



TOWN OF SCOTLAND PLANNING & ZONING COMMISSION

Regular Meeting-Hybrid

Monday, October 27, 2025 – 7:00 p.m.
Scotland Fire Department, 47 Brook Road, Scotland

MEETING MINUTES

1. **Meeting called to order at:** 7:03 by B. Syme, Chair

2. **Roll Call/Seating of Alternates:**

Members Present: G. Nelson, J. Troeger, M. Garrison, J. Jakubowski, B. Syme, R. Brautigam

Alternate Members' Present: D. George seated for R. Manning

Others Present: Members of the Audience

3. **Additions or Changes to the Agenda:** None

4. **Approval of Minutes:**

Motion to approve the meeting minutes of the September 22, 2025, meeting made by J. Jakubowski, 2nd by R. Brautigam

Motion carries with 1 abstention

5. **Citizens' Participation:** None

6. **New Business:** None

7. **Public Hearings:**

8. **Unfinished Business:**

a. Special Permit Application PZ-2025-002 of Jonathan Owen (Owner/ Applicant) for a place of worship at 51 Palmer Road (MBL 22-21-6) in the Scotland Village District.

J. Blake read the proposed Draft Motion of Approval (attached) to the commission and audience of citizens.

Motion to approve the Special Permit Application PZ-2025-002 of Jonathan Owen (Owner/ Applicant) for a place of worship at 51 Palmer Road (MBL 22-21-6) in the Scotland Village District made by R. Brautigam, 2nd by D. George

Discussion:

R. Brautigam asked if an addition to the Special Permit could be included to address the volume (sound) of the events to further ensure that abutting residents would not be disturbed.

J. Blake stated that yes, the commission could add in wording. The Town of Scotland does not have a noise ordinance, but the state has a default mandate that would apply. J. Blake searched the statutes and found that Title 22a, Chapter 442, Sections 22a-67 addressed this.

Motion to approve the Special Permit with modification of "in accordance with state statute Chapter 442" under 5. Outdoor Events and Activity, Amplification made by J. Jakubowski, 2nd R. Brautigam

Motion carries

b. Special Permit Application PZ-2025-003 of Alex Bienvenido (Owner Applicant) for a Rural Business Use (Dog Kennel) at 5 Kemp Road (MBL 6-10-20) in the Residential Agricultural District.

J. Blake read the proposed Draft Motion of Approval (attached) to the commission and audience of citizens. He also stated that he would state if these were regulation standards (already in the regulations).

Motion to approve the Special Permit Application PZ-2025-003 of Alex Bienvenido (Owner Applicant) for a Rural Business Use (Dog Kennel) at 5 Kemp Road (MBL 6-10-20) in the Residential Agricultural District made by J. Jakubowski, 2nd J. Troeger

Discussion:

R. Brautigam questioned the delivery hours and felt that A. Bienvenido should be able to accept drop-offs at different times in case of emergencies.

J. Triegeer felt that he should not be limited to just Monday-Saturday. He made a point that if a dog were boarded while its owner was away, they should be able to get their dog on a Sunday if they wanted to.

J. Blake stated that he took the wording directly from the P&Z regulations but as this is a Special Permit that does give the commission some leeway to clarify for emergency situations or by appointment only on Sunday's.

Motion to add "except in an emergency situation and by appointment on Sunday's" to 1. Use, Capacity, and Hours" made by J. Jakubowski, 2nd by R. Brautigam

Motion carries

J. Troeger asked for clarification on the number of dogs

J. Blake explained that the Special Permit will allow 12 dogs plus up to 4 of the owner's own dogs. Even though the state has approved up to 16 dogs in this size facility, they will follow the town's recommendations.

D. George wanted to clarify that 2 dogs could fit in each kennel.

J. Blake confirmed that.

J. Troeger asked if there had been any contact with the resident who was against this

J. Blake stated that she had not reached out to the town or himself. He had only received 1 additional letter of support from a resident, but it could not be entered at this point as the hearing was closed.

NOTE: at 7:40pm the broadcast of Meet.go.to cut off

B. Syme called for a vote.

Motion carries with 1 abstention

J. Blake explained to the commission and A. Bienvenido what would happen next: a notice of approval will be placed in the Chronicle Newspaper. That triggers a 15-day appeal period. At the end of the 15-day appeal period will be pending any formal motion, we would be looking to have this filed on the town's land records with the town clerk. If there is any paperwork that you need signed for the state by Zoning, it can be done at that time.

9. Subcommittee Reports: None

10. Regulation Revisions: None

11. Correspondence to the Commission:

J. Blake stated that there were 2 permits issued: 19 Huntington Road for two sheds and a stable. He spoke to the applicant about having a plan for animal waste and flood plain mapping (these are currently very outdated).

771 Brooklyn Turnpike for a 2-car garage with a FROG, a mudroom, ½ bath and a laundry /room.

12. Commission Open Discussion: Discussion took place

13. Adjournment:

Motion to adjourn at 8:09pm made by J. Troeger, 2nd R. Brautigam

Motion carries

Respectfully submitted by

Sharon George

Scotland Planning and Zoning Commission
Monday, October 27, 2025, Regular Meeting
Notice of Decision



Special Permit Application PZ2025-002
Applicant/Owner: Jonathan Owen
Property Address: 51 Palmer Road
MBL (Map/Block/Lot): 22-21-6
District: Scotland Village District
Purpose: Special Permit for a Place of Worship

WHEREAS, the Scotland Planning and Zoning Commission has conducted a public hearing on Application PZ2025-002 across multiple dates, specifically July 28, 2025, August 25, 2025, and September 22, 2025, concerning the establishment of a Place of Worship at 51 Palmer Road; and

WHEREAS, the Commission has reviewed the submitted site plans, floor plans, and operational statements, and finds that the proposed use, subject to the conditions listed below, is consistent with the intent of the Scotland Village District and all relevant Zoning Regulations;

FURTHERMORE, WHEREAS, this approval for a Place of Worship is granted alongside, and shall not supersede, hinder, or replace, any existing Special Permit granted for Contractor's Equipment Storage on the property, unless such existing permit is otherwise amended or revoked;

NOW, THEREFORE, BE IT RESOLVED, that the Scotland Planning and Zoning Commission APPROVES Special Permit Application PZ2025-002, subject to the Applicant, Jonathan Owen, and any subsequent owners or operators of the property, strictly adhering to all applicable Federal, State, and local laws, and the following specific conditions:

Required Conditions of Approval

1. Capacity and Ancillary Use Limitation:

- The primary use of the facility shall be restricted to a Place of Worship.
- Initial Occupancy Limit: Total occupancy of the sanctuary/meeting space shall be strictly limited to 49 persons at any given time.
- Capacity Increase: Any increase in the maximum occupancy above 49 persons is prohibited unless necessary structural and safety upgrades (including, but not limited to, emergency lighting and exit signage) are first completed in accordance with the Building Official and Fire Marshal requirements, and a revised Certificate of Occupancy is issued.
- Ancillary uses shall be non-commercial and restricted to activities directly associated with the permitted religious use (e.g., social gatherings, religious classes, offices).

2. Parking, Surfacing, and Traffic Management:

- The Applicant shall provide sufficient onsite parking to support the intended use, as determined by the Zoning Enforcement Officer based on the approved occupancy and the Zoning Regulations, prior to the issuance of a Certificate of Occupancy.
- Surface Requirement: All required accessible parking spots shall be constructed using impervious (non-permeable) pavement for stability and safety. All other parking areas and associated drive aisles are required to utilize pervious

(permeable) paving unless the Applicant submits an engineered stormwater management plan that is accepted by the Zoning Enforcement Officer for the use of impervious pavement.

- During all scheduled services or events expected to draw more than 50% of the maximum capacity, the Applicant shall post at least one (1) parking attendant to direct traffic flow and ensure no parking occurs on Palmer Road.

3. Environmental and Wetlands Review:

- Any future expansion of the parking area, including alterations to drainage or grade, is subject to a new Site Plan Approval by the Commission.
- Wetlands Requirement: Any parking lot expansion or site development activity proposed within 100 feet of a wetlands boundary is subject to a mandatory review and approval by the Scotland Inland Wetlands and Watercourses Commission (IWWC).

4. Departmental Approvals and Final Sign-Off:

- Health District: The Applicant shall provide written documentation of approval from the Eastern Highlands Health District (EHHD) confirming the adequacy of the building's water and wastewater systems for the proposed change of use and occupancy.
- Final Certificate of Occupancy (CO): Prior to the issuance of the final CO, the Applicant must obtain final sign-off from the Building Official, the Fire Marshal, and the Zoning Enforcement Officer (ZEO) certifying compliance with all approved plans and conditions herein.

5. Outdoor Events and Activity:

- Hours: All regular outdoor services, gatherings, or activities associated with the Place of Worship shall cease by 10:00 PM.
- Amplification: The use of amplified sound outdoors must be managed so as not to constitute a nuisance to adjacent properties in accordance with State Statute Chapter 442.
- Temporary Structures: The erection and use of tents, canopies, or other temporary structures for any event are subject to prior review and inspection by the Building Official and the Fire Marshal.
- Large Events: Any outdoor event expected to draw an attendance exceeding the current indoor occupancy limit of 49 persons shall require prior written notification to the First Selectman's Office at least ten (10) days in advance. All such events must utilize the onsite approved parking, unless alternate arrangements for off-site parking and shuttling are formally approved in advance by the Town.

6. Lighting and Aesthetics:

- Lighting: All exterior lighting, including parking lot and security lights, shall be full cut-off, downward-facing, and shielded to prevent light trespass onto adjacent properties.

7. Annual Inspection:

- The approved Special Permit use is subject to mandatory annual inspection by the Fire Marshal for life safety and capacity compliance, and by the Zoning Enforcement Officer (ZEO) for operational compliance with the conditions of this permit and the Scotland Zoning Regulations. The Applicant shall be responsible for scheduling and facilitating these inspections.

Motion Made By: J. Jakubowski

Seconded By: R. Brautigam

Vote: Ayes: 7 Nays: 0 Abstentions:

Jonathan Blake, AICP, CZEO
Zoning and Wetlands Enforcement Officer
Town of Scotland, CT

Scotland Planning and Zoning Commission
Monday, October 27, 2025, Regular Meeting
Notice of Decision



Special Permit Application PZ2025-003

Applicant/Owner: Alex Bienvenido

Property Address: 5 Kemp Road

MBL (Map/Block/Lot): 6-10-20

District: Residential Agricultural District

Purpose: Special Permit for a Rural Business Use (Dog Kennel)

WHEREAS, the Scotland Planning and Zoning Commission has conducted a public hearing on Application PZ2025-003 on September 22, 2025, concerning the establishment of a Dog Kennel at 5 Kemp Road; and

WHEREAS, the Commission has reviewed the submitted site plans, operational plans, and findings, and finds that the proposed use, subject to the conditions listed below, is consistent with the intent of the Rural Business designation and the Residential Agricultural District, provided that potential impacts related to noise, odor, and traffic are strictly mitigated;

FURTHERMORE, WHEREAS, the purpose of the Rural Business Regulations is to provide economic opportunities in the Residential Agricultural District by permitting the operation of small businesses that, because of their limited size, large setbacks, and side lines, are capable of existing in otherwise residentially zoned areas without any adverse effects on the quality of life, environment, aesthetic values, and property values in such areas;

NOW, THEREFORE, BE IT RESOLVED, that the Scotland Planning and Zoning Commission APPROVES Special Permit Application PZ2025-003, subject to the Applicant, Alex Bienvenido, and any subsequent owners or operators of the property, strictly adhering to all applicable Federal, State, and local laws, and the following specific conditions:

Required Conditions of Approval

1. Use, Capacity, and Hours of Operation:

- Permitted Use: The use shall be strictly limited to a Dog Kennel (boarding and/or daycare) as a Rural Business. The kennel operation may include limited adoption events as part of its business model. The facility shall not be used for commercial breeding, the retail sale of animals, or as a veterinary clinic/hospital.
- Maximum Capacity: The total number of dogs associated with the kennel operation (boarding and daycare) allowed on the premises at any given time shall not exceed 12 dogs for daytime use and shall not exceed 8 dogs for overnight boarding. This limit excludes up to four (4) dogs owned by the resident owner(s) and their family, maintained on the property as a permitted residential accessory use.
- Customer & Delivery Hours (Regulation Standard): All customer visits (drop-off/pick-up) and deliveries to the property shall be strictly limited to the period between 8:00 AM and 6:00 PM, Monday through Saturday. Except in an emergency situation and by appointment on Sunday's.

2. Owner Occupancy and Management (Regulation Standard):

- Residency Requirement: The Applicant, Alex Bienvenido, and all record owners of the lot must reside in the principal single-family dwelling on the lot throughout the duration that the Special Permit is active.

3. Noise and Setback Mitigation:

- Outdoor Runs Setback: All outdoor kennel runs, play areas, and associated fencing shall adhere to the required Rural Business setbacks for the Residential Agricultural District: 50 feet from the Front Lot Line, 50 feet from the Rear Lot Line, and 75 feet from all Side Lot Lines.
- Outdoor Activity Limit: Dogs shall be restricted from using outdoor exercise or play areas between the hours of 9:00 PM and 7:00 AM, unless otherwise required for necessary relief.
- Overnight Restriction: There shall be no overnight kenneling of any dogs in outdoor runs or outdoor facilities. All overnight boarding must be secured within the main kennel structure.
- Building Construction: The main kennel structure shall be insulated or otherwise designed to mitigate noise emanating from the building.

4. Site Plan and Physical Requirements:

- Parking Location and Setback (Regulation Standard): A minimum of three (3) off-street parking spaces shall be provided for the Rural Business use, in addition to those required for the residential use. All such parking shall be located in a conforming location and shall be no less than ten (10) feet from any property line.
- Parking Screening (Regulation Standard): All parking spaces shall be effectively screened from view from adjacent properties by landscaping and/or fencing approved by the Commission.
- Kennel Run Screening: All outdoor kennel runs shall be adequately screened with a planted visual buffer or fencing (or both). The location and specifications of the screening shall be determined in coordination with and subject to the final approval of the Zoning Enforcement Officer (ZEO), and installed prior to the issuance of the Certificate of Occupancy.

5. Odor, Waste, and Health Management:

- Waste Removal: All dog waste must be promptly removed from outdoor and indoor areas and stored in sealed, air-tight containers.
- Disposal Plan: The Applicant must provide a written, approved waste disposal plan, ensuring the secure and sanitary removal of waste from the property at regular, specified intervals, as approved by the ZEO and EHHD.
- Health District Approval: The Applicant must secure and provide written approval from the Eastern Highlands Health District (EHHD) for the facility's design and operational plan, including water supply and wastewater disposal, prior to the issuance of a Certificate of Occupancy.

6. Annual Renewal and Compliance Review:

- Inspection Authority: The facility shall be subject to inspection by the Northeastern Connecticut Council of Governments (NECCOG) Animal Services and the State of Connecticut Department of Agriculture at any reasonable time.

- Renewal Mandate: The Special Permit approval shall be subject to mandatory annual renewal by the Planning and Zoning Commission, one (1) year from the date the State of Connecticut Department of Agriculture license is initially issued.
- Renewal Review Standard: Documented complaints and/or violations by NECCOG Animal Control Officers or the State of Connecticut Department of Agriculture regarding the operation of the kennel may be used by the Commission as grounds to deny the annual renewal of this Special Permit.
- Renewal Process: The Applicant must submit a formal renewal request letter to the Commission at least thirty (30) days prior to the anniversary date, detailing compliance with all conditions of this permit. Failure to submit a timely and complete renewal request will result in the automatic lapse and termination of this Special Permit.

6. State Licensing:

- Licensing Requirement: The Applicant shall obtain all necessary licenses from the State of Connecticut Department of Agriculture for the operation of a commercial kennel prior to commencing use. These licenses must be maintained in good standing at all times while the kennel is in operation.

7. Final Departmental Approvals:

- Certificate of Occupancy (CO): Prior to the issuance of the final CO, the Applicant must obtain final sign-off from the Building Official and the Zoning Enforcement Officer (ZEO) certifying compliance with all approved plans and conditions herein.

Motion Made By: J. Jakubowski

Seconded By: J. Troeger

Vote: Ayes: 6 Nays: 0 Abstentions: 1

Jonathan Blake, AICP, CZEO
Zoning and Wetlands Enforcement Officer
Town of Scotland, CT