

PLANNING AND ZONING COMMISSION
Town of Brooklyn
Regular Meeting
Wednesday, March 4, 2015
Clifford B. Green Meeting Center
69 South Main Street
7 p.m.

MINUTES

I. Call to Order - Chair, Carlene Kelleher, called the meeting to order at 7:03 p.m.

II. Roll Call - Carlene Kelleher, Michelle Sigfridson, Aaron Kerouack, Craig Dunlop, Donald Francis. David Fuss and Derek Wesolowski were absent with notice.

Alan Carpenter arrived at 7:21 p.m.

Staff Present – Jana Roberson, AICP, Land Use Administrator.

III. Seating of Alternates – None.

IV. Adoption of Minutes:

1. Regular Meeting Minutes February 4, 2015.

Motion by D. Francis to accept the Minutes of the February 4, 2015 Regular Meeting of the Brooklyn Planning and Zoning Commission as submitted. Second by A. Kerouack.

M. Sigfridson stated that on page 3, Item VI.3, second line from the bottom should read, “M. Sigfridson stated that she feels that, rather than splitting it, the whole lot **could** be put in the VCD.”

Motion carried 5-0 with the noted change.

2. Special Meeting Minutes February 17, 2015.

Motion by A. Kerouack to accept the Minutes of the February 17, 2015 Special Meeting of the Brooklyn Planning and Zoning Commission as submitted. Second by C. Dunlop. Motion carried 4-0. D. Francis abstained as he had not attended that meeting.

V. Public Commentary

Jules Dagostino, 6 Barrett Hill Road, thanked J. Roberson and the P&Z Commission for listening to his comments regarding Route 169 at previous meetings and that he has suggestions that he will bring up at the hearing at the next meeting.

VI. Unfinished Business:

- a. **Reading of Legal Notice** – Continuation.

- b. **Continued Public Hearings:**

1. ZRC14-003 Zone Regulation Change-Article 2 Definitions and Article 3 District Regulations-Section 3.4.5 Village Center District; Article 10 Signs-Section 10.4 Signs permitted in the Village Center District.

J. Roberson reviewed the changes on the most recent draft dated February 25, 2014 (she noted that these have been on file with the Town Clerk and on the website for some time):

- Under Permitted Uses - Education Center: Any use, exclusive of a private school or a municipal facility which is intended for the education and/or instruction of children and/or adults.
- Under Special Permitted Uses – Indoor Sports and Recreation (replacing Indoor Entertainment): Any sports or recreational used conducted within an enclosed building.
- Parking Standards for Education Center – One space per 200 square feet of gross floor area.
- Parking Standards for Indoor Sports and Recreation – One space per 300 square feet of gross floor area.

C. Dunlop suggested that in 3.4.5.2.2 a comma be added after “...substantially similar to the previous use,... J. Roberson will add a comma.

M. Sigfridson pointed out that the definition refers to Education Center then, in the list of uses, it is referred to as Educational Center. J. Roberson stated that it should be Education Center in both instances.

Motion by D. Francis to close the public hearing for ZRC14-003 Zone Regulation Change-Article 2 Definitions and Article 3 District Regulations-Section 3.4.5 Village Center District; Article 10 Signs-Section 10.4 Signs permitted in the Village Center District. Second by A. Kerouack. Motion carried 5-0.

c. New Public Hearings - None.

VII. Other Unfinished Business:

1. ZRC14-003 Zone Regulation Change-Article 2 Definitions and Article 3 District Regulations-Section 3.4.5 Village Center District; Article 10 Signs-Section 10.4 Signs permitted in the Village Center District.

Motion by M. Sigfridson to approve the amended application ZRC14-003 Zone Regulation Change including Article 2 Definitions, Article 3 District Regulations-Section 3.4.5 Village Center District and Section 3.6.1 Parking Requirements, and Article 10 Signs-Section 10.4 Signs permitted in the Village Center District upon finding that the changes are consistent with the policies and principles of the Plan of Conservation and Development and with an effective date of March 28, 2015. Second by C. Dunlop.

D. Francis stated that he reviewed the recording of the January meeting and is qualified to vote.

Motion carried 5-0.

2. Discussion of Zoning Regulations Rewrite.

J. Roberson sent out a more detailed scope of work to candidates with a deadline of March 15th, and they have replied that they will submit revised proposals.

A.Carpenter arrived at 7:21 p.m.

3. Discussion of PC Zone Build-Out.

J. Roberson stated that she reviewed Paula's draft and answered some questions. The project has progressed very nicely and will be ready to be presented at the March Special Meeting. She suggested inviting Members of the Board of Selectmen and EDC as well as the public.

Motion by D. Francis to move Agenda Items:

VIII. New Business:

b. Other New Business:

1. Preliminary discussion of redevelopment of the former Eggs, Inc. property (Regional Building)
2. Preliminary discussion of redevelopment of the former Eggs, Inc. property (chicken coops)

to above

VIII. New Business:

a. Applications:

1. ZRC15-001 Zone Regulation Change- Limited Business Enterprises: Article 2- Definitions, Article 3 District Regulations-Section 3.4.4.4, Article 6B Limited Business Enterprises-Section 6B.1-4.

Second by M. Sigfridson. Motion carried 6-0.

VIII. New Business:

b. Other New Business:

1. Preliminary discussion of redevelopment of the former Eggs, Inc. property (Regional Building)

J. Roberson explained that this is a preliminary discussion and that aerial photos of both properties were provided in the packets to the Commission Members.

Paul Archer, Archer Surveying, represented the new owner(s), Mark Benard (present), and provided a plan for viewing by the Commission Members. Mr. Archer explained that the new owners would like to put some businesses into the regional building. He asked the Commission to consider what the parking requirements would be. He suggested eliminating 12 of the 46 parking spaces and using crushed stone or reinforced turf rather than asphalt.

Mark Benard, Brooklyn Center Complex, stated that it is roughly a 10,000 s.f. building and that there would be a total of five tenants (one being a one-bedroom apartment above).

J. Roberson explained that this is considered a non-contributing structure. She stated that shared parking is an option and that they would need to show that all the parking spaces would not be needed at the same time. She stated that the Commission may require a review by a transportation engineer.

Mr. Archer stated that they would need to supply hours of operation for each of the units to help determine parking requirements. He stated that they would demonstrate that they can handle all parking required, but it does not necessarily have to be built according to standards. The last row could be a gravel overflow area if necessary. He asked if asphalt and street lighting would be required.

Mr. Archer stated that they may also rent out the garage (2,400 s.f.) to a couple of offices and that there would not be thru traffic between the two buildings.

D. Francis mentioned that there were three offices in that building previously. He stated that there had been a problem at one time with parking at the south end of the building due to

backing out into traffic. He suggested shrubbery and asked if the parking can be done in stages to work with the developer to make it easier for them and nicer for the Town. J. Roberson stated that she thinks it can as there is a shared parking provision for the VDC. Peak a.m. and p.m. usage information would be needed as well as a traffic impact analysis (prepared by a professional engineer) if there will be 25 or more parking spaces. Mr. Archer stated that they can have it done if needed.

A.Carpenter stated that he agrees with D. Francis, but he is concerned about the front parking area and the access control.

Discussion ensued. J. Roberson stated that it would go by use and that for special permits, a public hearing would be required. Discussion ensued about lighting.

D. Francis stated that it would be sent for architectural review.

2. Preliminary discussion of redevelopment of the former Eggs, Inc. property (chicken coops).

Paul Archer stated that the chicken coops are in the RA Zone and that they would like to make the existing buildings into mini storage units. He asked if this would qualify as agricultural re-use. He asked how many parking spaces would be adequate as you would be driving inside. A. Carpenter expressed concern for venting exhaust from vehicles. Mr. Benard stated that they would install and exhaust fan.

Mr. Archer stated that they would like to come forward with this project first to get started on the units to get up and running. They will come back with parking, lighting, hours of operation, etc.

The Commission was in agreement that these would be good uses for the properties.

a. Applications:

1. ZRC15-001 Zone Regulation Change- Limited Business Enterprises: Article 2- Definitions, Article 3 District Regulations-Section 3.4.4.4, Article 6B Limited Business Enterprises- Section 6B.1-4.

C. Kelleher stated that the new draft had been reviewed by Town Attorney, Peter Alter and included his comments/clarifying language.

J. Roberson reviewed the changes:

- Article 2 – Definitions is all new language:

ARTICLE 2 - DEFINITIONS

LIMITED BUSINESS ENTERPRISES: Uses that qualify as a Limited Business Enterprises include:

Adult Day Care Center,
Art Studio/ Art Gallery (including sales),
Antique Sales/Showroom,
Craftsperson,
Offices, Business or Administrative, and
Professional Office.

- Article 6B is a whole new article:

ARTICLE 6B - LIMITED BUSINESS ENTERPRISES

6B.1 - The intent of this regulation is to provide the opportunity for limited business uses (as defined) in the RA Zone provided that such use or uses meets the criteria outlined in this section.

6B.2 - Limited Business Enterprises may be permitted in the RA Zone upon the approval of a Special Permit and attendant Site Plan Review by the Planning and Zoning Commission subject to a finding that such business meets the requirements outlined in Article 5 as well as the following additional special permit criteria that are specific to Limited Business Enterprises.

6B.2.1 - Limited Business Enterprises shall be on a lot in the RA Zone having frontage on a state highway.

6B.2.2 - Limited Business Enterprises shall be limited to a gross floor area not to exceed 2,400 s.f. per lot.

6B.2.3 - Limited Business Enterprises shall maintain the residential character of the buildings and the lot and the neighborhood, shall be developed in a manner that will minimize the conflict of such use with the surrounding residential uses, and shall not negatively impact the value of surrounding residential property.

6B.2.4 - The lot shall be of such size, shape and dimension that any exterior evidence of the proposed use or uses is screened from public view in accordance with Article 11, Landscape Regulations. A buffer of 50 feet in width shall be required for any outside storage or parking associated with the use and must meet the Screening and Buffering Area Standards as contained in the Regulations.

6B.2.5 - The application shall show measures taken to minimize the impact of vehicular traffic on the surrounding neighborhood. The commission may require the applicant to provide a traffic analysis from a licensed professional engineer if in the Commission's determination, the Limited Business Enterprise may cause a reduction in traffic safety or a reduction in the level of service in the public roadway.

6B.3 - As a condition to the Special Permit the Commission may establish limits on the hours of operation, lighting, number and type of vehicles, outside storage, and such other conditions as may be necessary to minimize the impact of the proposed activity on the surrounding residential areas.

6B.4 - A permit for Limited Business Enterprises shall be issued in the name of the owner of the property. A tenant of the owner may establish a Limited Business Enterprise and shall be identified by the owner of the property to the Commission. The owner of the property shall continue to be fully responsible for compliance with this regulation. If multiple Limited Business Enterprises are established on a property by Special Permit, the uses will be considered cumulatively when determining compliance with the regulations. A change in use, or a change in owner or lessee, must be reviewed by the Commission and the permit may be amended to permit the proposed new use provided all conditions of the Regulation are satisfied.

- Section 3.4.4.4 clarifying language added:

ARTICLE 3 - DISTRICT REGULATIONS

3.4.4.4 - SPECIAL PERMIT: Following uses require Special Permit approval in accordance with Article 5:

Private Schools (Adopted 2/6/13, Effective 2/23/13)

Gravel Banks

Limited Business Enterprises (in accordance with Article 6B)

Adaptive Re-use of an Agricultural Building (in accordance with Article 6A)

Home Enterprise

Motion by D. Francis to accept the application ZRC15-001 Zone Regulation Change- Limited Business Enterprises: Article 2- Definitions, Article 3 District Regulations-Section 3.4.4.4, Article 6B Limited Business Enterprises-Section 6B.1-4 and to schedule a public hearing for the next regular meeting of the Planning and Zoning Commission to be held on April 1, 2015 at 7:00 p.m. at the Clifford B. Green Memorial Building located at 69 South Main Street Brooklyn, CT. Second by C. Dunlop. Motion carried 6-0.

b. Other New Business:

1. Preliminary discussion of redevelopment of the former Eggs, Inc. property (Regional Building) – See Above.
2. Preliminary discussion of redevelopment of the former Eggs, Inc. property (chicken coops) – See Above.
3. Discussion of 2015 Planning Priorities.

J. Roberson and the Commission Members reviewed the 2015 Priorities Draft. C. Kelleher suggested that a planning meeting be devoted to trying to complete the revision of the Planned Commercial District.

IX. Reports of Officers and Committees:

1. Land Use Administrator Report.
2. Zoning Permit Report February 2015.

Discussion ensued regarding signage at the Day Street/Route 6 Intersection and Church signs. J. Roberson stated that she has not received any written complaints and she will speak with Martha about prioritizing these.

3. Wal-Mart Update.

J. Roberson stated that final certificate of zoning compliance will be released because all conditions of approval have been met. Performance and E&S Control Bonds will be released completely and partial Landscaping Bond also to be released.

4. Budget.

5. Correspondence.

6. Chairman's Report.

C. Kelleher, M. Sigfridson and J. Roberson are registered for the seminar on March 21, 2015.

X. Public Commentary – None.

XI. Adjourn

Motion by A. Kerouack to adjourn at 8:50 p.m. Second by M. Sigfridson. Motion carried 6-0.

Respectfully submitted,

J.S. Perreault
Recording Secretary