

MIDDLEFIELD PLANNING & ZONING COMMISSION
405 Main Street
Middlefield, Connecticut 06455

Minutes of January 22, 2025

The meeting was called to order at 6:31 PM.

Attendance:

Members	Alternates
A Brown, Jay	X McNamara, Susan
A Ekblade, Eric	A Wheeler, Scott
A Hinsch, Ken	A Kirshner, Nate
X Warner, Bill	Others
X Weber, Kathy	X Newton, Robin, Town Planner
	A Curtis, Brian, Engineer
	A Yamartino, Bob, <i>exoficio member</i>

A	Brown, Jay	X	McNamara, Susan
A	Ekblade, Eric	A	Wheeler, Scott
A	Hinsch, Ken	A	Kirshner, Nate
X	Warner, Bill	Others	
X	Weber, Kathy	X	Newton, Robin, Town Planner
		A	Curtis, Brian, Engineer
		A	Yamartino, Bob, <i>exoficio member</i>

A=Absent

X=Present

Seating of Alternates

Susan McNamara was seated for Ken Hinsch.

Public Comment- NONE

Receipt of Applications: None

Public Hearing-

a. **Town of Middlefield-Regulations Changes-Prohibition Smoke Shops (Section 3.7), Parking Standard Updates (Section 9.1 and 5,6,2) Agriculture Updates (Section 11.1 and 4.3)**

Public hearing was opened by Chairman. Town Planner read the legal notice into the record and went through the proposed changes to the regulations.

There was no public comment.

Kathy Weber made a motion to close the public hearing. Susan McNamara seconded the motion. Motion carried unanimously.

b. Victory Christian Tabernacle-191 Meriden Road, Modification of Special Use Permit and Site Plan for Addition and Site Improvements, Assessor Map 2, Lot 30

Chairman opened the public hearing. Town Planner Newton read the legal notice into the record. Town Planner provided a brief overview of the application and explained that the contents of the previous application and public hearing from September are being made as part of the records for tonight's meeting.

Erik Lundquist from Tighe & Bond went through the changes from October with the Commission. The Phasing was reviewed with the Commission and the staff changes for the fire lanes, lighting, and landscaping were reviewed. It was noted during the meeting that there should be a change to the dumpster location with appropriate fencing for buffering.

Staff prepared a memo with updated for the Commission which was reviewed. There were no public comments.

Kathy Weber made a motion to close the public hearing. Susan McNamara seconded the motion. Motion was carried unanimously.

New Business- None

Old Business-

a. Town of Middlefield-Regulations Changes-Prohibition Smoke Shops (Section 3.7), Parking Standard Updates (Section 9.1 and 5,6,2) Agriculture Updates (Section 11.1 and 4.3)

Susan McNamara made a motion to approve the Town of Middlefield regulation changes as presented. Kathy Weber seconded the motion. Motion carried unanimously.

b. Victory Christian Tabernacle-191 Meriden Road, Modification of Special Use Permit and Site Plan for Addition and Site Improvements, Assessor Map 2, Lot 30

A motion was made by Susan McNamara to Application 1201-24, Victory Christian Tabernacle-191 Meriden Road, Modification of Special Use Permit and Site Plan for Addition and Site Improvements, Assessor Map 2, Lot 30, DD1 Zone with the following conditions:

1. An administrative Zoning Permit application is required.
2. A pre-construction meeting is required with Town Staff prior to the start of any construction activities.
3. Prior to issuance of a building permit, the applicant is required to provide the following:
 - a. Copy of DOT Encroachment Permit.
 - b. Copy of CTDEEP stormwater permit.
4. Final Plans to be submitted to the Town for review prior to the filing of the mylars.
5. A final mylar must be filed in the Town Clerk's Office and a paper set is to be filed with the Land Use Office.
 - a. The applicant must post an Erosion and Sedimentation Control Bond in an amount to be approved by the Town Engineer. The applicants engineer shall submit an estimate with all the E&S quantities for review and approval. Bond shall be in place before the start of any construction activities.

- b. Erosion and Sediment Control measures are to be inspected and reviewed by Town Staff after installation and before construction activities commence.
- 6. For the issuance of a Certificate of Occupancy, the applicant is to provide the following:
 - a. Final As-Built drawings prepared by a licensed surveyor. As-Built drawings are to be class A2 T2. All site improvements are to be illustrated, such as building location (horizontal and vertical), and other pertinent site development information illustrated on the approved site plan.
 - b. Certification from the design engineer that stormwater features were installed per plan and function as intended.
- 7. Final architectural drawings and materials to be submitted to the Town Planner for review and approval prior to the issuance of any building permits.
- 8. The Commission authorizes Staff to approve minor changes to the approved plan such as landscaping, grading, stormwater management, or similar site features. Requests for changes are to be made in writing to Staff prior to implementation in the field.
- 9. Before the issuance of a Certificate of Occupancy is granted, a landscaping bond shall be posted.
- 10. The limits of clearing shall be staked in the field and approved by the Zoning Enforcement Official before clearing commences. The limits of clearing shall not be increased without the prior authorization of Town Staff.
- 11. The lighting shown on the plans in the southern parking lot and driveway shall be shut off after 9:30 p.m.

Kathy Weber seconded the motion. Motion carried unanimously.

Report of the ZEO/Town Planner:

Town planner brought up an informal that will be on the agenda in February and reviewed the concept plans with the Commission.

Chairman's Report

Chairman Warner brought up the old gas station on 275 Baileyville Road. He indicated it is sitting vacant and that maybe the commission should look at changing the zone on the property. Will be discussed at the February meeting.

Approval of Minutes-

Susan McNamara made a motion to approve the minutes as written. Kathy Weber seconded the motion. Motion carried unanimously.

Adjournment

Susan McNamara made a motion to adjourn the meeting. Kathy Weber seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Robin Newton

Robin Newton, AICP, CZEO
Town Planner