

**Planning & Zoning Commission
Regular Meeting Minutes
7pm Wednesday May 1, 2013
Clifford B. Green Meeting Center**

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TOWN CLERK'S OFFICE

In Attendance: Carlene Kelleher, Craig Dunlop, Deane Rettig, Michelle Sigfridson, Aaron Kerouack, Don Francis, Derek Wesolowski

Also in Attendance: Jim Larkin (NECCOG) and members of the public.

Excused: David Fuss

2013 MAY -7 P 4:18
RECORDED VOL. PAGE
Leona A. Mainville
TOWN CLERK, BROOKLYN, CT

- I. **Call to Order:** Carlene Kelleher called the meeting to order at 7:04pm
- II. **Roll Call:** Roll call shows seven members present
- III. **Seating of Alternates:** none
- IV. **Adoption of Minutes:**
 1. Regular Meeting Minutes April 3, 2013
Deane Rettig motioned to accept as presented in order for discussion. Deane Rettig was listed as being present when in fact he was absent. Under other new business Craig Dunlop is already a member on that committee. Under Unfinished Business 2. Minutes reflect once a Gravel bank subcommittee is formed when in fact the subcommittee already exists. Derek Wesolowski was present. Minutes accepted as amended. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- V. **Public Commentary:** none
- VI. **Unfinished Business:**
 - a. **Reading of Legal Notice:** Michelle Sigfridson reads the legal notice into the record
 - b. **Continued Public Hearings:**
 - c. **New Public Hearings:**
 1. SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18x24 Art Studio.
Don Francis recused himself from discussion because he has a family member who works at The Learning Clinic. Steve Gaulter Facilities Director for the Learning Clinic presented site plan of property of proposed Art Studio, There will not be a septic system. It will strictly be used as an Art Studio. There will be areas in the building for painting (water based paints), drawing, there will also be a pottery wheel and kiln, which will be vented properly. Post and Beam style building to match the front building. The hours of operation will be 8:30am-4:00pm. No additional lighting will be installed. Current lighting is on a motion sensor until 10pm after that the lights go off by timer. There is an alarm with night vision cameras for security after 10pm. No need to sprinkler the building because of its size. The kiln itself will be fireproofed. Jim Larkin read into the record a letter from Syl Pauley regarding his findings on the property and that the proposed Art Studio will not have a negative impact on the property. Attorney John Fitzgerald representing Hans Kohl who is a property owner across the street from the Learning Clinic, wanted a condition be made that the lights go off at 10pm, and the side road does not become the main entrance. Deane Rettig requested confirmation that the requested waivers of certain items were because the items were already present, Mr. Gaulter did confirm this.
Motion was made by Deane Rettig to close the public hearing. Craig Dunlop seconds this motion. All in favor. Motion passed.
 2. SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone-Event Facility Permit-Hosting Events, Weddings, Parties, Fundraisers, Etc.
Paul Archer from Archer Surveying presented layout of property on Allen Hill Road where a permit is required for events they will be planning throughout the year. He went on to discuss current use of property use, stating current system is capable of handling 200 people per day. There will not be a kitchen. All events will be catered. Building capacity could not be calculated until permit is produced, according to the Fire Marshall and Building Inspector. Jim Larkin reviewed site plan and new regulation with Syl Pauley before the meeting and brought the comments for clarification to tonight's meeting, and the following were discussed; outdoor lighting, septic and handicapped spaces (1 handicap space for every 25 parking spaces) based on capacity of property 4 handicapped spaces will be needed, Deane Rettig advised Paul Archer that these could be removable signs also. Deane also discussed the safety issue regarding the need for proper outdoor lighting.

Motion was made by Don Francis to close the public hearing. Derek Wesolowski seconds this motion. All in favor. Motion passed.

d. Other Unfinished Business:

1. SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18x24 Art Studio.

Motion was made by Deane Rettig to approve application for SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18x24 Art Studio with the condition that the lights go off at 10pm and the south driveway doesn't become a second or main entrance. Aaron Kerouack seconds this motion. All in favor. Motion passed. Don Francis did not participate in the vote.

2. SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone-Event Facility Permit-Hosting Events, Weddings, Parties, Fundraisers, Etc.

Motion was made by Deane Rettig to approve the application for SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone-Event Facility Permit-Hosting Events, Weddings, Parties, Fundraisers, Etc. with the condition that four (4) removable handicap parking signs be utilized during events, adequate lighting be placed in the southern parking area for safety concerns as approved by staff. The maximum occupancy of the event area and any buildings or temporary structures will not exceed the lesser of 200 or what is determined by the Fire Marshall and Building Inspector. Derek Wesolowski seconds this motion. All in favor. Motion passed.

VII. New Business:

a. Applications:

1. SD13-001 Carol Bard, Hyde Road, Map 25, Lot 45A, VCD Zone, 2-Lot Subdivision.

Norman Thibeault of Killingly Engineering presented site map and advised the Commission that a notice has been sent to abutters of the property. Discussed proposed boundary line adjustment and subdivision plans. One lot 11.04 acres the other 12.78 acres with a shared driveway. There is Health Department and Inlands and Wetlands Commission approval already. The lots will be widened and leveled due to erosion from non use.

Motion was made by Deane Rettig to accept application SD13-001 Carol Bard, Hyde Road, Map 25, Lot 45A, VCD Zone, 2-Lot Subdivision. Don Francis seconds this motion. All in favor. Motion passed.

2. Douglas and Mary Beth Leonard 117 Pomfret Road, Map 25, Lot 29, VCD Zone-Sign Permit-The Barn at Gray Mare Hill.

Jim Larkin told the Commission members that Mr. Leonard would like to table this sign application due to P&Z Regulations which state something cannot be placed in the "right of way". Mr. Leonard has an extended "right of way" in front of his property 20-30ft and that the sign would not be visible if it was placed on his property.

Motion was made by Deane Rettig to table the sign permit application of Douglas and Mary Beth Leonard. Michelle Sigfridson seconds this motion. All in favor. Motion passed.

3. SP13-004 Kenneth Loiselle, 60 Pomfret Road, Map 25, Lot 57, VCD Zone; Replace siding with wood clapboard, install period door, rebuild fence and install windows.

Carl Kuhn of Kuhn Builders presented his renovation plans for this property. He would like to replace siding with wood clapboard, get the house water tight, remove and/or repair second and third floor windows. Widows walk off master bedroom on the second floor. Custom stain glass shutters on the first floor. Obtain a permit for addition that was not done by previous home owner. Mr. Kuhn currently has a permit for interior work and would like a permit as soon as possible, for outside work, due to rotting sills. Jim Larkin reviewed site with Mr. Loiselle and the contractor and discussed with them that he proposed that Jim is allowed to issue a permit for anything that is not visible from the public roadway. Renovation should currently be occurring on the exterior rear of the building to get the home water tight. Special permit is required for front, sides, fence, door way. Discussion as to whether the land use officer could issue a permit for routine maintenance within view of the roadway and if so, whether this fence repair was "routine maintenance." Final decision was that the fence does not fall under routine maintenance because the entire fence is being replaced.

Motion was made by Deane Rettig to accept application and set a public hearing for May 21, 2013, SP13-004 Kenneth Loiselle, 60 Pomfret Road, Map 25, Lot 57, VCD Zone; Replace siding with wood clapboard, install period door, rebuild fence and install windows. Michelle Sigfridson seconds this motion. All in favor. Motion passed.

b. Other New Business:

1. Resignation of Commission Member Henry Moses.

Resignation letter from Henry Moses was included in the commission member's packets. Carlene Kelleher will send Mr. Moses a letter of acceptance with regret, of his resignation.

2. Discussion of Zoning Regulation Article 16 Administration and Enforcement.

Carlene Kelleher explained that in last months' meeting Hans Kohl addressed the Commission stating the regulations should be amended so that P&Z would deligate the responsibility for the enforcement of the regulations to the ZEO under the direction of the First Selectman rather than under the direction of the P&Z commission as is currently regulated under regulation statues. Jim Larkin handed out neighboring towns regulations for Administration and Enforcement for review by commissioners. Jim will put together to review next month and prepare for a public hearing.

3. Demolition of building a 82 Fairgrounds Road, Map 24, Lot 75, VCD Zone.

Letter from building official dated 5/08/13 explaining demolition of 82 Fairgrounds Road.

4. Discussion of Corner Lot Regulation.

Jim Larkin handed out Regulation 19.2 accessory building on corner lots to differentiate between present verbiage and suggested verbiage. Lengthy discussion regarding lot lines and orientation of building placement on property depends on how it will be labeled, front, side, rear to be designated by ZEO or during the permit process. Michelle Sigfridson suggested using corner of house, set 2 lines and put the accessory building behind that. Jim also stated set the building furthest from each right of way. Jim Larkin will change the verbiage for the proposed corner lot regulation regarding accessory buildings and bring to the special meeting on 5/21/13 and prepare for public hearing in July.

VIII. Reports of Officers and Committees:

1. Zoning Enforcement Officer's Report April 2013.

ZEO Report presented in Commission Members packets.

2. Wal Mart Update-

Nothing to report. Deane Rettig would like clarification as to whether the vegetation currently on site is the correct kind? It would be beneficial if someone could verify this before they get planted. Don Francis stated site view for oncoming traffic is blocked by road work signs. Jim Larkin will check this when he visits the site this week.

3. Update on Land Use Officer Position

Austin Tanner has hired someone to fill this position. She has 14 years of experience. Carlene Kelleher presented her resume for the commission to review.

4. Regulations Subcommittee.

No new discussion at the meeting. Henry Moses has resigned so there is an open position on this committee. During this meeting they discussed keeping the minimum slope along the roadway regarding set back of 200ft. Discussion regarding the current verbiage used in regulations regarding excavating. The regulations currently look at the area of excavation it was discussed if maybe it should look at the cubic volume of excavating instead. Carlene Kelleher will be asking for a volunteer to serve on the Regulations Subcommittee at the Special Meeting on 5/21/13.

5. Route 169 Recommendations Follow-up Subcommittee.

Discussed Limited Business Enterprise, the committee will be looking to get a more detailed definition of what a Limited Business Enterprise is before they make any recommendations. Committee also discussed hours of operation, certain uses, square footage.

6. Budget

The budget report was included in the Commission Member's packets. Deane Rettig requested a detailed breakdown of the revenue that P&Z receives from different activities listed on this report.

7. Chairman's Report

John Filchac has interviewed people regarding changing the required number of commission members from ten to eight, due to the two vacant positions. Deane Rettig likes the diversity of an eight member commission, anything less, the diversity is lost. This issue will be placed on the Regular Meeting Agenda for 06/05/13.

IX. Public Commentary: No discussion

X. Adjourn: Deane Rettig motioned to adjourn. Craig Dunlop seconds this motion. All in favor. Motion passed.
Meeting adjourned 10:10pm

Respectfully Submitted

Lisa Scribner
Recording Secretary

**PLANNING AND ZONING COMMISSION
TOWN OF BROOKLYN
P.O. BOX 356
CONNECTICUT 06234**

**TOWN OF BROOKLYN
PLANNING AND ZONING COMMISSION
PUBLIC HEARING
LEGAL NOTICE**

RECEIVED
TOWN CLERK'S OFFICE
2013 APR 17 A 8:35
RECORDED VOL. PAGE
Marla A. Mainville
TOWN CLERK, BROOKLYN, CT

The Planning and Zoning Commission will hold a public hearing on Wednesday May 1, 2013 at 7:00 p.m. at the Clifford B. Green Memorial Center, 69 South Main Street, Brooklyn, CT on the following:

1. SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18 x 24 Art Studio.
2. SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone – Event Facility Permit; Hosting Events, Weddings, Parties, Fundraisers, Etc.

Dated this 17th day of April 2013

Carlene Kelleher
Chairman

Please publish in the legal section of the Bulletin Friday April 19 and Friday April 26, 2013.
Please use Account 10089300. Call Audrey with any questions at 860-779-3411.

**PLANNING AND ZONING COMMISSION
TOWN OF BROOKLYN
P.O. BOX 356
CONNECTICUT 06234**

**TOWN OF BROOKLYN
PLANNING AND ZONING COMMISSION
NOTICE OF ACTION**

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2013 MAY -2 A 11:58
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HARRIS, A. Mainville
TOWN CLERK, BROOKLYN, CT

At the recent regular meeting of the Planning and Zoning Commission on May 1, 2013, the following action was taken:

1. SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18 x 24 Art Studio – APPROVED WITH CONDITIONS.
2. SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone – Event Facility Permit- Hosting Events, Weddings, Parties, Fundraisers, Etc. – APPROVED WITH CONDITIONS.

Any appeals are to be filed with the superior court 15 days from the date of the legal notice appearing in the paper.

Dated this 2nd day of May, 2013.

Carlene Kelleher
Chairman

Please publish Friday, May 3, 2013 in the legal section of the Bulletin. Use Account Number 10089300. Call Audrey with any questions at 860-779-3411.

BROOKLYN PLANNING AND ZONING COMMISSION
REGULAR MEETING OF

ROLL CALL VOTES: May 1, 2013

Board Members:

	Attendance	1	2	3	4	5	6	7
Kelleher-Chair	X	+	+	+	+	+	+	+
Rettig-Vice Chair	X	+	+	+	+	+	+	+
Sigfridson-Secretary	X	+	+	+	+	+	+	+
Dunlop	X	+	+	+	+	+	+	+
Francis	X	+	+	+	abs	+	+	+
Fuss								
Kerouack	X	+	+	+	+	+	+	+
Wesolowski	X	+	+	+	+	+	+	+
Alternate								

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PAGE
Don Francis
TOWN CLERK, BROOKLYN, CT

- Motion 1 Deane Rettig motioned to accept minutes from 04/03/13 as presented in order for discussion. Deane Rettig was listed as being present when in fact he was absent. Under other new business Craig Dunlop is already a member on the Gravel Committee. Under Unfinished Business 2. Minutes reflect once a Gravel Bank Subcommittee is formed when in fact the subcommittee already exists. Derek Wesolowski was present, minutes did not list him. Minutes accepted as amended. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- Motion 2 mm was made by Deane Rettig to close the public hearing. Craig Dunlop seconds this motion. All in favor. Motion passed.
- Motion 3 mm was made by Don Francis to close the public hearing. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- Motion 4 mm was made by Deane Rettig to approve application for SP13-002 The Learning Clinic, 464 Pomfret Road, Map 27, Lot 7, RA Zone, Construct an 18x24 Art Studio with the condition that the lights go off at 10pm and the south driveway doesn't become a second or main entrance. Aaron Kerouack seconds this motion. All in favor. Motion passed. Don Francis did not participate in the vote.
- Motion 5 mm was made by Deane Rettig to approve the application for SP13-003 Langevin Limited Partnership, 496 Allen Hill Road, Map 31, Lot 28C, RA Zone-Event Facility Permit-Hosting Events, Weddings, Parties, Fundraisers, Etc. with the condition that four (4) removable handicap parking signs be utilized during events, adequate lighting be placed in the southern parking area for safety concerns as approved by staff. The maximum occupancy of the event area and any buildings or temporary structures will not exceed the lesser of 200 or what is determined by the Fire Marshall and Building Inspector. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- Motion 6 mm was made by Deane Rettig to accept application SD13-001 Carol Bard, Hyde Road, Map 25, Lot 45A, VCD Zone, 2-Lot Subdivision. Don Francis seconds this motion. All in favor. Motion passed.
- Motion 7 mm was made by Deane Rettig to table the sign permit application of Douglas and Mary Beth Leonard. Michelle Sigfridson seconds this motion. All in favor. Motion passed.
- Motion 8 mm was made by Deane Rettig to accept application and set a public hearing for May 21, 2013, SP13-004 Kenneth Loiselle, 60 Pomfret Road, Map 25, Lot 57, VCD Zone; Replace siding with wood clapboard, install period door, rebuild fence and install windows. Michelle Sigfridson seconds this motion. All in favor. Motion passed.
- Motion 9 Deane Rettig motioned to adjourn. Craig Dunlop seconds this motion. All in favor. Motion passed. Meeting adjourned 10:10pm