

PORTLAND PLANNING AND ZONING COMMISSION
AMENDED REGULAR MEETING MINUTES

259

Buck-Foreman Community Center
Thursday, March 2, 2023 at 7:00 PM

Members Present: Robert Ellsworth, Chantal Foster, Robert Taylor, Tom Bransfield, Carolyn Freeman, Ken Kearns

Members Absent: Victoria Tchetchet

Staff: Dan Bourret, Town Planner
Dawn Guite, Recording Secretary

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

The members introduced themselves.

Ken Kearns is seated for Victoria Tchetchet.

3. Accept Agenda

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

Public Hearing

4. Application #22-22: 34 Gospel Lane. Proposed Special Permit reduce square footage of existing building. Application and property of MJS Realty Ventures LLC. Map 31, Zone 26. Zone IP.

Chris Bell, Consulting Engineer, representing the applicant, said that the building will continue to be used for trucking office, but no longer for vehicle storage and repair. The previous application consisted of 3 bays to be used for a gym. This proposal is to increase the gym use 1094 s.f. (4th bay), to total 4044 s.f. to accommodate equipment. Changes to the floor plan include an addition of a hallway to separate the gym from the office area and for use of the second bathroom. Doors will swing out. Fire Marshall has approved the changes. The existing septic system will handle the proposed septic flow (including 59 gym patrons). It will be analyzed for existing and proposed flow as requested by Chatham Health District. The existing parking is adequate for the increase in parking required. Delineation of parking will be identified by pavement markings. Parking lot lighting exceeds the minimum lighting requirements. There is adequate handicapped access to the building. Additional emergency lighting has been installed.

REC'D FOR RECORD 3/2/23 AT 10 M.
RECORDED BY [Signature] TOWN CLERK JSS

RECORDED VOTE

DATE: March 2, 2023

COMMISSION: PLANNING & ZONING COMMISSION

MOTION

To APPROVE Application #22-12: 34 Gospel Lane. Proposed Special Permit modification to increase gym business floor size to 4,044 sq. ft. in existing building. Application and property of MJS Realty Ventures LLC. Map 31, Lot 26. Zone IP. As shown on a site of plan entitled "Site Plan - Change of Use for Gym" Dated 8/20/20, page SP1; "Floor Plan" Dated 1/4/22, page A-1; and based on all plans, renderings and information submitted, testimony provided and subject to the following instructions and conditions that are integral to this approval:

1. That this approval will expire in 5 years;
2. That 3 paper copies of the final revised plan and one mylar be submitted to the Planning and Zoning Department for endorsement by an officer of the Commission. The endorsed mylar shall be filed on the Land Records within 90 days, as per ZR Section 10.5.3.2.a;
3. That the certified Letter of Approval be placed on the revised final plan;
4. That any exterior light fixtures must comply with ZR Section 8 and must be approved by the Zoning Enforcement Officer prior to installation;
5. That a Zoning Permit be issued prior to the start of activity associated with this approval;
6. That the applicant meet comments from the Fire Marshal memo dated 2/15/23;
7. That the applicant address comments for the Town Engineers memo dated 2/28/23;
8. That the applicant does an analysis of existing and proposed flow for the building for Chatham Health District. This application is also subject to a final review and approval by Chatham Health District.
9. That applicant meet all applicable building code and ADA requirements as required by the building code;
10. That any signage requires a signage permit and must conform to ZR section 8.4;
11. That a Zoning Permit be issued prior to the start of activity associated with this approval.

Reasons: The proposal conforms to section 6 and 10.4 of the Zoning Regulations.

Made by: Chantal Foster

Seconded by: Robert Taylor

IN FAVOR

IN OPPOSITION

Tom Bransfield
Bob Ellsworth
Chantal Foster
Robert Taylor
Carolyn Freeman

IN ABSTENTION

Recorded By: Dawn Guite

Regular Meeting

5. Application #22-16: 662 Portland Cobalt Road. Proposed site plan review for food truck hosted by Core & Restore Yoga/Spa. Application of Roseanna Singer and property of 662 PCMI LLC. Map 22, Lot 2. Zone B-2. 5. Application #22-20: 127 Main Street. Proposed site plan review for a new 2-story 40,850 sq. ft. commercial storage unit building. Application and property of SROA 127 Main Street LLC. Map 19, Lot 75. Zone I.

Roseanna Singer, the Applicant, is requesting a site plan review for food truck hosted by Core & Restore Yoga/Spa. Possible location for the food truck will be left of the parking lot in front of former mini golf. There are picnic tables located there that can be utilized. There is lighting and restrooms on site. Food truck will provide "grab and go" items and needs will be re-examined as other businesses fill out the building. Breakfast and lunch items will be served. Truck will be moved offsite to be restocked.

RECORDED VOTE

DATE: March 2, 2023

COMMISSION: PLANNING & ZONING

To Approve Application #22-16: 662 Portland Cobalt Road. Proposed site plan review for food truck sites hosted by Core & Restore Yoga/Spa. Application of Roseanna Singer and property of 662 PCMI LLC. Map 22, Lot 2. Zone B-2. 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 complies with the comments or requirements from the Chatham Health District during administrative approvals.
2. That the applicant complies with Town Ordinance Chapter 11 Article 5 "Regulation of Mobile Food Vendors".
3. That Core & Restore Yoga/Spa remain open during food truck hours of operation and provides restroom facilities for food truck patrons.
4. 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.
5. That any exterior light fixtures must comply with ZR Section 8.3 and must be approved by the Zoning Enforcement Officer prior to installation.
6. That this approval will expire in 5 years.

Reasons: The proposal conforms to Section 5 and 10.5 of the Zoning Regulations.

Motion to Approve Made by: Carolyn Freeman

Seconded by: Robert Taylor

IN FAVOR

IN OPPOSITION

Chantal Foster
Carolyn Freeman
Robert Taylor
Tom Bransfield
Bob Ellsworth

IN ABSTENTION

Recorded By: Dawn Guite

6. Application #22-20: 127 Main Street. Proposed site plan review for a new 2-story 40,850 sq. ft. commercial storage unit building. Application and property of SROA (Storage Rentals of America) 127 Main Street LLC. Map 19, Lot 75. Zone I.

Applicant is unable to attend tonight's meeting.

7. Receive in Application(s):

Application #22-21: 15 Wilcox Hill Road. Proposed site plan review for a new bus terminal with attached maintenance garage. Application and property of L&D Realty LLC. Map 83, Lot 38-3. Zone I

Scheduled for Meeting on 3/16/2023.

8. New Business:

There was no new business.

9. Old Business:

- Electric Vehicle Charging Stations

There was no report.

- Riverfront Overlay Zone

Suggestions were made for focus on retail and water uses. Flood zone will require raised buildings and will present development challenges. Committee members presented ideas for overlay zone uses, including food trucks, farmers market, and commercial beyond restaurants – hotels, retail, professional offices. Due to the flood zone, buildings have to be elevated. Dan Bourret will confirm the footage. Discussion will continue.

10. Staff Report:

- Correspondence

There was no correspondence.

- Brainerd Place Update

There was no update. Waiting on International Code Council comments.

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.

Elwin Guild, 332 Middle Haddam Road, Portland, CT, (via Zoom) said that the river, itself, should be taken into account in the Riverfront Overlay Zone. River access accommodates boaters, fishing, and possible pier walkway for townspeople. He said to keep in mind how restaurants in town will be impacted if food trucks become part of the activity. He also suggested a tour van to show interesting sites in town. He asked that Brainerd Place buildings be restored according to the standards of the U.S. Secretary of the

Interior. He again urged commissioners to review the corridor study and hopes that decisions will be made to accept the bypass.

Dan Bourret said that he attended a meeting today about guidelines of the Secretary of the Interior.

12. Approval of Minutes 2/16/2023

MOTION: Robert Taylor MOVED, seconded by Chantal Foster to APPROVE Minutes for 2/16/2023 as PRESENTED. **VOTE UNANIMOUS. MOTION CARRIED.**

13. Adjourn

MOTION: Chantal Foster MOVED, seconded by Robert Taylor to ADJOURN the meeting at 7:43p.m. **VOTE UNANIMOUS. MOTION CARRIED.**

Respectfully Submitted:

Dawn Guite

Dawn Guite, Recording Secretary