

ENFIELD PLANNING AND ZONING COMMISSION
REGULAR MEETING
DRAFT MINUTES FOR COMMISSION CONSIDERATION
THURSDAY, November 12, 2020 – 7:00 p.m.
Virtual Meeting

Call to Order & Pledge of Allegiance

Chairman Nelson called the meeting to order at 7:04 PM.

Roll Call

Commissioner Szewczak took the roll and present were Commissioners Virginia Higley, Charles Ladd, Richard Szewczak, Frank Alaimo, Ken Nelson, Linda DeGray and Alternate Commissioners John Petronella and Vinnie Grillo. Absent was Commissioner Mary Scutt.

Also present were Laurie Whitten, Director of Development Services; Jennifer Pacacha, Assistant Town Planner; Michael Ludwick, Mayor; and Elizabeth Bouley, Recording Secretary.

Election of Officers

Mayor Ludwick stated that he will be hosting the meeting until the Chairman is appointed.

Motion: Commissioner Alaimo made a motion, seconded by Commissioner DeGray, to nominate Ken Nelson as Chairman of the Commission.

Motion: Commissioner Alaimo made a motion, seconded by Commissioner Szewczak, to close nominations.

The motion to close nominations passed with an 8-0-0 vote.

Votes: 8-0-0

The motion to appoint Ken Nelson as Chairman of the Commission passed with an 8-0-0 vote.

Votes: 8-0-0

Mayor Ludwick left the meeting.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Alaimo, to nominate Linda DeGray as Vice Chair of the Commission

Motion: Commissioner Higley made a motion, seconded by Commissioner Alaimo, to close nominations.

The motion to close nominations passed with an 8-0-0 vote.

The motion to appoint Linda DeGray as Vice Chair passed with an 8-0-0 vote.

Votes: 8-0-0

Motion: Commissioner Ladd made a motion, seconded by Commissioner DeGray, to nominate Virginia Higley as Second Vice Chair of the Commission.

Motion: Commissioner Ladd made a motion, seconded by Commissioner Alaimo, to close nominations.

The motion to close nominations passed with an 8-0-0 vote.

Votes: 8-0-0

The motion to appoint Virginia Higley as Second Vice Chair passed with an 8-0-0 vote.

Votes: 8-0-0

Motion: Commissioner DeGray made a motion, seconded by Commissioner Ladd, to nominate Commissioner Szewczak as Secretary of the Commission.

Motion: Commissioner Ladd made a motion, seconded by Commissioner DeGray, to close nominations.

The motion to close nominations passed with an 8-0-0 vote.

Votes: 8-0-0

The motion to appoint Commissioner Szewczak as Secretary passed with an 8-0-0 vote.

Votes: 8-0-0

Approval of Minutes – October 22, 2020 Regular Meeting

Motion: Commissioner Szewczak made a motion, seconded by Commissioner DeGray, to approve the minutes of the October 22, 2020 Regular Meeting.

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

Votes: 6-0-0

Commissioner Szewczak took the roll and present were Commissioners Virginia Higley, Charles Ladd, Richard Szewczak, Frank Alaimo, Ken Nelson, Linda DeGray and Alternate Commissioners John Petronella and Vinnie Grillo. Absent was Commissioner Mary Scutt.

Chairman Nelson seated Alternate Commissioner Grillo for the absent Commissioner.

Public Participation

Chairman Nelson asked three times if anyone would like to speak regarding items not on the agenda; no one came forward.

Continued Public Hearings

- a. **PH# 2986** - Application of Michael J. Bonanno, Esq. representing applicant 359 Hazard Ave, LLC for a text amendment amending Section 8.70 to reduce the minimum lot size from 1 acre to .5 acres; to add language to enable the rehabilitation and/or adaptive reuse of existing buildings located within the Hazardville Design District; and to establish specific criteria to accomplish same.

Ms. Pacacha stated that the applicant is not present and would like the application to be continued until the meeting on December 10, 2020. She stated that the edits to the proposed text amendment are currently under review at the Town Attorney's office, so the applicant had requested the public hearing be continued until the review is completed.

Commissioner Szewczak stated that he had a concern about the text change, to which Ms. Whitten replied that they cannot discuss questions until the public hearing is open.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Alaimo, to continue PH# 2986 until December 10, 2020.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

New Public Hearings

- a. **PH# 2987** – 43 Lake Drive – Special Permit and Site Plan Review application for the division of merged lots; Jeffrey Foss, owner/applicant; Map 97/Lot 69; R-33 Zone.

Commissioner Szewczak read the legal notice and took the roll and present were Commissioners Virginia Higley, Charles Ladd, Richard Szewczak, Frank Alaimo, Ken Nelson, Linda DeGray and Alternate Commissioners John Petronella and Vinnie Grillo. Absent was Commissioner Mary Scutt.

Jeffrey and Angela Foss, 43 Lake Drive, addressed the Commission. Mrs. Foss stated that when the land was purchased it was merged automatically and they would like it to be unmerged. She provided photographs of the lot to display the street view and back view. Mrs. Foss utilized a site map to show the location of the proposed lot division and house.

Chairman Nelson stated that the lot to the left has no frontage. Mrs. Foss pointed out on the site map where the lot frontages are located and how the calculations were obtained.

Chairman Nelson stated that he would like it known for the record that the lot to the left will have 81.37 feet of frontage.

Commissioner Alaimo asked if the lot that is being split off will be for future development. Mr. Foss stated that they are going to sell the lot as-is but would like to see someone build a house on it.

Chairman Nelson asked when Lake Drive was last paved, to which Mrs. Foss replied that it was 3 or 4 years ago.

Chairman Nelson asked if there is currently a sewer line and water line subbed into the property, to which Mrs. Foss replied that there is.

Chairman Nelson asked if the Engineering Department had made any comments. Ms. Whitten stated that there are studs for sewer and water hookups on the plans. Ms. Pacacha stated that there had been no comments from Engineering as it is a simple lot split.

Chairman Nelson stated that the sewer line and water line shows a new lateral going to the new proposed house and normally existing laterals would be shown on the site plan. He stated that he would like to ask Engineering about this and that he is concerned about the newer paved road.

Chairman Nelson asked if there will be an easement to protect the footing drain from the existing home, as it runs across the front yard of this property. Mrs. Foss stated that they can arrange it however the Commission wants them to. Chairman Nelson suggested that they may want to add to the deed of the property that there is an easement across the front yard so they have a right to dig it up and fix the footing drains if anything ever happens. Ms. Pacacha stated that an easement was also suggested by the Building Department. Ms. Whitten stated that this should be a condition of approval.

Mr. Foss stated that there were two water and two sewer connections set up back when they built the house as it was two separate lots back then.

Chairman Nelson asked three times if anyone in the public would like to speak in favor or against the application; no one came forward.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner DeGray, to close PH# 2987.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Alaimo, to approve PH# 2987 as amended.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

- b. PH# 2988** – 135 Freshwater Boulevard – Special Permit and Site Plan Review application for construction of a new 5,040 square foot building with associated parking and outdoor storage associated with a new Mobile Mini Solutions Facility; Hartzito Investments LLC., and South Meadows No. 9, LLC., owners/applicants; Map 56/Lot 24; I-P Zone.

Commissioner Szewczak read the legal notice and took the roll and present were Commissioners Virginia Higley, Charles Ladd, Richard Szewczak, Frank Alaimo, Ken Nelson, Linda DeGray and Alternate Commissioners John Petronella and Vinnie Grillo. Absent was Commissioner Mary Scutt.

David Ziaks, P.E. of F.A. Hesketh & Associates addressed the Commission as a representative for the applicant. Mr. Ziaks provided a PowerPoint presentation to the Commission describing the proposed Mobile Mini Solutions Facility. He stated that the Wetlands Commission had approved the project last week.

Mr. Ziaks utilized an aerial photograph of the subject site to illustrate where the proposed building and parking will be located. He went on to provide a description of the proposed use as well as details regarding the proposed lighting, landscaping, impervious coverage, drainage, utility connections and architecture.

Commissioner Szewczak pointed out a portion of the regulations that say outdoor storage should not exceed 20% of the rear lot area and stated that this proposal violates the regulations.

Ms. Pacacha stated that it is similar to a car dealership, to which Commissioner Szewczak replied that the Commission does not have the power to exceed that 20%.

Mr. Ziaks stated that they went over this with Staff early on and the term “outdoor storage” is subject to interpretation. He stated that in this case nothing is being stored as this is a leasing operation, which is no different than a rental car facility, and is not a product storage area. He stated that they had discussed this with Staff at length and it was determined that this is not material outdoor storage but rather it is a retail facility. Commissioner Szewczak stated that it is still outdoor storage and the Commission has to be consistent in their interpretation of the regulations.

Commissioner Szewczak asked how the applicant would screen around these units if they are stacked on top of each other, to which Mr. Ziaks replied that there is nothing to screen it from as the site cannot be seen.

Commissioner Szewczak stated that there are serious deficiencies in this application as it does not meet the regulations and he is concerned about screening. Mr. Ziaks stated that the public will not be able to see the facility and utilized an aerial photograph to illustrate that the abutting buildings and wooded areas provide screening. Commissioner Szewczak pointed out that when the leaves are off the trees the facility will be visible, to which Mr. Ziaks replied that it is an industrial park and is zoned Industrial.

Mr. Ziaks stated that he is done debating and asked the Chairman and other Commissioners to opine. Chairman Nelson stated that the site does require screening regardless of whether it is in the middle

of the woods. He asked if the storage containers parked there will be empty or if they will contain items from another site like Pods.

Mr. Ziaks apologized and stated that they are empty containers which will be delivered to sites for storage. He stated that they leave the site empty and are brought back empty.

Commissioner Szewczak stated that according to the regulations, any outdoor storage must be directly connected to activities conducted inside the building. He stated that the regulations are very clear, and they do not want a sea of containers that looks like a shipyard.

Commissioner Alaimo asked if the entry is a shared common driveway. Mr. Ziaks stated that the intent is to have a single driveway and the sign at Freshwater Boulevard will be changed so both tenants can be seen.

Commissioner Alaimo asked who will be responsible for snow removal, to which Mr. Ziaks replied that there will be two tenants in the two buildings and the property owner will be responsible for snow removal.

Commissioner Alaimo asked what will be occurring inside the building. Mr. Ziaks stated that the containers can be brought into the building for repairs and cleaning. Commissioner Alaimo stated that the building is being used for what is on the lot.

Commissioner Alaimo asked if the trailers contain restrooms or waste, to which Mr. Ziaks replied that the units are for bulk storage on a property and do not have bathroom facilities.

Commissioner Alaimo asked if the containers will be stacked, to which Mr. Ziaks replied that this will only be an option during peak times. Commissioner Alaimo asked what kind of equipment will be out there, to which Mr. Ziaks replied that there will be forklift trucks and flatbeds.

Commissioner Alaimo asked if anything can be added to the elevation or pitch from Freshwater to the storage area to increase screening, to which Mr. Ziaks replied that the area is relatively flat. He stated that some additional evergreen trees can be planted at grade level if there are any gaps.

Shawn DeBella described the quality of the containers, stating that they are nicely maintained and not an eyesore. He stated that there will be very little visibility from Freshwater, if any.

Commissioner Alaimo stated that this does sound like it mirrors the concept of a car rental facility.

Commissioner Grillo stated that Freshwater Boulevard is already higher than that land, so the containers will definitely be seen from the road. He stated that this is different from a car dealership in that the maximum height of a car or truck is considerably less than that of these containers stacked on top of each other.

Chairman Nelson asked if there is an oil separator going in the floor drain, to which Mr. Ziaks replied that there is an oil and grease separator which will go into the floor drains in the building and will tie into the sanitary sewer.

Chairman Nelson asked if the storage containers are white and blue, to which Mr. Ziaks replied that they are more of a beige color. Chairman Nelson asked if they are metal, to which Mr. Ziaks replied that they are.

Chairman Nelson asked how high the building is, to which Mr. Ziaks replied that it is 24 feet tall to the peak. Chairman Nelson stated that since the road is elevated, the containers cannot be shielded. He asked if the applicant would consider a maximum of double stacking rather than triple. Mr. Ziaks replied that he is not sure but if it is made a condition of approval the applicant will decide if they can live with it or not.

Commissioner Alaimo asked if there will be a tax revenue like car dealers, to which Chairman Nelson replied that this is irrelevant and they cannot consider this.

Commissioner Szewczak stated that the millings extend into the setback areas, which is in violation of the regulations. Mr. Ziaks stated that the 25-yard setback is for buildings, but parking into the setback is allowed. He stated that Staff did not point any of this out in the plan review, but he is listening and will go by what the Commission says.

Chairman Nelson asked if mini storage units are allowed in this zone. Ms. Whitten replied that the containers are the product itself and are not storing materials, and she does not see why this would not be allowed in an Industrial zone. Ms. Pacacha stated that Staff looked at it from a distribution point of view with the rear yard portion as an inventory holding area since nothing is being stored inside the containers. She stated that it is up to the Commission whether they agree with the Staff review.

Chairman Nelson stated that he is classifying this proposed business as a rental facility and asked if a different equipment rental company would be allowed to come and go all day in this zone with equipment that is stored outside. Ms. Whitten stated that an industrial park is meant for this type of use. Chairman Nelson asked what the regulations say about rental facilities, to which Ms. Whitten replied that the regulations are silent on this. She stated that Staff determined that this is a distribution facility as they are distributing these units to the outside as a rental.

Commissioner Szewczak stated that he would not have a problem with the applicant building a warehouse to store the containers and keep them out of sight. He stated that to keep 100% of the inventory stored outside the building within view of the public is like a shipyard. He stated that there is nothing to prevent them from storing the containers inside a warehouse and out of view, unlike a car dealership where the public has to be able to view the merchandise.

Chairman Nelson agreed that there is no correlation with a car dealership and stated that there is no retail allowed in an Industrial zone. He stated that the goal is to have the containers out in the field rather than sitting on the property.

Chairman Nelson stated that he is concerned about the height as there is no way to screen the containers.

Commissioner Szewczak stated that they can put up a building that stores the containers, which is what the regulations are trying to say. He stated that they can only have so much outdoor storage and the rest of it has to go inside the building.

Chairman Nelson brought up Martin Brower, which he stated has a parking lot full of stored trucks and trailers that do not move every day. Commissioner Szewczak stated that he is not familiar with Martin Brower, but if it is a previously approved use it may be grandfathered as the regulation about the 20% rear yard storage is relatively new.

Chairman Nelson stated that this use is no different from other businesses that store vehicles. Commissioner Szewczak stated that as long as they do not exceed 20% of the rear yard storage that would be ok, but this is 100% and the Commission cannot ignore the regulations. He stated that there is a way to conform with the regulations, so the Commission does not have to bend or ignore the regulations and allow this.

Commissioner Alaimo stated that his comparison with car dealerships is that the equipment rotates into the building and then back onto the lot. He pointed out that Lia stores a number of cars in the mall parking lot.

Mr. Ziaks stated that this is a retail facility where a customer can reserve an empty container to be delivered to them and returned empty. He stated that he would leave the height requirements up to the Commission and added that the regulations do not prohibit the use of parking areas within the 25-foot side yard.

Ms. Whitten read a portion of the regulations pertaining to uses in the IP District.

Chairman Nelson asked three times if anyone in the public would like to speak; no one came forward.

Chairman Nelson stated this is clearly a rental facility and he does not agree with this being retail. He reiterated that retail is not allowed in the Industrial zone.

Commissioner DeGray stated that the regulations do not contain any information regarding how to classify this type of business, and she would like clarification on that.

Ms. Whitten stated that Taylor Rental is in the BL zone. Chairman Nelson stated that it is difficult to interpret the regulation when there is nothing in the regulations about this.

Commissioner Szewczak stated that if it is not specifically allowed in the regulations then that means it is not allowed. He stated that the 20% is not a matter of interpretation and the Commission should not try to make something work when it does not work.

Chairman Nelson stated that parking is allowed within the setbacks; however, this is not parking but rather is storage. He stated that he is not in support of allowing storage in the setbacks and it is up to the Commissioners to decide as there is no regulation. Chairman Nelson stated that in order to move forward with this tonight, he would want to see conditions that the containers are stacked no more than two high and there will be no storage within the setbacks of the property.

Mr. Ziaks stated that they can modify the application to be two units high, pull back out of the side yard, make the fence opaque to Freshwater Boulevard and add a row of evergreen trees to grow up a sufficient height on that boundary.

Commissioner Alaimo stated that he can support the application if the units are no more than two high. He stated that the industrial park is a good place for this use.

Commissioner DeGray stated that she can support the application with the added conditions.

Commissioner Higley stated that the Commission needs to adhere to the regulations, and as they stand now she will not be able to support this application.

Commissioner Ladd and Commissioner Grillo both stated that they would support the application with the conditions.

Chairman Nelson asked three times if anyone in the public would like to speak in favor or against the application; no one came forward.

Commissioner Szewczak stated that they have to look at what the regulations allow. He stated that there are other options available for the applicant and that the Commission has adhered to the regulations in other applications, so they need to be consistent. Commissioner Szewczak concluded that they are obligated to vote on what the regulations say, not what their personal opinions are.

Motion: Commissioner Alaimo made a motion to close the Public Hearing.

Chairman Nelson stated that he needs to open it back up to the public; Commissioner Alaimo withdrew his motion.

Chairman Nelson asked three times if anyone in the public would like to speak in favor or against the application; no one came forward.

Motion: Commissioner Alaimo made a motion, seconded by Commissioner Ladd, to close the Public Hearing.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

Motion: Commissioner Szewczak made a motion, seconded by Commissioner DeGray, to approve PH# 2988 as amended.

The motion passed with a 5-2-0 vote with Commissioners Szewczak and Higley voting against.

Votes: 5-2-0

- c. **PH# 2973** - 55 Cottage Road - Special Permit application for a home addition located within the Lake Overlay District as an expansion of an existing non-conformity; Randy Daigle, owner/applicant; Map 80/Lot 178; R-33 Zone. – **Withdrawn**

Motion: Commissioner Szewczak made a motion, seconded by Commissioner DeGray, to accept the withdrawal of PH# 2973 without prejudice.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

New Business

Site Plan Review(s)

- a. **SPR #1842** – Application of AAA Club Alliance, Inc. and owner Paramount Realty Services, Inc for a site plan approval for the construction of a new 10, 197 sf building and associated site improvements located at 25 Hazard Ave., in the BR zone Map 45, Lot 08.

Mr. Ziaks presented a PowerPoint presentation of the proposed AAA Building at Enfield Commons. He stated that the project as originally planned had become cost prohibitive and there were concerns by the Commission when the project was approved regarding the main driveway being located very close to the intersection. Mr. Ziaks pointed out changes to the original site plan, including parking and access areas for both pedestrians and fire vehicles.

Mr. Ziaks utilized a blowup of the layout plan to point out the proposed building and main driveway. He described other planned improvements to the site including crosswalks, ramps, sidewalks and flood plan compensation. Mr. Ziaks stated that they plan to create a flood compensation area along the northerly boundary of the parking area, taking out a hundred paved parking spaces. He stated that this will remove 30,000 square feet (SF) of impervious coverage from the site and result in no net loss of flood storage for the total site.

Mr. Ziaks stated that the parking still beats the overall requirements for the shopping center. He described the proposed landscaping plan for the site.

Mr. Ziaks stated that utility connections will be as approved before, and lighting will be completely re-done to new LED lighting. He stated that the existing cobra heads will be removed and replaced. Mr. Ziaks stated that the proposed landscaping will completely change the character of the entrance from Freshwater.

Mr. Ziaks utilized schematics to illustrate the interior floor plan of the building as well as the exterior architecture. He went over the Department comments and described how they are being addressed in the plan, concluding that there are no Staff comments outstanding.

Commissioner DeGray referenced a letter from the Health Department regarding sewage backups and asked how this is going to be addressed. Mr. Ziaks stated that there may be some plumbing issues in some of the old buildings, but there are no concerns with the main line going out into the

street. He stated that the flow from this new building will be very small so there will not be much burden added.

Commissioner Higley stated that HomeSense is currently using the proposed parking space area to load customer purchases. She added that people are still parking in the front where Ocean State is, concluding that she thinks it is a great plan.

Ms. Pacacha stated that the fire marshal and the plaza owners are working together to come to a compromise regarding the fire lanes in front of Ocean State. She read an email from the fire marshal stating that he currently only has a question with regards to the location of the dumpster and associated enclosure, and otherwise has no issues with the application.

Commissioner Ladd stated that this plan is a good improvement and the applicant did a good job.

Chairman Nelson asked how the Commission would feel about substituting weeping willow trees to help with sucking up water. Mr. Ziaks stated that they can switch the deciduous and evergreens around the perimeter to weeping willows. Chairman Nelson replied that he would rather see them around the back as weeping willows are not a great screening tree but they are a good water tree.

Ms. Pacacha read through the site-specific conditions.

Chairman Nelson asked what the net gain or loss is with the floodplain as far as storage with this plan, to which Mr. Ziaks replied that they gain a small amount. Chairman Nelson stated that it was a net zero on the previous plan and Mr. Ziaks agreed.

Chairman Nelson stated that he still has huge reservations due to the flooding. He stated that he would like the location and screening of the dumpster pad site added to the plan.

Commissioner Alaimo asked if the customer area will still offer the services that the current business offers. Mr. Ziaks stated that they are closing the other location so these resources will still be available to the community.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Ladd, to approve SPR #1842 as amended.

The motion passed with a 6-1-0 vote with Chairman Nelson voting against.

Votes: 6-1-0

Flood Permit(s)

- a. **FLD #42** – Application of AAA Club Alliance, Inc. and owner Paramount Realty Services, Inc for a flood permit for the construction of a new 10, 197 sf building and associated site improvements located at 25 Hazard Ave., in the BR zone Map45, Lot 08

Ms. Pacacha stated that this is the same application and just the approval of the flood portion of the permit. She stated that they are going beyond what they need to do to compensate for flood storage.

Commissioner Alaimo stated that they are making improvements since the initial application.

Mr. Ziaks explained that the previous application included a complicated and expensive underground piping system in the parking lot to the west of Chik-fil-A, which is no longer part of the plan. He stated that the net result is zero impact on the flood storage capacity of the property.

Chairman Nelson stated that he is still very concerned about the water.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Ladd, to approve FLD #42.

The motion passed with a 6-1-0 vote with Chairman Nelson voting against.

Votes: 6-1-0

- b. **FLD# 40** - 55 Cottage Road - Application for a Permit for Development within the Special Flood Hazard Area to accommodate a proposed residential addition; Randy Daigle, owner/applicant; Map 80/ Lot 178; R-33 Zone; Lake Overlay District. – **Withdrawn**

Ms. Pacacha stated that FLD# 40 had been withdrawn.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Ladd, to accept the withdrawal of FLD# 40 without prejudice.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

Other Business

- a. Resolution to create the POCD Steering Committee

Ms. Whitten stated that this is back before the Commission as a motion is required to create the Committee. She went over the Commissions that will be invited to join.

Commissioner Szewczak stated that they should have some public members at large so the members of the Committee are not just from Commissions and Boards. Discussion took place as to who should be invited to join the POCD Steering Committee.

Motion: Commissioner DeGray made a motion, seconded by Commissioner Szewczak, to approve the creation of the POCD Steering Committee and to send the invitation out to the referred Boards, Commissions and Council.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

Commissioner's Correspondence

Commissioner DeGray asked if the idea of the winter farmer's market has been on hold, to which Ms. Whitten replied that they found some farmers to attend and it falls under a flea market.

Commissioner DeGray asked how they will have fresh produce during the winter. Ms. Whitten stated that vegetables such as butternut squash, turnips and kale are coming into season right now. She stated that the goal is to open it this weekend, and it will take place in the mall.

Chairman Nelson stated that the Commission should vote on officers in December. Ms. Whitten stated that they should review the bylaws and make that change if that is what the Commission wants to do. Commissioner Szewczak stated that the bylaws call for election of officers to take place during the first meeting in January. Commissioner Szewczak stated that they need to be professional and consistent with the regulations.

Commissioner Higley asked if Commissioners will be notified when their term is coming up for renewal, to which Ms. Whitten replied that it is on the website. Chairman Nelson stated that the Town Manager's office will let them know.

Town Planner Report

Ms. Whitten stated that the winter farmers market will occur and they just got funding for the community gardens.

Applications to be Received

- a. **PH# 2989** – 21 Manning Rd – Special Permit and Site Plan Review application for the change of use from manufacturing and distribution to storage, processing and distribution of agricultural products; Enfield Enterprise, Owner; Enrique M. Padilla, Applicant; Map 34 / Lot 13; I-1 Zone.

Ms. Pacacha stated that they are thinking of putting this on the agenda as a Special Permit at the meeting this Monday prior to the POCD discussion. Ms. Whitten stated that it is an agricultural product, and the company is taking over the building to import and process garlic. She stated that it would not be before the Commission if it was not an agricultural product.

Commissioner DeGray stated that a lot of people may show up as this is Manning Road. Discussion took place as to whether there is enough time to hold this Public Hearing at the same meeting as the POCD discussion. The Commission ultimately decided to put PH# 2989 at the end of the agenda for the meeting on Monday, after the discussion with the consultant.

Adjournment

Motion: Commissioner DeGray made a motion, seconded by Commissioner Higley, to adjourn.

The motion passed with a 7-0-0 vote.

Votes: 7-0-0

Prepared by: Elizabeth Bouley

Respectfully Submitted,

Richard Szewczak, Secretary