

ENFIELD PLANNING AND ZONING COMMISSION
REGULAR MEETING
DRAFT MINUTES FOR COMMISSION CONSIDERATION
THURSDAY, APRIL 9, 2020 – 7:00 p.m.
ENFIELD TOWN HALL - COUNCIL CHAMBERS
820 ENFIELD STREET - ENFIELD, CT

Call to Order & Pledge of Allegiance

Chairman Nelson called the meeting to order at 7:00 PM.

Roll Call

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

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

Approval of Minutes – March 12, 2020 Regular Meeting

Motion: Commissioner Ladd made a motion, seconded by Commissioner DeGray, to approve the minutes of March 12, 2020.

The motion passed with a 5-0-1 vote with Commissioner Szewczak abstaining.

Votes: 5-0-1

Chairman Nelson seated Alternate Commissioners Petronella and Grillo for the absent Commissioners; Commissioners Higley and Alaimo joined the meeting late.

Old Business

8-24 Referrals

- a. 2 Broad Brook Road - Conveyance of property owned by the Town of Enfield

Chairman Nelson stated that he no longer has a conflict concerning this issue and therefore will not be abstaining.

Commissioner Szewczak stated that he had gone out to look at the property and noticed it is an old building in fairly good condition, but it does have some deterioration associated with its age and lack of maintenance. He stated that he has some ideas on how to relax some of the covenants so that the property is more appealing to a new owner. Commissioner Szewczak concluded that he feels they should go forward with the 8-24 referral.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Ladd, to go forward with the conveyance of the property to another owner.

The motion passed with an 8-0-0 vote, with Commissioners Nelson, Ladd, DeGray, Higley, Petronella, Grillo, Alaimo and Szewczak all voting in favor via a roll call vote.

Votes: 8-0-0

New Business

Site Plan Review(s)

- a. **SPR# 1806** – 37 Bacon Road – Site Plan Review application for two building additions and a parking lot expansion to the Shaker Pines Fire Department building/parking lot; Map 94/Lot 62; Industrial-1 Zone; Shaker Pines Fire District #5, owner/applicant. (DoR: 3/12/2020; MAD: 5/16/2020)

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

Charles Macsata, 115 Cottage Road, addressed the Commission to provide a brief overview of the current issues with the sprinkler system, boilers and air conditioning. He stated that they are looking to add a small addition on the west side of the building which would mainly be a decon area for firefighters and their gear as well as a tool storage area. Mr. Macsata described the decon process which he stated will help prevent cancer in firefighters.

Mr. Macsata stated that they need more offices as other groups use the building, so they are looking to put in a larger trailer which people can use for meetings as well as a gymnasium for physical fitness equipment.

Chairman Nelson asked if they are still moving forward with training facility, to which Mr. Macsata replied that they are still trying to obtain funding for that but this is a totally separate project.

Dana Steele, P.E. from JR Russo & Associates utilized the site plans to provide an overview of the existing conditions onsite. He pointed out the large sycamore tree at the front of the site which he stated will not be impacted by the proposed project.

Mr. Steele went over the proposed decon area and addition, utilizing the site plans to illustrate where the proposed re-paving will occur. He stated that the parking plan complies with all regulations.

Mr. Steele went over the draining and utility plans, describing the proposed drainage improvements.

Commissioner Petronella stated for the record that he needs to recuse himself from this application.

Mr. Steele went over the plans for utilities, landscaping and lighting.

Commissioner Ladd asked what happens to the runoff from the decontaminant washing. Mr. Macsata explained that it is just a water washing soot off of their gear, so it is not hazardous to the environment but has carcinogens that could get into their skin and cause cancer if it is left on their gear. Commissioner Ladd asked what Water Pollution Control (WPC) said about it, to which Mr.

Macсата replied that they had no comments about it in the Staff Report. Commissioner Ladd asked if the runoff will be going into the wetlands, to which Mr. Macсата replied that it will be going into the sewer.

Chairman Nelson read through the WPC comments in the Staff Report.

Commissioner DeGray stated that she is worried about the sycamore tree falling and asked if an expert has looked at it. Mr. Macсата stated that he has contacted the State to get an arborist to look at it as he believes it is the oldest tree in the state. He stated that a large limb fell off once and left the big hole but the tree is otherwise very sturdy.

Commissioner Alaimo asked if the applicant will have to come back before the Commission if they end up wanting to pave the rear gravel parking area. Mr. Steele stated that if they are paving it without changing the size, it should not require them to come back before the Commission.

David Symonds with Moser Pilon Nelson Architects stated that they still want to pave it, but the time frame for that depends upon budget concerns.

Ms. Pacacha stated that future paving can be handled in the office as an administrative approval.

Ms. Whitten stated that gravel and pavement are treated the same so as long as it is not expanding it should be fine.

Chairman Nelson asked where the fire equipment is cleaned, to which Mr. Macсата replied that it is cleaned in the bay.

Chairman Nelson asked if the parking lot drains go through the oil/water separator. Mr. Steele explained that the separator is only for what goes through the sanitary sewer, including all of the floor drains in the building.

Chairman Nelson stated that that equipment should continue to be washed inside the building so it can go through the sewer.

Chairman Nelson asked if the soil below the gravel in the parking lot will be able to hold together. Mr. Steele stated that there will be some separation between the wet soils beneath. He described in more detail the drainage features that will improve this area.

Mr. Macсата stated that the sycamore tree is in the deed that it needs to remain in place as long as it is safe.

Commissioner Alaimo asked if there will be a storm drain in the parking lot, to which Mr. Steele replied that they are proposing a drain in the middle of the lot and everything drains to the storm water basin.

Mr. Symonds described the exterior features of the proposed building. He stated that they are trying to maintain roof slopes and match materials or find complimentary materials to fit the existing

building. Mr. Symonds stated that there is a new clean gear storage area so the gear does not get contaminated.

Mr. Macsata stated that the back meeting room area can be isolated from the rest of the building so they can keep people separated from the day to day operations of the fire station in the event local sheltering of residents occurs.

Commissioner Szewczak asked if the solar panels being removed will be replaced. Mr. Macsata stated that the solar company put the panels up for free and they are no longer interested in putting them back. He went on to state that the panels are not very effective and the monitoring equipment has broken so they are not sure what the benefit is.

Chairman Nelson asked how long the solar panels have been on the building, to which Mr. Macsata replied that they had been there for just over ten years.

Commissioner Ladd asked if the applicant is required to cover the air handling units on the roof. Mr. Symonds stated that the property is wooded along Bacon Road and set back, so the roof mechanicals are not visible from the road. He stated that they were not planning on doing any additional screening on the roof.

Ms. Pacacha stated that it is a standard condition that the mechanicals must be boxed and screened. She stated that it is up to the Commission if they want to remove that condition since the building is far back from the road.

Ms. Whitten asked if the new equipment will be larger than the existing equipment, to which Mr. Symonds replied that in most cases it is larger.

Chairman Nelson asked if there is any concern about the equipment sucking in CO from the chimney. Mr. Symonds pointed out the space difference on the elevation plans to illustrate the separation between the chimney and the rooftop unit.

Commissioner DeGray stated that the rooftop equipment and chimney really cannot be seen from the street.

Commissioner Grillo stated that the air handling unit appears to be very close to the chimney and he would like to know how far apart they are.

Commissioner Higley asked if this issue would be a Building Department concern. Chairman Nelson stated that the Commission is part of Health & Safety and the CO will blow directly from the chimney into the unit. He stated that lowering the unit or adding some screening may help alleviate that.

Commissioner Szewczak asked if the applicant could go with a horizontal unit, stating that from the street they can tolerate some impact but it should be minimized as much as possible.

Mr. Symonds stated that the space from the back of the unit to the front of the chimney is 34 feet.

Chairman Nelson asked if the unit can be lowered down the roofline or hidden behind it. The Commission discussed whether this would be feasible.

Chairman Nelson asked how trash is disposed of in this facility as he does not see any dumpster pads. Mr. Macsata stated that they just use tipper barrels.

Mr. Macsata stated that this project will improve the operational level of the fire department.

Commissioner Alaimo asked if it is possible to take the air handling unit off the roof and put it onto a pad on the ground. Mr. Symonds stated that the existing units are on the roof so moving it onto the ground and subsequently directing it into the building would incur added costs.

Chairman Nelson reiterated his two concerns: the screening of the rooftop HVAC unit and the washing of trucks inside the building. He stated that it is a beautiful building and he does not want to see the AHU interfere with that.

Mr. Macsata stated that the trucks are currently washed inside the building and that will not change.

Ms. Pacacha asked who exactly is seated for alternates, to which Chairman Nelson replied that Alternate Commissioner Petronella had recused himself so only Alternate Commissioner Grillo is currently seated.

Ms. Whitten stated that the building is 400 feet from the road.

Commissioner Szewczak stated that the scale of the rooftop mechanical unit should be lowered so that it does not provide exposure from the road. Nelson stated that he is fine with no screening if this is the case; however, if the unit is going to be visible from the road then he would like to see a screening plan.

The Commission discussed proposed wording for the conditions.

Commissioner Higley asked if there were any screening requirements when the fire station was built ten years ago, to which Ms. Whitten replied that she does not believe there were.

Commissioner Alaimo asked if there is anything in the application that does not meet requirements, other than the conditions being discussed now. Commissioner Szewczak stated that the Staff Report indicates that everything conforms with regulations except for the screening.

Ms. Pacacha displayed a street view of the building. The Commission agreed that no mechanicals can be seen from the street. Chairman Nelson stated that the applicant can do whatever they want with the mechanicals if they cannot be seen from the street.

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Higley, to approve **SPR# 1806** with 27 conditions and two additional conditions that the trucks be washed inside and the scale of the rooftop mechanical units be lowered so they cannot be seen from the road.

The motion passed with a 7-0-0 vote with Commissioners Nelson, Ladd, DeGray, Higley, Grillo, Alaimo and Szewczak all voting in favor via a roll call vote.

General Conditions:

1. 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.
2. This approval does not include signage permits.
3. There is to be no exterior sheet metal venting pipes visible from the street.
4. Exterior mechanicals and electricals are to be boxed and screened.
5. This project shall be constructed and maintained in accordance with the referenced plans.
6. 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.
7. All construction authorized by this approval shall be completed within five (5) years or this approval shall be considered null and void, unless an extension is granted by the Commission.
8. 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.

Site Specific Conditions:

9. The requirements of the Water Pollution Control Authority must be incorporated on the final plans.
10. Architectural plans must have the correct address on the final plans.
11. Trucks will be washed inside the building
12. The scale of mechanical units will be lowered so they cannot be seen from the road.

Conditions to be met prior to signing of plans:

13. All plans submitted for signature shall bear the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.
14. The application number shall be displayed on the plans in or near the Title Block area.
15. A copy of the approval letter and conditions shall be incorporated into the final plans submitted for signature, preferably located on the cover sheet or first sheet of the plan set.
16. A list outlining how the conditions of approval have been met shall be submitted along with final plans submitted for signature.
17. 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.
18. The conditions of this approval shall be binding on the applicant, land owners, and their successors and assigns.

Conditions to be met prior to the issuance of permits:

19. Two sets of paper plans with any required revisions incorporated shall be submitted to the Planning Department for signature of the Commission. The Director of Planning may require Mylars.

20. The applicant shall also submit final plans as approved by the Commission in a digital format compatible with the Enfield Geographic Information Systems Electronic Submittals Ordinance.
21. The applicant shall post a bond for Site Restoration in an amount to be determined by the Town Engineer and the Director of Planning.
22. 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 and the Director of Planning.
23. The applicant shall post a Landscaping Bond to the Town, in an amount and format determined by the Director of Planning.
24. A pre-construction meeting between the applicant, site contractors, project engineer and Town Staff shall be held.
25. 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:

26. 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.
27. The design professional who prepared the approved PZC architectural drawings, shall provide as-built drawings with a certification that they have complied with approved plans. Any changes need to be noted on the plans and a list of changes submitted.
28. 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.
29. 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.

Note: The Conditions of Approvals do not take the place of other requirements found in the Town Codes, Regulations, and Application Instructions.

SPR# 1806 – REFERENCE PLANS

1/13 “Shaker Pines Fire District #5 – Building & Parking Expansion,” 37 Bacon Road, Enfield, Connecticut 06082; Cover Sheet with Drawing Index; Sheet C0.1; Scale: 1”=1,000’; Prepared J.R. Russo & Associates, LLC., 1 Shoham Road, East Windsor, CT 06088. Prepared for Shaker Pines Fire District #5, 37 Bacon Road, Enfield, CT 06082. Dated March 4, 2020.

2/13 Approval Letters – Sheet CO.2 – TBD

3/13 Existing Conditions/Demolition Plan – Sheet C1.1 – Dated February 25, 2020

4/13 Layout Plan – Sheet C2.1 – Dated February 25, 2020

5/13 Grading & Erosion Control Plan – Sheet C3.1 - Dated February 25, 2020

6/13 Utility Plan – Sheet C4.1 – Dated February 25, 2020

7/13 Landscape Plan – Sheet C5.1 – Dated March 4, 2020

8/13 Lighting Plan – Sheet C6.1 – Dated March 4, 2020

9/13 Erosion & Sedimentation Control Notes – Sheet C7.1 – Dated February 25, 2020

10/13 Details – Sheet C7.2 – Dated February 25, 2020

11/13 Details – Sheet C7.3 – Dated February 25, 2020

12/13 “Town of Enfield, CT Shaker Pines FD,” 37 Bacon Road, Enfield, CT 06082; Floor Plan Sheet A1.1; Scale 1/8”=1’-0””; Prepared by Moser Pilon Nelson Architects, 30 Jordan Lane, Wethersfield, CT 06109; Prepared for Shaker Pines Fire District #5, 37 Bacon Road, Enfield, CT 06082. Dated February 21, 2020.

13/13 Overall Building Elevations – Sheet A1.2 – Dated February 21, 2020.

Votes: 7-0-0

Extension Request

- a. **PH# 2939** – 2 Enfield Street – 150-day extension request to file the Special Permit on the land records

Motion: Commissioner Szewczak made a motion, seconded by Commissioner Higley, to approve the extension request for PH# 2939.

Commissioner Higley asked how many extensions they can have, to which Ms. Pacacha replied that there is no limit to the number of extensions.

The motion passed with a 6-0-0 vote with Commissioners Nelson, Ladd, DeGray, Higley, Alaimo and Szewczak voting in favor via a roll call vote.

Votes: 6-0-0

Other Business

- a. Review of Bylaws – (*Awaiting Review*)

- b. General Discussion of Regulations and Procedures – Review of Request for Proposals for Plan of Conservation & Development and Zoning Regulation Updates

Ms. Whitten stated that this had been sidetracked due to the current COVID issues but she is hoping to get it finished next week for final approval.

Ms. Whitten stated that they will be interviewing Assistant Town Planners next week.

Town Planner Report

Ms. Whitten thanked IT for getting the system up and running for these video meetings. She stated that they will be having more meetings like this.

Commissioner Alaimo asked where applicants be during a Public Hearing. Ms. Whitten explained that it will be just like it is tonight except that anyone who wants to call in and speak will have to be called on.

Chairman Nelson asked if there is a way to remove someone from the meeting, to which Ms. Whitten replied that there is.

Discussion took place regarding the best way for Commissioners to pick up plans if need be given the current COVID pandemic.

Authorization for Administrative Approvals

- a. **SPR# 1807** – 89 Elm Street – Administrative Approval for replacement of menu boards, a concrete pad, and renovation of the exterior/interior and signage of the Dunkin Donuts; The Enfield Group, owner; Tony Caetano, applicant; Map 43/Lot 18; BR Zone.

Ms. Pacacha stated that this was their first administrative approval, and that Dunkin donuts is doing some small renovations and repaving a small area.

Applications to be Received

- a. **PH# 2968** – 1283 Enfield Street – Special Permit application to convert a two-family home to a three-family home; Our Town Investments, LLC., owner/applicant; Map 46/Lot 12; HR-33 Zone.
- b. **PH# 2969** – Zoning Text Amendment Application to Section 5.70.3 to allow personal services as a use within the Limited Office Overlay Zone; John Improta, applicant.
- c. **PH# 2970** – 34 Maple Street – Special Permit application to convert a two-family home to a three-family home; 34 Maple Enfield, LLC., owner; Chris Marszalek, applicant; Map 83/Lot 246; R-33 Zone.
- d. **XZA# 20-05** – Zoning Text Amendment Application to Section 2.30 to remove the last sentence regarding attics from the Finished Floor Area definition; Town of Enfield, applicant.

Ms. Pacacha went over the applications to be received.

Commissioner Szewczak stated that PH# 2970 should be North Maple Street rather than Maple Street. Ms. Pacacha stated that she brought this up to the applicant and it was discovered that the land records actually call it Maple and not North Maple.

Commissioner Alaimo stated that he does not see anything about the mall in any of the upcoming applications.

Opportunities/Unresolved Issues

- a. Discussion – Combining Planning & Zoning Commission and the Inland Wetlands & Watercourses Agency

Chairman Nelson stated that the Town Council has not moved on this yet so it should be carried to the next meeting. Ms. Whitten explained that it has not been brought to the Town Council yet as they have not had any meetings due to the current COVID pandemic.

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

Note: The next Regular Meeting is April 23, 2020. All materials are available for review on the Enfield Planning & Zoning Commission website: <https://www.enfield-ct.gov/707/Planning-Zoning-Commission>

Ken Nelson, Jr., Chairman; Richard Szewczak, Secretary