixed uses in the buildings on the property, but the parking provided for the proposed salon use should meet the requirements of the regulations.

Commissioner Falk asked whether the space is handicapped accessible, and if not, does it have to be handicapped accessible.

Mr. Steele stated that there is one handicapped parking space.

Commissioner Falk asked whether a wheel chair would be able to get in the building.

Mr. Rossi stated that he could install a ramp if he needed to.

Commissioner Falk asked whether it is required by the building code.

Mr. O'Brien stated that it will be necessary, and it can be made a condition of approval if the Commission wanted. The Commission should also include the location of the ramp in the condition of approval.

Mr. Rossi stated that there is more room in the front of the building to build a ramp.

Mr. O'Brien stated that the handicapped ramp would have to be closer to the parking spaces, so it would have to be in the back of the property.

Mr. Rossi stated that there would be too many turns if he put the ramp in the back. It would be straighter than a ramp in the back.

Commissioner Duren asked whether the two parallel parking spaces along 310 Hazard Avenue are legal, and could they be handicapped spaces.

Mr. Steele stated that those spaces are too narrow, and widening them would encroach on the drive aisle.

Mr. O'Brien stated that more planning needs to take place.

Chairman Duren asked whether the Commission is approving the propane tank shown on the plans.

Mr. Steele stated that the tank and the bollards are already existing.

Chairman Duren asked what the propane tank is for.

Mr. Rossi stated it was for heating the buildings. It has been there for about 40 years.

Chairman Duren asked whether there was any approvals from the Health Department.

Mr. O'Brien stated that they have not yet received comments from the Health Department.

Commissioner Ladd made a motion, seconded by Commissioner Falk, to approve SPR# 1699 with 22 conditions.

WHEREAS, The Town of Enfield Planning and Zoning Commission has reviewed an application for the remodeling of a building to accommodate a salon located at 306 Hazard Avenue; Hazardville Business Zone (HVBL); and

WHEREAS, the proposed use is allowed in the Business Local Zone; and

WHEREAS, the proposed site improvements can be made to meet the requirements of the Enfield Zoning Regulations;

NOW THEREFORE BE IT RESOLVED

RESOLVED, The Town of Enfield Planning and Zoning Commission hereby approves the application for the remodeling of a building to accommodate a salon located at 306 Hazard Avenue; Hazardville Business Zone (HVBL) with the following conditions:

**Referenced Plans:**

“Proposed Change of Use from Package Store to Hair Salon, 306 Hazard Avenue, Enfield, CT January 2017.” Sheet 1 of 1; Scale: 1”= 10’; Prepared for Anthony and Patricia Rossi, Applicant/Owner; Prepared by J.R. Russo and Associates, LLC dated December 21, 2016.

**Conditions to be met prior to signing of plans:**

1. All plans submitted for signature shall bear the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.
2. The application number shall be displayed on the plans in or near the Title Block area.
3. A copy of the approval letter and conditions shall be made part of the final plans submitted for signature, preferably located on the cover sheet or first sheet of the plan set.
4. A list outlining how the conditions of approval have been met shall be submitted along with final plans submitted for signature.
5. A list outlining all changes to the plans shall be submitted along with final plans submitted for signature. The list should cite the sheet number where each change has been made.
6. The conditions of this approval shall be binding on the applicant, land owners, and their successors and assigns.
7. A handicapped ramp must be installed, with the design and location to be approved by the



Director of Planning.

8. A letter of approval from the Health Department must be submitted to the Planning Office.

**Conditions to be met prior to the issuance of permits:**

9. Four sets of paper plans with any required revisions incorporated shall be submitted to the Planning Department review and approval.
10. The applicant shall post a bond for Site Improvements in an amount to be determined by the Town Engineer and with surety acceptable to the Town Attorney.
11. The applicant shall post a separate bond for Erosion and Sediment Control submitted in the form of cash or certified check, pledged to the Town, in an amount to be determined by the Town Engineer.
12. The applicant shall post a landscaping bond to the Town, in an amount and format determined by the Planning Department.
13. A pre-construction meeting between the applicant, site contractors, project engineer and Town Staff shall be held.
14. Any required certificates and/or approvals from State or Federal agencies (i.e. CT-DOT, DEEP, Army Corps of Engineers) shall be obtained by the applicant and reported to the Planning and Zoning Commission file. Any changes to the plans required by such entities may require a plan modification from the Enfield Planning and Zoning Commission.

**Conditions which must be met prior to the Issuance of a Certificate of Compliance:**

15. Complete as-built plans certified to Class A-2 accuracy shall be submitted prior to the issuance of any certificates of zoning compliance. The as-built plan shall also contain a certification by a Professional Engineer that they have inspected the site improvements and that they have been installed in accordance with the approved plans. Any deviations or omissions must be noted.
16. No Certificate of Occupancy or other final approval may be issued until the Zoning Enforcement Officer has signed off on the final work. When minor site work cannot be completed because of weather or other pertinent reason, a conditional approval may be issued for a period not to exceed 180 days, providing satisfactory surety shall be posted with the Town of Enfield in an amount sufficient to complete the site work and with surety acceptable to the Town of Enfield.
17. A request for final project review and certificate of zoning compliance must be made to the Planning Department not less than 10 days before a Certificate of Occupancy or other final approval is requested from the Building Official.

**General Conditions:**

18. This approval is for the specific use, site, and structure identified in the application. Any change in the nature of the use, site, or the structure will require new approvals from the Enfield Planning and Zoning Commission.
19. This approval does not include signage permits, other than allowing the sign lighting as proposed.
20. This project shall be constructed and maintained in accordance with the referenced plans.
21. A building permit for the construction of facilities as approved must be obtained within 24 months of approval or this approval shall be rendered null and void, unless an extension is granted by the Commission.
22. All construction authorized by this approval shall be completed within five years or this approval shall be considered null and void, unless an extension is granted by the Commission.

23. By acceptance of this permit and conditions, the applicant and owner acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.

The motion passed with a 6-0-0 vote.

- ii. SPR# 1665.02 –35 Manning Rd – Site Plan Modification application for the reduction in Parking Spaces. Industrial Zone (I-1); Map 034/Lot 0014; Enfield Distribution Center, LLC, owner/applicant. (DOR: 12/15/2016; MAD: 02/18/2017)

Mr. O'Brien explained that the applicants are not at this meeting. This is an application for the property across the street from 53 Manning Road. Their plans included a parking lot that they never built. The parking associated with the building and its use is enough to meet the requirements of the regulations. It is up to the Commission to decide whether you want to approve the decrease in parking spaces.

Commissioner Ladd made a motion, seconded by Commissioner Scutt, to approve SPR# 1665.02.

WHEREAS, The Town of Enfield Planning and Zoning Commission has reviewed an application for the modification of the approved site plan to reduce the amount of parking located at 35 Manning Road; Industrial Zone (I-1); and

WHEREAS, the reduced number of parking spaces meets the parking requirements of the Enfield Zoning Regulations;

NOW THEREFORE BE IT RESOLVED

RESOLVED, The Town of Enfield Planning and Zoning Commission hereby approves the site plan modification to reduce the amount of parking located at 35 Manning Road; Industrial Zone (I-1) with the following conditions:

**Referenced Plans:**

"Site Plan Modification for Reduction of Parking Spaces, Best Realty Associates, 35 Manning Road and Dartmouth Street, Enfield, CT January 2017." Site Plan, Prepared for Enfield Distribution Center, LLC, Applicant/Owner, C/O MF DISCALA, 10 Wall Street, Norwalk, CT 06850; Sheet 1 of 1; Scale: 1" = 60'; Prepared by Close, Jensen and Miller, P.C., dated September 9, 2015.

**Conditions of Approval:**

1. All plans submitted for signature shall bear the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.
2. The application number shall be displayed on the plans in or near the Title Block area.

3. Four sets of paper plans with any required revisions incorporated shall be submitted to the Planning Department for review and approval.
4. This approval is for the specific use, site, and structure identified in the application. Any change in the nature of the use, site, or the structure will require new approvals from the Enfield Planning and Zoning Commission.
5. This approval does not include signage permits, other than allowing the sign lighting as proposed.
6. This project shall be maintained in accordance with the referenced plans.
7. By acceptance of this permit and conditions, the applicant and owner acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.

The motion passed with a 6-0-0 vote.

8. Old Business – None
9. Other Business – None
10. Correspondence – None
11. Commissioner’s Correspondence

Commissioner Szewczak stated that there was another Economic Development Commission meeting. The topic of discussion was regarding the potential Tax Increment Financing District. The main focus will be on creating a TIF District in the area around the Enfield Square Mall.

Commissioner Falk asked whether Mount Carmel would meet to come back before the Planning and Zoning Commission for use of their parking lot that was supposed to be adjacent to a ball field. The ball field was never constructed.

Mr. O’Brien stated that Mount Carmel will have to come back before the Planning and Zoning Commission, but they have some time to do so. They were given a one-year temporary use of the parking lot for events.

Chairman Duren asked that the Commission be supplied with updated zoning maps. Their maps are outdated.

Mr. O’Brien stated that the Planning Office is working on updating the zoning and wetlands maps.

12. Director of Planning Report

Mr. O’Brien discussed the upcoming applications including the Cans for Kids application for 113 Raffia Road, the application for approval of office, industrial and motor vehicle uses at 1654 King Street, and the application for Enfield Pizza at 112 Pearl Street.

Mr. O'Brien also asked the Commission whether they would entertain a special use application for parking a truck with three axels in a residential zone on Orbit Drive. The Commission will not entertain the application because the zoning regulations only allow special use permit applications for trucks with two axels.

Mr. O'Brien discussed the proposals for the construction of a new building on the property currently owned by Connecticut Mulch, and from 230 Shaker Road for an addition to their building in order to expand their operation in Enfield.

13. Authorization for Administrative Approvals

- a. SPR# 1672 – 137 Hazard Ave, Unit # 3, Edward Jones, applicant; Hazardville Property Maintenance, owner; Change of use from Real Estate Office to Financial Services Office. Zone BP (Business Professional); Map 065/Lot 0072;

Commissioner Scutt made a motion, seconded by Commissioner Falk, to authorize the Director of Planning to Administratively Approve SPR# 1672 with favorable recommendations from the appropriate Departments. The motion passed with a 6-0-0 vote.

14. Applications to be received

15. Opportunities/Unresolved issues

16. Adjournment

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

Prepared By: Jennifer Pacacha

Respectfully Submitted,

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Peter Falk, Secretary