

**PORTLAND PLANNING AND ZONING COMMISSION**  
**AMENDED REGULAR MEETING**  
**Thursday, March 6, 2025 at 7:00 PM**  
**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, Robert Taylor, Victoria Tchetchet, Jennifer Tellone, Tom Bransfield

Absent: Carolyn Freeman, Chantal Foster, Joe Spada

Tom Bransfield is seated for Chantal Foster.

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

3. Accept Amended Agenda

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

4. Meeting Procedures

Tonight's meeting follows normal procedure.

**Public Hearing**

5. • PZC Application #24-15: Proposed Amendment to the Portland Zoning Regulations. Change to section 5.1 permitted uses to allow "Dwellings, containing up to 4 dwelling units in one building and no more than 1 such building per lot (See Section 5.4)". Change to section 5.4 to include B-2 zone. Application of S&G Holdings.

Attorney George Law, 595 Main Street, represented the Applicant, S&G Holdings, LLC, seeking a Proposed Amendment to the Portland Zoning Regulations. Public Hearing continues from February 20, 2025. Attorney Law said Dan Bourret and Henry Colangelo drafted documentation regarding a list of requirements within Special Permits: number of trees per amount of frontage (Example: 1 tree for first 50 feet), landscape plan, parking behind buildings, public water and sewer, sidewalks, commercial uses facing street with addresses in front. Attorney Law specifically noted the parking in the rear was not documented and that Number 3 should be changed to address that. Attorney Law prepared language that addresses parking a little differently. It provides for the yeoman share of it to be in the rear of the properties. It includes a provision subject to special permit that no residential parking would be in front of the buildings and no more than 30 percent parking spaces for business uses would be in front yard of the buildings. It went on to state that if any commercial parking was to be in the front of the building that there would be compliance with Section 8.12 of the Regulations

addressing buffers and the commission's right to acquire them. Attorney Law's clients believe it's significant to have some commercial parking in front, so it's evident to passers by that businesses are open. There are attractive plans that provide some parking in the front that are beneficial to business and for people to see that businesses are open. If the commission sees fit to keep the language in Number 3 or altered language requiring parking in the rear, his clients will work around that and adjust plans. Anyone planning to build in the B2 Zone should have the opportunity to have some parking in front as long as it is well managed, maintained, landscaped and attributes to the building and to Route 66.

There was a discussion among the commissioners. One subject raised was compliance or enforcement of preventing residents from parking in the B2 Zone. It was suggested putting up signs. Attorney Law said it is an issue for private enforcement by the property owners. All of the commercial will face the front. All residential will enter through the rear which would be the most conducive for residents. It would be no more than 30 percent. It would be a smaller area.

A question was raised about commercial square footage so that actual number of parking spaces can be discussed. Attorney Law said it would be a case by case basis. It was asked for approximate number of parking spaces. Attorney Law said in one scenario there's 21 parking spaces but it is on both properties. It would have to be changed because it is all in front. 21 would be 30 percent would be six/seven parking spaces. Essentially it is cut in half so you're talking 10 and 3 on each property. To use a generic building as an example. 5,000 s.f. has to have 25 percent has to be commercial depending on the use. Looking at 1,250 s.f. commercial could be four apartments. There would be different amounts of parking. If retail you'd be looking at 6 or seven parking spaces.

There was some opposition due to the fact there are so many cars already and it is not attractive. The aim should be striving for a better look. There is a general move to reduce parking in various houses, buildings and apartments. Would like to see more consistent streetscaping.

Dan Bourret offered a compromise to allow parking on the side of buildings. That would be more visible than the street.

Victoria Tchetchet commented it would allow easy access getting in and out of a parking lot. Businesses are near the road which would not require a multitude of signage and there would be less clutter.

Attorney Law said the language proposed leaves alternatives. He is not suggesting that all properties will have it.

Victoria Tchetchet does not agree with keeping it open given the options. She likes streetscape. She would like to see it more about business space and not about cars. Side parking will not be a hardship to attract business. The more attractive the area, the more business and people will be attracted. It's our job and responsibility as a Commission to have a vision for what we want things to look like. It is not up to the property owner to decide.

Dan Bourret suggested changing the percentage of commercial however lowering the percentage is not recommended.

Attorney Law said they understand the Commission's position that parking not be in front. They are proposing middle ground. Approvals are based on special permit where the Commission approves individually including parking.

Dan Bourret said the parking standards refer only to Section 5.4 because it has to be on water and sewer. It would not apply to any other commercial proposals. If the Commission wants to do something else Section 3 will be left alone and another sentence be added. He said he thinks the applicant can work with either. They would obviously prefer some parking in front.

Bob Ellsworth suggested that the motion be written per Attorney Law's narrative.

Dan Bourret will reference Attachment 1. For Attorney Law's language and in the motion that will replace Section 3.

**MOTION:** Robert Taylor MOVED, seconded by Tom Bransfield to close the Public Hearing for #24-15. **VOTE UNANIMOUS. MOTION CARRIED.**

**RECORDED VOTE**

**DATE:** March 6, 2025

**COMMISSION:** PLANNING & ZONING COMMISSION

**MOTION**

**TO APPROVE** Application #24-15: Proposed Amendment to the Portland Zoning Regulations. Change to section 5.1 permitted uses to allow “Dwellings, containing up to 4 dwelling units in one building and not more than 1 such building per lot (See Section 5.4)”. Change to section 5.4 to include B-2 zone. Application of S&G Holdings. With changes and/or clarifications to the proposed text amendment as follows:

**Section 5.1 Permitted Uses**

Permitted Use	B-1	B-2	B-3
Dwellings, containing up to 4 dwelling units in one building and not more than 1 such building per lot (See Section 5.4)	N	SP	SP

**Section 5.4 Residential Uses in Business Zone**

Mixed residential and business uses in a building in the B-2 and B-3 business zone are permitted subject to approval of a special permit by the Commission providing the following conditions are met:

1. There are no more than 4 dwelling units per building and not more than 1 building per lot.
2. A minimum of 25% of the gross floor area of the building shall be used for business purposes.
3. The parking standards for both the residential and the business uses shall be computed separately and applied in conformance with Section 8.2 Off-Street Parking and Loading. Joint use of parking spaces to meet the requirements is prohibited.
4. If the building is located within the Town Center Village District, the first floor of the building must contain only business uses.
5. In all zones commercial space must face the street side.
6. The building must be located on and served by Town water and Town sanitary sewers.
7. Sidewalks shall be provided in accordance with the Town’s Zoning Regulations and Regulation on Public Improvements.
8. Street trees shall be planted in accordance with the Town’s Zoning Regulations and Regulation on Public Improvements.
9. Attachment 1 to replace #3

**Made by:** Bob Ellsworth

**Seconded by:** Robert Taylor

**IN FAVOR**

Jen Tellone  
Robert Taylor  
Bob Ellsworth

**IN OPPOSITION**

Tom Bransfield  
Victoria Tchetchet

**IN ABSTENTION**

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**Recorded By:** Dawn Guite

Attachment 1 to replace #3

Parking Standards for both residential and the business uses shall be computed separately and applied in conformance with Section 8.2 Off-Street Parking and Loading. Joint use of parking spaces to meet the requirements is prohibited. In the B-2 Zone however, none of the parking spaces required for residential uses nor more than 30% of the parking spaces for business uses may be in the front yard of the building. When parking spaces are in the front yard of the building, a landscape strip in accordance with Section 8.1.2 Buffers of the Regulations shall be provided whenever possible.

### **Regular Meeting**

6. • PZC Application #24-16: 167 Thompson Hill Road. Proposal to construct detached garage with one bedroom accessory apartment. Application of Frank Magnotta and property of Travis and Melissa Puida. Map 111, Lot 22. Zone R-25.

Frank Magnotta, Consulting Engineer, represented the Applicant seeking to construct detached garage with one bedroom accessory apartment. The project proposes to build a 960 s.f. apartment and garage on existing property. The garage is 30 by 34. There is an existing house with septic system. Original application showed a pass way door between the garage and the apartment which staff indicated is not allowable. It has been taken out of the site plan. Level of detail will come up again for building permit purposes.

Dan Bourret made it a condition of approval for the motion.

Frank Magnotta said the property is 2.15 acres and is very long and rectangular. All existing structures are in the front of the property. The proposed septic for the apartment is relatively small. Because of conflicts with the existing system and existing reserve for the house, two areas were found in the woods; one is primary and one is reserve. The Health Code requires conformance to current regulations for the apartment but also to update the reserve for the house. Access to the construction is in back and there is a temporary roadway to come in and do all the work. Pavement for the existing house will be expanded to allow two passing vehicles at the same time. Because of the length of the access drive erosion controls will be done all the way out and up to the stone wall. The Health District has approved the revised plan. Only comment from staff was elimination of the garage door.

**RECORDED VOTE**

DATE: March 6, 2025

COMMISSION: PLANNING & ZONING COMMISSION

**MOTION**

To Approve Application # 24-16: 167 Thompson Hill Road. Proposal to construct detached garage with one bedroom accessory apartment. Application Frank Magnotta and property of Travis and Melissa Puida. Map 111, Lot 22. Zone R-25 as shown on drawings and plans submitted with the application, and based on testimony and subject to the following instructions that are an integral to the approval:

1. That this approval will expire in 5 years.
2. That the plan meet the parking requirements in ZR 8.2.3.
3. That any exterior light fixtures must comply with ZR Section 8.3.
4. That the plan be revised to include the Planning and Zoning Commission Signature Block per ZR 10.5.2.F.
5. That as a condition of approval the door between the garage and ADU be removed to meet Zoning Regulations.
6. That the Certified Letter of Approval be placed on the final plan.
7. That 3 paper copies and a mylar of the plan be submitted to the Planning Department for endorsement by an officer of the Commission. The mylar shall be filed on the Land Records within 180 days, as per ZR Section 10.5.3.2.a.
8. That all site improvements be completed according to the approved plan prior to the issuance of a Certificate of Zoning Compliance and Certificate of Occupancy, or a performance bond will be required in accordance with ZR Section 11.2.2.
9. That a Zoning Permit be issued for this use.

**Reasons:** The proposal conforms to Section 4.1, 9.1 and Section 10.5 of the Zoning Regulations.

Made by: Victoria Tchetchet

Seconded by: Robert Taylor

**IN FAVOR**

**IN OPPOSITION**

Tom Bransfield  
Victoria Tchetchet  
Jennifer Tellone  
Robert Taylor  
Bob Ellsworth  
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**IN ABSTENTION**

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Recorded By: Dawn Guite

7. New Business:
- Desegregate CT Presentation – Work, Live, Ride legislative proposal

Alan Cavagnaro, Deputy Director of Desegregate CT gave the presentation. To summarize, DesegregateCT is a coalition of neighbors and non-profits and focuses on zoning reform, land use, and housing policies. It focuses on more homes but also acting on different levels of government looking at different ways to help home renters and home owners. The program is part of the Regional Plan Association (RPA). Work, Live, Ride is a state legislative policy proposal which is an opt-in/opt-out program. It focuses on accessible jobs – putting more homes near transit areas and focusing on untapped potential of smaller towns. Safer streets is another component. When homes are closer to transit areas it allows individuals to use transit at their disposal. Towns that opt-in can be prioritized to take advantage of grants. Proposal to be voted on by legislature.

8. Old Business:
- None

9. Staff Report:

- Correspondence

There was no correspondence.

Dan Bourret said that meetings will be moved to the Library in the Mary Flood Room in a user-friendly set-up for Zoom. He is working with the librarian to secure the space.

The first kick-off meeting was held for online permitting system.

Brainerd Place is more than 10 percent filled for housing and they have met their objective. Dan met with Liz Campbell and PJ at Brainerd Place and reached out to brick and mortar businesses to help them get their foot in the door with a welcome packet. He is also meeting to get them interacted with town services. Other activities are being discussed.

- Land Use Update

Henry Colangelo is working on flags to direct people to the leasing office at Brainerd Place.

10. 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.

11. Approval of Minutes:

2/20/2025 Regular Meeting

**MOTION:** Victoria Tchetchet MOVED, seconded by Rob Taylor to APPROVE the minutes of Regular Meeting on 2/20/2025. **VOTE UNANIMOUS. MOTION CARRIED.**



12. Adjourn

**MOTION:** Victoria Tchetchet MOVED, seconded by Robert Taylor to ADJOURN the meeting at 8:58 p.m. **VOTE UNANIMOUS. MOTION CARRIED.**

Respectfully Submitted:

***Dawn Guite***

Dawn Guite, Recording Secretary