

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

Minutes of the July 27, 2022

Jan Wojas, called the meeting to order at 6:34 PM. This meeting was held in person and via zoom.

Attendance:

Members

Alternates

x	Brown, Jay via zoom	A	Warner, Bill
A	Ekblade, Eric	X	Wheeler, Scott
X	Hinsch, Ken		
A	Pizzo, Paul	Others	
X	Wojas, Jan	X	Newton, Robin, Town Planner via zoom
		A	Curtis, Brian, Engineer
		X	Russ, Jerry, ZEO
		A	Yamartino, Bob, <i>ex officio member</i>

A=Absent

X=Present

Seating of Alternates

Scott Wheeler was seated as a regular member.

Public Comment

There was no public comment.

Receipt of Applications:

Application of Michael Skelps for a Home Occupation for the operation of an Insurance Office located at 575 Main Street, Middlefield, CT 06455, Assessor Map 14, Block 43, Zone: MD

This application was received.

Public Hearing- NONE

Old Business-

a. Design Development RFP- Route 66 Corridor

A discussion with the Planner regarding how to move forward with this project ensued. The Town Planner stated she would like to reach out to a couple of contacts (Firms) to see if we could get a direct quote for a reduced scope of work to determine the viability for this project.

The Commission discussed potentially using the money to fund a study for sewer and public water along the Route 66 corridor. The Town Planner indicated that this type of study was being discussed with the First Selectman and that there may be other monies available for funding that type of study and potential plans.

It was noted that having sewer and water along that corridor is the important catalyst for future development. The Town Planner noted she takes phone calls frequently with interested parties and not having sewer and water available is a factor in interested parties not moving forward.

b. P.A. 21-29 ADU Opt Out

Town Planner Newton reminded the Commission of their previous conversations regarding opting out of the ADU provisions of P.A. 21-29. Ms. Newton indicated that she is proposing a dual meeting with the PZC and BOS at the PZC's regularly scheduled meeting in September to hold the public hearing and vote on opting out. Ms. Newton indicated it was important for the entire Board of regular members to be present as it is a super majority opt out. The Commission was on board with the September date and Ms. Newton stated she would reach out to the First Selectman to coordinate the dual public hearing.

c. Home Occupations

Town Planner Newton noted that the commission has previously provided the Planner permission to review and approve home occupation applications. Ms. Newton thought under those circumstances it would be best to do a small text change to reflect that review process. The Commission stated they were still on board with that. Chairman Wojas asked if the planner could draft something for the next meeting. She indicated she could.

d. Residential Options

Town Planner Newton indicated the Commission has started talking about increasing different types of housing opportunities in Middlefield. Ms. Newton indicated some types of housing the Commission might want to start thinking about including large home retrofits for multifamily, duplexes, and multifamily districts. She asked the Commission to begin thinking about the allowance of mixed use, commercial and residential, in certain districts as was requested by a property owner.

The Commission agreed to begin thinking about what types of residential development they would like to see to diversify the housing stock in Middlefield and what areas of Town multifamily or mixed use might be most appropriate.

New Business-

Application of Michael Skelps for a Home Occupation for the operation of an Insurance Office located at 575 Main Street, Middlefield, CT 06455, Assessor Map 14, Block 43, Zone: MD

Jan Wojas asked Town Planner Newton for a brief overview of the application. Ms. Newton explained this application was for a home office related to an insurance business. The office would take place in a spare room under the allowable square footage. There will be no foot or car traffic associated with this proposal. There is a sign being proposed sized at just under 2 square feet. The applicant did provide the abutters mailing notices to staff.

The applicant, Mike Skelps, introduced himself and gave a simple overview of the request. A discussion regarding the location of the sign took place. It was noted that Mr. Skelps lives on a State Road and that the sign cannot be placed in the State R.O.W. so it will need to be determined where the R.O.W. ends.

Additionally, Commissioner Wheeler asked about the floor layout. Town Planner Newton indicated the Assessor card can be highlighted and included with the Administrative Zoning Permit to show the location of the spare room and size for conformance to the regulations.

With no further comments or questions, Ken Hinsch made a Motion to Approve the application of Michael Skelps for a Home Occupation for the operation of an Insurance Office located at 575 Main Street, Middlefield, CT 06455, Assessor Map 14, Block 43, Zone: MD with the following conditions:

1. An administrative Zoning Permit application is required.
2. The Applicant shall apply for renewal on a bi-annual basis with the Zoning Enforcement Official. This
renewal shall require an inspection for compliance with this permit.
3. No site work is proposed or allowed under this permit.
4. All requirements of Section 4.9.2 regarding outdoor storage, non-resident employees and retail sales
are incorporated into this approval.
5. Placement of the sign requires a Zoning Permit and shall not exceed 2 square feet.
6. A floor plan showing the location of the bedroom being used as an office shall be submitted with the Zoning Permit.

Scott Wheeler seconded the motion. Motion carried 3-0-1 with Jan Wojas abstaining.

Report of the ZEO

The ZEO provided the Commission with an update on violations and current applications.

Report of the Town Planner- report was included as part of Old Business

Chairman's Report-

There was no report.

Approval of Minutes- May 25, 2022

Jay Brown made a motion to table the minutes. Ken Hinsch seconded the motion. Motion carried unanimously. Minutes were tabled to the August Meeting.

Scheduling of Hearings

NONE

Adjournment

Jay Brown made a motion to adjourn the meeting. Ken Hinsch seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:29 PM.

Respectfully submitted,

Robin Newton

Robin Newton, AICP, CZEO
Town Planner

Meeting Recording Link:

https://us02web.zoom.us/rec/share/Tdf8YgewckQ9QNZFQG7_IzTdRh4NLjCm8H9z1o0W2nwPawLIE-sWfXnUH_hGspvk.l0ysClkiglC7jmd