

Received: 9/17/2025, 3:55pm, Kim Garvis, ATC

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

Minutes of Regular Meeting August 27, 2025

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

Attendance:

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

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A=Absent

X=Present

Seating of Alternates

Ken Hinsch was acting as Chair for this meeting.

Public Comment- NONE

Receipt of Applications:

a. **Town of Middlefield-Firehouse Renovation & Expansion, Site Plan Review, 406 Jackson Hill Road, Assessor Map 11, Lot 199. HD2 Zone.**

Town planner gave a brief explanation of application which is a site plan application. She added that if possible and all staff comments are addressed well before the next meeting that the First Selectman requested the Commission consider a special meeting, if possible. It was noted that it would be unlikely that review, comments, changes and new plans would be back in time for a special meeting but if so, Staff would coordinate with the Commission.

Public Hearing Continuation

a. **Public Hearing- Application for Middlefield 66, LLC for a Special Permit for the construction of a retail convenience store with a drive-thru and fueling facility with associated site improvements for property located at 8 Higby Road, Middlefield, CT**

Staff indicated the Inland Wetlands approved their application last week at their meeting which was what this commission was waiting for. Staff prepare a Motion with conditions of approval which the Commission can revise and add to.

The public was asked if they would like to speak. There was no public comment or additional comment from the application. A motion was made by Kathy Weber to close the hearing. Motion was seconded by Eric Ekblade. Motion carried unanimously.

Eric Ekblade made a motion to Approve Application of Middlefield 66, LLC for the Construction of a Retail/Convenience Store with a Drive-Thru and Associated Fueling Facility, Zone DD1, Assessor Map 2, Lot 13, 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.
4. Final Plans to be submitted to the Town for review prior to any work being commenced.
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.
6. 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.
7. Erosion and Sediment Control measures are to be inspected and reviewed by Town Staff after installation and before construction activities commence.
8. For 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.
9. The Commission authorizes the Town Planner 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.
10. Before the issuance of a Certificate of Occupancy is granted, a landscaping bond shall be posted.

11. 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.
12. All drainage easements surveys and descriptions shall be provided to the Town Planner to request review by the Town Attorney. Once approved, applicant shall file all necessary documents on the Middlefield Land Records, prior to the start of any construction.
13. All mechanicals' locations will require review and approval by the Town Planner and shall be appropriately screened.
14. The first cut approval and associated mapping shall be filed in the Middlefield Land Records.

Motion was seconded by Kathy Weber. Motion carried unanimously.

Town Planner/ZEO Report

Town Planner reported that further conversations with Xenelis concerning the removal of materials from the Town property and request for a survey revealed that not all materials have been removed. Staff asked how the Commission would like to proceed. The Commission indicated to provide Xenelis until the end of the year, December 31st and if all the material is not removed issue a Fine Citation.

Approval of Minutes

This item was tabled to the next meeting.

Adjournment

Kathy Weber made a motion to adjourn the meeting. Ken Hinsch seconded the motion. The motion carried unanimously. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Robin Newton

Robin Newton, AICP, CZEO
Town Planner