

**PLANNING AND ZONING COMMISSION**  
**TOWN OF BROOKLYN**  
CONNECTICUT 06234

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**PLANNING AND ZONING COMMISSION**  
**TOWN OF BROOKLYN**  
**CONNECTICUT**  
**SPECIAL MEETING MINUTES**  
**January 19, 2010**  
**Clifford B. Green Memorial Center**

**I. Call to Order:** the meeting was called to order by Chairman Kelleher at 7:00 p.m.

**II. Roll Call:** Barbara Repko, Don Francis, Deane Rettig, Carlene Kelleher, David Fuss, Henry Moses, Al Sandholm, Craig Dunlop and Harry Arters-Alternate

**Absent:** Tom Doherty with notice. Paul Camara without notice.

**Staff Present:** Audrey Cross-Lussier, recording secretary.

**Public in Attendance:** Ryan Brais and Paul Archer.

**III. Seating of Alternates:** Harry Arters for regular member Tom Doherty.

**IV. Regulation Drafts:**

**a. Conservation Subdivision:** Chairman Kelleher stated that P and Z have previously reviewed the Conservation Subdivision regulations back in September. Since that time it has gone to Attorney Peter Alter and Syl Pauley NECCOG engineer for review and their comments have been received. Ms. Kelleher met with Jim Larkin, NECCOG Planner on a couple of occasions to review the comments and make some revision to suggest to the regulation subcommittee. The regulation subcommittee has seen the current draft version and has approved it and is now back in front of the P and Z Commission for their approval to set a public hearing.

At the last meeting Selectman Tanner was to check with the Safety Committee for their input on the Conservation Subdivision Regulations. Ms. Kelleher states that the Safety Committee consists of Jeff Otto, Chuck Dobrowski, the two Chief's of the Fire Departments in Town and the Fire Commissioners. Ms. Kelleher stated that Mr. Dobrowski has provided Jeff Otto with a copy of the Draft Conservation Subdivision Regulations. Ms. Kelleher will have Mr. Dobrowski ask the Safety Committee to act as quickly as they can to review the Draft Regulation and submit their comments to the P and Z Commission so a public hearing may be set.

Discussion was held and the following were comments/changes made by the commission members with regards to the Draft Conservation Subdivision Regulations:

Chairman Kelleher invited Paul Archer and Ryan Brais to participate in discussion with regards to the Conservation Subdivision Regulations as they are part of the subcommittee.

Don Francis: Section 15.1.6 Establish buffers for adjacent land uses such as agriculture and fragile ecosystems. Mr. Francis suggests that this refer back to the Connecticut General State Statutes which defines agriculture. Discussion held. Chairman Kelleher will speak with Jim Larkin, NECCOG Planner with regards to this suggestion.

Barbara Repko: Addressed her concerns with regards to sidewalks in a Conservation Subdivision. Discussion held. Paul Archer commented that sidewalks are at the discretion of the commission; perhaps wording could be added to reflect this. Chairman Kelleher suggested that this be discussed at the next Regulation Subcommittee meeting to be held next week.

Deane Rettig: Noted the following grammatical corrections to be made:

15.8.9 – All dead-end private “lanes” should be changed to “road.”

15.8.7.1 – and curbing is required should be changed to “or curbing.”

15.7 – in one and only one of the following ways should be changed to “in only one of the following ways.”

15.8.1.1 – Deane Rettig addressed concerns of mail box clusters at the end of private roads. Ryan Brais stated that the Postal Service works this out with the Developer where the mail boxes will be placed. They cannot be placed in the Town right of way or in the line of site. Discussion held.

15.6.5 – Deane Rettig addressed concerns within the zoning regulations that limit the number of dwellings serviced by a driveway and is this something that should be done here as well. Discussion held.

15.6.4 – Deane Rettig noted the following grammatical correction to be made: The plans demonstrate should be “the plan demonstrates.”

Deane Rettig – noted that from a format perspective anything that has three decimal points should be indented.

15.6.9 – Deane Rettig asked if the definition in the italicized section “for example” be explained in better terms. Paul Archer stated he will bring this up to the subcommittee.

15.8.1 – Don Francis addressed his concerns with regards to private roads and their maintenance by a Homeowner’s Association, should there be a potential of putting some kind of a covenant that there has to be a maintenance agreement. Discussion held. Don will investigate this further.

15.8.3 – Don Francis had concerns with regards to basement drains, in some cases these drains could go onto someone else’s property, is an easement necessary. Paul Archer stated that the Health Department would require this to be shown on the plans. Discussion held.

15.8.10 Don Francis had concerns with regards to location of private roads and a “buffer.” Ryan Brais and Paul Archer discussed this with the Commission.

**b. Open Space (Section 8):**

Deane Rettig: Noted the following grammatical corrections to be made:

8.4.3 – “Natural state by the sub divider” should be changed to subdivider.

8.14.1 and 8.14.2 – “The applicant, at his option, may submit the entire fee in one lump sum prior to filing a subdivision or resubdivision mylars with the Town Clerk.” Deane feels this must be reworded as by State Statute they can only pay the fee in lieu of at the time of the sale of the lot. Discussion held.

8.13.3 – Chairman Kelleher noted the following grammatical correction to be made: “Steps 8.13.1 through 8.13.3 maybe” should be changed to may be.

**c. Procedures (Section 4):** The Commission members are all in agreement that no changes need to be made.

**d. Parking Requirements:**

3.6.1.3 – Ryan Brais discussed with the Commission that this is one space for every four persons determined by maximum occupancy. Discussion held.

Chairman Kelleher made mention of the Farmer’s Market coming to Brooklyn and would like to use space in the Ocean State Job Lot Parking area. Ms. Kelleher questioned whether a vendor permit is required for the Farmer’s Market and will speak with ZEO Chuck Dobrowski regarding this issue.

3.6.1.13 – Dean Rettig feels that the last sentence with regards to “loading space is permitted in all yards, in addition to the required parking spaces” should be edited. Discussion held.

3.6.1.1 – Commission members discussed taking out the sentence “plus one space per employee based on the largest shift.” Discussion held. Commission members decided to leave this as is and not to delete it out.

3.6.2.8 – Deane Rettig had questions with regards to the size of the parking spaces. Ryan Brais

discussed the different angles of parking spaces with regards to square feet. Discussion held.

3.6.1.3 Al Sandholm questioned “plus one space per employee based on the largest shift. If take-out service is to be offered, an additional 5 spaces are required.” Discussion held.

**e. Section 4.4.2 – Application for Site Plan Approval:** Commission members are okay with this draft with no corrections to be made.

**f. Change in VCD proposed by Don Francis:** Don Francis is in favor of adding section 3.4.5.5.1 which will allow the ZEO to issue a permit for a like use without formal review for a new or existing owner where no modifications are within view of the public from any public road or walk way. Also adding section 3.4.5.5.2 where a like use for a new or existing owner requires modification of the property within view of the public from any public road or walkway the ZEO may issue the permit upon review and approval of plans submitted to the ZEO and the Commission appointed Village District Architect. Such plans shall meet the requirement of Article 5 Section 5.7 of the zoning regulations. Reimbursement for review by the Village District Architect and the ZEO shall be the responsibility of the applicant and shall be paid at the time of application for the modification. Discussion held on this proposed change.

Chairman Kelleher discussed with the Commission an ordinance being drafted to collect fees from consultants. A draft has gone to Attorney Peter Alter for his review.

Don Francis handed out a request for proposals for qualified individuals or organizations to submit proposals to serve as consultants for its VCD Zone. Discussion held. Al Sandholm would like this proposal to include a job description as well.

**g. An Ordinance Creating the Town of Brooklyn Design Review Board:** Discussion held.

**V. Planning Priorities:** A motion was made by Deane Rettig to table the remainder of the special meeting agenda until February 16, 2010, at 7:00 p.m. to be held at the Clifford B. Green Meeting Room. Henry Moses seconded this motion. Discussion held. Deane Rettig withdrew his motion.

**VI. Bylaws:** A motion was made by Deane Rettig to move item VI. Bylaws up on the agenda before item V. Planning Priorities. Henry Moses seconded this motion. No discussion held. All in favor. Motion carries.

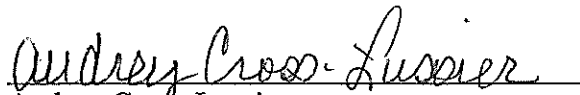
Chairman Kelleher would like to suggest a small subcommittee review the Bylaws and bring them back to the Commission. Deane Rettig and Al Sandholm agreed to review the Bylaws. Al Sandholm stated that the last Bylaws were revised in June of 2008; this is overdue and needs to be reviewed.

Deane Rettig stated that next year before the Election of Officers takes place the Bylaws should be reviewed as an agenda item. Discussion held.

Henry Moses made a motion to move everything else on the special meeting agenda to the next special meeting on February 16, 2010, at 7:00 p.m. to be held at the Clifford B. Green Meeting Room. Deane Rettig seconded this motion. Discussion held on the motion. Al Sandholm commented that year in last January there was a 6 p.m. meeting to handle these issues. All in favor. The motion carries.

**VII. Public Commentary:** None.

**VIII. Adjourn:** A motion was made by Henry Moses to adjourn the meeting at 9:17 p.m. Craig Dunlop seconded this motion. No discussion held. All in favor. Motion carries.

  
Audrey Cross-Lussier  
Recording Secretary