

**PORTLAND PLANNING AND ZONING COMMISSION**  
**REGULAR MEETING**  
**Thursday, June 5, 2025 at 7:00 p.m.**  
**Buck Foreman Room**  
**Public access through Zoom link A at [www.portlandct.org](http://www.portlandct.org)**

**Regular Meeting Minutes**

1. Call Meeting to Order

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

2. Introduction of Members and Seating of Alternates

Present: Bob Ellsworth, Chantal Foster, Rob Taylor, Joe Spada, Victoria Tchetchet

Absent: Rob Taylor, Carolyn Freeman, Tom Bransfield

Joe Spada is seated for Rob Taylor.

Staff: Dan Bourret, Town Planner  
Henry Colangelo, ZEO  
Dawn Guite, Recording Secretary

3. Accept Agenda

**MOTION:** Chantal Foster MOVED, seconded by Jen Tellone to ACCEPT the agenda as PRESENTED. **VOTE UNANIMOUS. MOTION CARRIED.**

4. Meeting Procedures

Tonight's meeting follows normal procedures.

**Public Hearing**

5. • PZC Application #24-19: 1401 Main Street. Proposed Special Permit Modification for food truck hosted by Chris Cote's Driving Range. Application of Millie Texidor Maffuci and property of Cote Range LLC. Map 68, Lot 1. Zone FP, RI and R-25.

Chantal Foster made a motion to open the Public Hearing for PZC #24-19. Seconded by Jen Tellone and unanimously approved by commissioners present.

Millie Texidor Maffuci, 30 Talcott Avenue, Vernon, CT, the Applicant, is seeking a Special Permit Modification for food truck location at Chris Cote's Driving Range. Goal is to enhance the experience for golfers and visitors offering fresh high quality options and convenience. The truck will operate during peak golf hours on weekends with the potential to support community events and fundraisers at the golf range. The food truck will be compliant with zoning and health department regulations. There will be no interference with traffic or parking. All waste will be managed responsibly with clear labeled receptacles, and clear and regular clean-up.

Dan Bourret said the health department strictly regulates food truck operations and how waste is disposed of by food trucks and patrons. Waste water is being worked out with the health department and they will need to follow the actual standards of the health department in order to receive approval

to operate there. There are a lot of conditions of approval for this application. Three of them are that they meet all applicable standards by Chatham Health to be approved as a mobile food vendor. It must have an inspection by the Fire Marshall prior to operating the food truck. Building code is also a condition for approval. The location is in a flood zone. In the event of a flood, all equipment: receptacles, chairs, picnic tables and everything associated with the operation. It is the primary responsibility of Chris Cote and the operator. Food truck trash is disposed of in Chris Cote's receptacles. In addition, top staff will monitor that. Commissioners requested that environmentally positive "to-go" containers be used.

The applicant said it monitors the river very closely with the Army Corp of Engineers and can see the trajectory.

Dan Bourret said hours of operation are a condition of approval. If a second food truck is requested, the applicant will have to come back with another special permit modification. As a condition of approval there will be no parking allowed on Rt. 17.

Commissioners expressed concerns about parking.

The applicant said Chris Cote has a very long parking lot. It's about 1,000 feet of frontage where people park. There's parking on both sides to a point and then there's parallel parking once other spaces are used.

Dan Bourret said that approval is for year round use although they may not be there.

The applicant said that it puts everything away and stores it. May through October is the goal for operation.

Chantal Foster made a motion to close the Public Hearing for PZC #24-19. Seconded by Jen Tellone and unanimously approved by commissioners present.

**RECORDED VOTE**

**DATE:**            June 5, 2023

**COMMISSION:**        PLANNING & ZONING

To **Approve** Application #24-19: 1401 Main Street. Proposed Special Permit Modification for food truck hosted by Chris Cote's Driving Range. Application of Millie Texidor Maffuci and property of Cote Range LLC. Map 68, Lot 1. Zone FP, RI and R-25. As shown on site plan as well as narrative and based on information submitted, testimony presented during hearing, and subject to the following instructions and conditions integral to this application:

1. That the applicant is an approved mobile food vendor by the Chatham health district and receives all necessary approvals from the Chatham Health District prior to operation.
2. That the mobile food vendor is inspected by the Fire Marshal's office and receives all necessary approvals from that office prior to operation.
3. That the mobile food vendor and any equipment used or set up complies with the current building code.
4. That the applicant complies with Town Ordinance Chapter 11 Article 5 "Regulation of Mobile Food Vendors".
5. That Chris Cote's Driving Range remain open during food truck hours of operation and provides restroom facilities for food truck patrons.
6. That the certified Letter of Approval be placed on the Site Plan, and that a mylar and 3 paper copies of the plans be submitted. After endorsement, the mylars must be filed on the land records within 180 days, per ZR Section 10.5.3.2.a, these requirements must be met prior to the issuance of a zoning permit. That a zoning permit application be submitted in accordance with ZR Section 11.1.1.A to ensure compliance with this approval.
7. As a Condition of Approval, in the case of a flooding event, all equipment including the food truck vehicle, tables, chairs, and any related equipment such as mobile signage and trash cans, must be removed and secured safely outside of the FP Zone area. Mobile food vending will not be permitted elsewhere on the site during a flood event without a modification of this Special Permit approval.
8. As a Condition of Approval, any food vendor occupying the designated food truck space at 1401 Main Street must obtain an Itinerant Vendor Permit per Chapter 11 of the Code of Ordinances of the Town of Portland.
9. That any exterior light fixtures must comply with ZR Section 8.3 and must be approved by the Zoning Enforcement Officer prior to installation.
10. That any signage requires a signage permit and must conform to ZR section 8.4;
11. That this approval will expire in 5 years.

Reasons: The proposal conforms to Section 7.4 of the Zoning Regulations.

Motion to Approve Made by:    Victoria Tchetchet

Seconded by:                      Jennifer Tellone

**IN FAVOR**

Victoria Tchetchet  
Chantal Foster  
Jennifer Tellone  
Joe Spada  
Bob Ellsworth  
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**IN OPPOSITION**

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**IN ABSTENTION**

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Recorded By:    Dawn Guite

6. • PZC Application #24-20: Proposed Amendments to the Portland Zoning Regulations. Proposed change to section 2 definitions of the definition of “Story”. Proposed change to section 3.9 height exceptions to only allow the projection of steps into the required setbacks from the first floor. Proposed change to section 3.10.2.H.I landscape buffer requirements to remove language “at least 20 feet setback” from regulation. Application of Town of Portland.

*Application is being reviewed by RiverCog and will not be opened tonight.*

### **Regular Meeting**

7. Receive Applications:

- PZC Application #24-21: 75 Jobs Pond Road. Proposed 3 lot subdivision. Application and property of Ronald and Carrie Dickenson. Map 25, Lot 19. Zone RR.

*Public hearing to be scheduled on July 10, 2025. Wetlands is currently reviewing the application.*

- PZC Application #24-22: 171 Brownstone Ave. Proposed location for Evolution Scuba. Application of Edward Hayes and property of Evolution Scuba LLC. Map 28, Lot 59. Zone I.

*Town offices are closed on June 19 for Juneteenth. No opposition to hold meeting on July 10, 2025.*

8. New Business:

- Presentation on River COG CCLT Plan and endorsement.

There was a presentation by Robert Haramut, Senior Transportation Planner and Phil Goff, VHB, Senior Active Transportation Planner on RiverCOG CCLT (Central CT Loop Trail).

### **Summary**

A trail study is being done for a 122 mile loop including the Airline Trail in Portland. There is a significant gap between the Airline Trail to the east of Portland and the Farmington Canal Trail to the west of Portland. RiverCOG was awarded funding through the DOT to do a study on the Portland and Middletown section. A general plan was discussed to close the gap by developing a critical segment of multi-use trail loop through Middletown and Portland potentially linking the current end of the Airline Trail (ALT) in Cobalt with the Farmington Canal (FCT) Heritage Trail in Cheshire. A future trail would incorporate the Arrigoni Bridge, the Mattabassett Trolley Trail system in Middletown, and the Quinnipiac Trail in Meriden. The effort will include route alternatives, design options, preferred alignment and implementation strategy. Loop trail is intended to run primarily off road and utilize the Airline Trail, the Farmington Canal Heritage Trail, the Charter Oak Greenway, and the Hop River Trail. It would link Middletown with Meriden, Southington, Plainville, Simsbury, Hartford, Manchester, Willimantic, East Hampton, and many other communities.

Bob Ellsworth made a motion to endorse the 2025 CCLT Feasibility Study. Seconded by Victoria Tchetchet and unanimously approved by commissioners present.

9. Old Business:
- Lighting regulations

*Discussion will take place at the next meeting.*

10. Staff Report:
- Correspondence – There was no correspondence.

- Land Use Update – There was a discussion about a regulation change to allow one flag pole in front yard setback areas. 50 percent reduction setback requirements was proposed by Dan Bourret. It will be discussed in more detail at the July meeting.

Dan Bourret said a lot of housing bills passed last week including Work Live Ride. He will get information on how it will affect Portland and how to amend regulations to allow for 25 percent affordable housing.

There was a discussion about Commissioner training – 4 hour requirement.

11. 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.

Darren Owen, Land Use Consultant, EO Associates, LLC, 972 East Broadway, Stratford, CT. He represented owners of 2079 Portland Cobalt Road located in RR Zoning district. This is not a zone permitted under the current multiple dwelling regulation cited in section 9.60.2.A. He asked for comment regarding potential change in regulation in subsection 9.16.5 Utility Requirements under Section 9.16. Multiple Dwelling Developments. Comments will assist in establishing language for text amendment application including allowing the RR Zone to be permitted subject to condition that parcels border state highway. Utility requirements state that public water and sewers are required. Having spoken with Liz Davidson at Chatham Health she said she does not give recommendations. She and all sanitarians or code enforcement officers and decisions of approval or denial are based on code compliance and an appropriately designed system.

There was a discussion among commissioners and possibility of changing language to say public water and sewer are required. This is a way to protect wells. The minimum lot size of 5 acres, does not help.

Dan Bourret said it is for a piece of land in the RR Zone that fronts the state highway. Darren Owen is trying to limit the impact of the change. Reducing the lot size number in half may provide a better comfort level.

Darren Owen said the applicant is interested in only six single family homes; four consisting of three bedrooms and two consisting of two bedrooms. Civil engineer has done test pits as a preliminary to see the soil below.

Question was raised about Town Engineer's opinion. Dan Bourret said he would never ask Jeff Jacobsen to recommend whether something should be or not. That is not what he does. It is the responsibility of the Health Department.

Dan Bourret asked commissioners to give this more thought to what changes can be made.

12. Approval of Minutes:

5/15/2025 Regular Meeting

*Minutes were not approved do to lack of quorum.*

13. Adjourn

**MOTION:** Chantal Foster MOVED, seconded by Victoria Tchetchet to ADJOURN the meeting at 9:02 p.m. **VOTE UNANIMOUS. MOTION CARRIED.**

Respectfully Submitted:

***Dawn Guite***

Dawn Guite, Recording Secretary