# Regular Meeting Minutes

1. Call Meeting to Order

Robert Ellsworth called the meeting to order at 7:00 p.m.

1. Introduction of Members and Seating of Alternates

Present: Bob Ellsworth, Robert Taylor, Carolyn Freeman, Jennifer Tellone, Chantal Foster, Victoria Tchetchet

Staff: Dan Bourret, Town Planner

 Dawn Guite, Recording Secretary

Absent: Tom Bransfield

1. Accept Agenda

**MOTION:** Robert Taylor MOVED, seconded by Victoria Tchetchet to ACCEPT the agenda as PRESENTED. **VOTE UNANIMOUS. MOTION CARRIED.**

**Public Hearing**

4. Application #22-06: 6 Strickland Street. Proposed 4 lot subdivision. Application and property of 1600 Portland Cobalt Road, LLC. Map 16, Lot 31-1. Zone R-25.

**MOTION:** Robert Taylor MOVED, seconded by Victoria Tchetchet to OPEN the public hearing for #22-06. **VOTE UNANIMOUS. MOTION CARRIED.**

 Pat Benjamin, P.E., Bascom & Benjamin, LLC, represented the applicant seeking a proposed 4-lot subdivision. The parcel is 5.4 acres to be divided into 4 lots as follows: Lot #1 - 0.94 acre, Lot #2 - .73 acre, Lot #3 - 1.08 acres and Lot #4 - 2.63 acres. Lot #1 has an existing dwelling that is pre-existing and nonconforming with respect to the minimum required 40-foot front yard requirement. The dwelling, currently two family, with application approval, will be converted to a one family.

Some of the comments from Jacobson & Associates, Inc. based on a site inspection state that the existing driveway for Lot #1 has an apron in poor condition resulting in broken pavement and a large depression at the edge of Strickland Street that collects water. The damaged edge will need to be saw cut, removed, and repaired, and a new paved driveway apron constructed that rises 6-inches in elevation before descending into the lot. The edge of Bartlett Street where removal of existing section is will also need to be saw cut, removed, and repaired. Existing garage and foundations on proposed Lot#1 have been demolished with material remaining on the lot and that clearing and grading has occurred within the proposed conservation easement area on Lot#1. Section 3.2G.7 in the Subdivision Regulations states that Open Space shall be preserved in its natural state.

Mr. Benjamin said that demolished material and barn will be properly removed from Lot #1.

Because the proposed Lot #2 and Lot #3 driveways ascend from Strickland Street, the entire length must be paved. A permanent 20-foot-wide landscape buffer strip should be provided on proposed Lot#4 along the Lot#3 property line as well as the portion of the adjacent lot to the east where existing buffer does not exist. At least 50% of the buffer strip must be planted with evergreen trees at least 6-feet in height with a minimum caliper of 1.5 inches per Zoning Regulations. In addition, since Lot #4 is an interior lot, a note should be on the subdivision map stating “This lot shall not be resubdivided into another interior lot”.

For Lot#3, an easement has been granted to allow access to the shed.

The subdivision plans meet the requirements of Chatham Health District per the Connecticut Public Health Code. Site plans, survey standards, and building plans are to be submitted for review by Chatham Health District for each new lot at the time of building permit submission. Lots are supported by municipal water and septic.

Public Comment:

Janel Segui, 124 Bartlett Street, looked at the plans to see how close Lot#3 will be to her property line and whether it will impact privacy.

Daniel Segui, 124 Bartlett Street, said that the site line works with the driveway being pushed farther away at 75 feet.

**MOTION:** Robert Taylor MOVED, seconded by Jennifer Tellone to CLOSE the public hearing for #22-06. **VOTE UNANIMOUS. MOTION CARRIED.**

**RECORDED VOTE**

**DATE: January 18, 2023**

**COMMISSION: PLANNING & ZONING COMMISSION**

**MOTION**

To APPROVE Application #23-06: 6 Strickland Street. Proposed 4 lot subdivision. Application and property of Strickland Street LLC. Map 49, Lot 25. Zone R-25. As shown on site plans entitled, “Property/boundary survey showing property of Strickland Street LLC” and “Site Development Plan” Dated 10/31/23 and revised to 12/28/23. Prepared by Bascom and Benjamin and information provided with the application and at the public hearing, and subject to the following instructions and modifications integral to this approval:

1. That the Certified Letter of Approval be placed on the cover sheet of the plan set.
2. That all actions associated with this subdivision be completed in accordance with the approved plan before January 18, 2029 which is the date that this approval shall expire.
3. That a licensed land surveyor certify that all lot monumentation and any required conservation easement markers have been installed in accordance with the plan and Town policies.
4. That the Mylars be filed on the Land Records within 90 days of the end of the appeal period and that 3 paper copies of the complete set of plans be submitted.
5. That prior to the endorsement of the mylars, a digital file of the record subdivision be submitted to the town.
6. That all comments from the memo from Geoff Jacobson’s 1/5/24 memo be addressed.
7. That all comments from the Chatham Health District memo dated 12/14/23 be addressed.
8. As condition of approval, 2 family house at 6 Strickland Street be converted to a 1 family.

Reasons: That this proposal satisfies Sections 3 and 4 of the Subdivision Regulations

Made by: Victoria Tchetchet

Seconded by: Robert Taylor

 IN FAVOR IN OPPOSITION

 Victoria Tchetchet

 Bob Ellsworth

 Chantal Foster

 Jennifer Tellone

 Robert Taylor

 Carolyn Freeman

IN ABSTENTION

Recorded By: Dawn Guite

**Regular Meeting**

5. Receive Application

* PZC Application #23-07: 1600 Portland Cobalt Road. Proposal to modify existing special permit approval with the addition of 2 more commercial buildings with garage bays. Application and property of 1600 Portland Cobalt Road LLC. Map 16, Lot 31-1. Zone B-1.

Dan Bourret said that PZC approval was given for two existing buildings that are across from Warren Diesel.

* PZC Application #23-08: 209 Sand Hill Road. Proposal to modify existing special permit approval for a 15 ft. addition around the whole perimeter of the existing barn structure on site used for event space. Application of Arrigoni Winery LLC and property of R G Manner LLC. Map 5, Lot 14. Zone RR.

Dan Bourret said that Public Hearing will be scheduled on February 1, 2024.

6. New Business:

* Business and Industrial Zoning

Commissioners agreed to table and discuss during the meeting on February 1, 2024.

7. Old Business:

* POCD Implementation Letter and Table

 Nothing to report.

8. Staff Report:

* Brainerd Place Update

Dan Bourret said that he has spoken with Dan Bertram of Bright Ravens Development about the Starbucks Building and modifications for concrete and incorporation of brownstone to keep town vision alive. Starbucks will not move forward unless historic buildings are refurbished. Target date is end of summer/fall. Dan Bourret said that care is being given to restore the wood floors in Brainerd House. Building exteriors will be to code; interiors will require modifications. Architect Al McKittrick is drafting a proposal for historic renovations. Dan Bourret will email Dan Bertram to reaffirm keeping the town vision and refurbishing historic buildings on site.

Bright Ravens Development will be bringing a modification before the BOS regarding tax abatement.

* Other

Dan Bourret said that Dave Kuzminski’s last day with the Town after 50 years is January 19, 2024. He has been an asset to the town and will be missed.

9. Public Comment: The Commission will hear brief comments at this time from anyone wishing to
speak. Comments may not be made regarding any pending application.

 There were no public comments.

 10. Approval of Minutes: 12/21/2023

**MOTION:** Robert Taylor MOVED, seconded by Jennifer Tellone to ACCEPT the Regular Meeting Minutes of 12/21/2023 as written. **VOTE UNANIMOUS. MOTION CARRIED.**

 11. Adjourn

 **MOTION:** Chantal Foster MOVED, seconded by Robert Taylor to ADJOURN the meeting at

 7:45 p.m. **VOTE UNANIMOUS. MOTION CARRIED.**

Respectfully Submitted:

***Dawn Guite***

Dawn Guite, Recording Secretary