

**Planning & Zoning Commission
Regular Meeting Minutes
Wednesday September 4, 2013
Clifford B. Green Meeting Center
69 South Main Street
7pm**

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In Attendance: Carlene Kelleher, Jana Roberson, AICP (Land Use Administrator), Craig Dunlop, Deane Rettig, Aaron Kerouack (arrived after roll call), David Fuss, Don Francis, Michelle Sigfridson, Derek Wesolowski, *John Q. Mainville*

Also in Attendance: members of the public.

Excused:

- I. **Call to Order:** Carlene Kelleher called the meeting to order at 7:00pm
- II. **Roll Call:** Roll call shows seven members present
- III. **Seating of Alternates:** none
- IV. **Adoption of Minutes:**

- 1. Regular Meeting Minutes of July 3, 2013
- 2. Special Meeting Minutes of July 16, 2013
- 3. Regular Meeting Minutes of August 7, 2013

Deane Rettig moved to accept the minutes from July 3, 2013 as presented. Derek Wesolowski seconds this motion. No discussion. Deane Rettig asked that the minutes be sent to commission members after being completed. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.

Deane Rettig moved to accept the minutes from July 16, as presented. David Fuss seconds this motion. No discussion. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.

Deane Rettig moved to accept the minutes from August 7, 2013 as presented. Craig Dunlop seconds this motion. Carlene Kelleher commented that the minutes should read as follows: on page 2, before adjournment, the reference made regarding cut stone should read that the stone wall will be made of Brooklyn stones, found on the site. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.

V. **Public Commentary:** none

VI. **Unfinished Business:**

- a. **Reading of Legal Notice:** Michelle Sigfridson read the legal notice into record
- b. **Continued Public Hearings-** None
- c. **New Public Hearing:**

- 1. SP13-005 Premier Chevrolet, 512 Providence Road, Map 41, Lot 14, PC Zone, New Façade, Canopy and Wall Signs.

Greg Glaude of Killingly Engineering Assoc., representing Premier Chevrolet, presented to the commission, the proposed plans for a new façade, canopy and wall signs. Carlene Kelleher confirmed that the proposal was within zoning regulations, David Fuss commented that the design proposal is not within the town guidelines. Deane Rettig revisited the landscaping issue for Premier property regulations 11.5.1.1. The hearing is for the new façade, canopy and wall sign. It is not a landscaping issue at this time.

Don Francis moved to close the public hearing. David Fuss seconds this motion. All in favor. Motion passed.

- 2. SD13-003 Jeffrey Weaver, Paradise Drive/Tripp Hollow Road, Map 14, Lot 3-1, RA Zone, 3-Lot subdivision.

Paul Archer of Archer Surveying, representing Jeffrey Weaver addressed the commission with the 3-lot subdivision proposal on the corner of Paradise Drive/Tripp Hollow Road. The property is 7.5 acres with a current single family house on the property along with a barn, shed and a trailer. The trailer has been removed. The well and septic that was for the trailer will remain, for the new home. The remaining lot will be available for a house to be built. The land was appraised by Platt Associates, with the appraisal value of \$60,000. for the raw land. The property owner, Jeffrey Weaver is proposing a fee in lieu of open space, which equals \$6000. which is to be divided amongst the new building lots. The other issue expressed to the P&Z Commission was the drainage easement to a culvert on the property. The drainage easement is not properly placed and will be moved over, by the current owner Jeffrey Weaver. It was suggested by the commission that the culvert be expanded/enlarged and not moved.

Deane Rettig moved to close the public hearing. David Fuss seconds this motion. All in favor. Motion passed.

d. Other Unfinished Business:

1. SP13-005 Premier Chevrolet, 512 Providence Road, Map 41, Lot 14, PC Zone, New Façade, Canopy and Wall Signs.

Deane Rettig moved to approve the Special Permit of Premier Chevrolet to install a new façade, 676 sf canopy and 3 wall signs totaling 108.2 sf at 512 Providence Road, Assessor's Map 41, Lot 14 in the Planned Commercial Zone in accordance with the application forms received 7/31/13, the "Improvement Location Survey Showing Building Addition" for Premier Chevrolet prepared by Killingly Engineering Associates and dated 7/17/2013 along with the revised plans dated 8/20/13 and all documents and testimony submitted with the application and during the public hearing with the condition that the existing vegetation in front of the building be retained and replaced as necessary. David Fuss seconds this motion. All in favor. Motion passed.

2. SD13-003 Jeffrey Weaver, Paradise Drive/Tripp Hollow Road, Map 14, Lot 3-1, RA Zone, 3-Lot subdivision.

Deane Rettig moved to approve the three lot Resubdivision of Jeffrey Weaver on 7.5 acres of land located at the intersection of Tripp Hollow Road and Paradise Drive, Map 14, Lot 3-1 and identified in the files of the Brooklyn Land Use Office as SD13-003, in accordance with all final plans, documents and testimony submitted with the application and during the public hearing and including the following conditions:

Prior to the endorsement by the Commission of the Final Subdivision Plan(s) for filing in the office of the Town Clerk:

- The approval and/or review letters from the Inland Wetlands and Watercourses Commission, the Northeast District Department of Public Health, and the Planning and Zoning Commission shall be added to the Final Subdivision Plan(s).
- Western drainage easement on Paradise Drive shall be expanded to the east as necessary, to reach the culvert.

At the time of sale of any building lot:

- Because the undeveloped land is not identified as a conservation priority in the Plan of Conservation and Development, at the time of sale of either of the two new building lots #2 & #3, payment in lieu of open space dedication shall be paid by the applicant to the Town in the amount of \$3000. per lot in accordance with the requirements of CT General Statutes 8-25 and Brooklyn Subdivision Regulation Sec. 8, and
- All boundary pins and monuments shall be set and field verified by the surveyor.

Prior to the issuance of a Zoning Permit on any lot:

- The developer shall notify the Land Use Administrator at least seven days in advance of any site work to schedule a pre-construction meeting.
- The applicant and/or individual lot developers shall minimize impacts to natural features both on private lots and in the Town of Brooklyn r.o.w. (right of way) to the greatest extent possible. This shall include but is not limited to the preservation of stonewalls, the protection of mature trees lining any public road, and the minimization of clearing and grading.
- Driveway permits must be obtained from the Director of the Highway Department in accordance with the adopted policy concerning driveways. No stonewalls, mature trees, or ledge within the r.o.w. shall be removed or modified unless necessary for safety. The responsibility of clearing, grubbing, blasting and earthmoving within the Town of Brooklyn r.o.w. shall be the responsibility of the individual lot developer. Any cutting of trees greater than 30" d.b.h. (diameter at breast height) for sightlines shall require prior approval by the Town of Brooklyn Tree Warden upon finding that the removal of trees is unavoidable to guarantee adequate driveway sightlines.

Aaron Kerouack seconds this motion. All in favor. Motion passed.

VII. New Business:

a. Applications:

1. MI13-001-Report on the CGS 8-24 referral of the Board of Selectman regarding the lease of approximately 1,500 sq. ft. of the Clifford B. Green Memorial Building located at 69 South Main Street to the Northeast Probate Court District #26.

Jana Roberson explained the lease of the 1,500 sq ft facility on S. Main St. to the Probate Court District #26 will be at a rate of \$10 per sq ft which is equal to \$15,000, with a 5 year term (of which 4 years remain) unless terminated.

Objective for this evening is to look at the application with respect as to whether or not it is an appropriate use for the building that it is in and whether it is appropriate for the zone that it is in. Seven of the eight commission members expressed their opinions for the proposed lease.

Aaron Kerouack made a motion to support the proposal to lease approximately 1,500 sq ft of the Clifford B. Green Memorial Building located at 69 South Main Street to the Northeast Probate Court District #26. Michelle Sigfridson seconds this motion. Six members in favor. Two opposed (Don Francis and David Fuss). Motion passed.

b. Other New Business:

1. Discussion of signs-

A new business in town who was applying for a Zoning Permit asked Jana Roberson if they could paint a border/decoration around their sign (on the building). The regulation for Sign Area was read by Jana Roberson, "Sign area means the entire surface of a sign, including areas not lettered. For wall signs painted on the surface of the building exterior, it includes the area within the outer extent of the lettering." The Commission agreed the painted border/decoration, according to regulations, is not part of the sign as long as it does not contain any lettering.

2. Discussion of Corner Lots-

Proposal to modify sec 19.2-Accessory Buildings. There was discussion as to the placement of accessory buildings on a corner lot according to regulations based on location of property line, side lot line. Jana Roberson will work on the language and the issue will be addressed at the 9/17/13 meeting.

3. Scheduling of next planning meeting-

The next Planning & Zoning Meeting will be held on September 17, 2013

VIII. Reports of Officers and Committees:

1. Zoning Enforcement Officer's Report August 2013.

ZEO Report was included the commissioner's packets. Jana Roberson will be conducting a sign survey, she will pick a section of road, send a letter to property owners with the regulations that apply. Anyone not in compliance will get an enforcement letter.

2. Wal Mart Update.

The Milone & Mac Broom report was included in the commissioner's packets. Report dated 7/30/13. This is the latest report. Don Francis discussed how unacceptable and unsafe the drainage set up/pipeline in front of the Lutheran Church. DOT is responsible, they will be advised.

3. Correspondence.

Jana Roberson discussed Canterbury is adopting new building and subdivision regulations along with a zoning map. A lot of little changes mostly near the center of Canterbury and not near the borders of Brooklyn. Mostly functional improvement and clarification of language changes.

4. Regulations Subcommittee.

No discussion

5. Route 169 Recommendations Follow-up Subcommittee

No discussion

6. Budget.

The Budget was included in the commissioner's packets. Income for fees collected by P&Z is included in this report as requested in prior meetings.

7. Chairman's Report.

No discussion

IX. Public Commentary: None

X. Adjourn:

Don Francis made a motion to adjourn. Aaron Kerouack seconds this motion. All in favor. Motion passed. Meeting adjourned at 10:05pm.

Respectfully Submitted,

Lisa Scribner
Recording Secretary

BROOKLYN PLANNING AND ZONING COMMISSION
REGULAR MEETING OF

ROLL CALL VOTES: September 4, 2013

Board Members:

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

- Motion 1 mm was made by Deane Rettig to accept the minutes from July 3, 2013 as presented. Derek Wesolowski seconds this motion. No discussion. Deane Rettig asked that the minutes be sent to commission members after being completed. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.
- Motion 2 mm was made by Deane Rettig to accept the minutes from July 16, as presented. David Fuss seconds this motion. No discussion. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.
- Motion 3 mm was made by Deane Rettig to accept the minutes from August 7, 2013 as presented. Craig Dunlop seconds this motion. Carlene Kelleher commented that the minutes should read as follows: on page 2, before adjournment, the reference made regarding cut stone should read that the stone wall will be made of Brooklyn stones, found on the site. All in favor. Motion passed. Deane Rettig abstains, has not read the minutes.
- Motion 4 mm was made by Don Francis to close the public hearing. David Fuss seconds this motion. All in favor. Motion passed.
- Motion 5 mm made by Deane Rettig to close the public hearing. David Fuss seconds this motion. All in favor. Motion passed.
- Motion 6 mm was made by Deane Rettig to approve the Special Permit of Premier Chevrolet to install a new façade, 676 sf canopy and 3 wall signs totaling 108.2 sf at 512 Providence Road, Assessor's Map 41, Lot 14 in the Planned Commercial Zone in accordance with the application forms received 7/31/13, the "Improvement Location Survey Showing Building Addition" for Premier Chevrolet prepared by Killingly Engineering Associates and dated 7/17/2013 along with the revised plans dated 8/20/13 and all documents and testimony submitted with the application and during the public hearing with the condition that the existing vegetation in front of the building be retained and replaced as necessary. David Fuss seconds this motion. All in favor. Motion passed.
- Motion 7 mm was made by Deane Rettig to approve the three lot Resubdivision of Jeffrey Weaver on 7.5 acres of land located at the intersection of Tripp Hollow Road and Paradise Drive, Map 14, Lot 3-1 and identified in the files of the Brooklyn Land Office as SD13-003, in accordance with all final plans, documents and testimony submitted with the application and during the public hearing and including the following conditions:

Prior to the endorsement by the Commission of the Final Subdivision Plan(s) for filing in the office of the Town Clerk:

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- The approval and/or review letters from the Inland Wetlands and Watercourses Commission, the Northeast District Department of Public Health, and the Planning and Zoning Commission shall be added to the Final Subdivision Plan(s).
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- Aaron Kerouack seconds this motion. All in favor. Motion passed.

Motion 8 mm was made by Aaron Kerouack to support the proposal to lease approximately 1,500 sq ft of the Clifford B. Green Memorial Building located at 69 South Main Street to the Northeast Probate Court District #26. Michelle Sigfridson seconds this motion. Six members in favor. Two opposed (Don Francis and David Fuss). Motion passed.

Motion 9 mm was made by Don Francis made a motion to adjourn. Aaron Kerouack seconds this motion. All in favor. Motion passed. Meeting adjourned at 10:05pm.

**PLANNING AND ZONING COMMISSION
TOWN OF BROOKLYN**

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

The Planning and Zoning Commission will hold a public hearing on Wednesday, September 4, 2013 at 7:00 p.m. at the Clifford B. Green Meeting Center, 69 South Main Street, Brooklyn, CT on the following:

1. SP13-005 Premier Chevrolet, 512 Providence Road, Map 41, Lot 14, PC Zone, New Façade, Canopy and Wall Signs.
2. SD13-003 Jeffrey Weaver, Paradise Drive/Tripp Hollow Road, Map 14, Lot 3-1, 3-Lot Subdivision.

A copy of the above applications are on file and available for review in the office of the Brooklyn Planning Office located at the Brooklyn Town Hall, 4 Wolf Den Road, Brooklyn, CT.

All interested parties may appear and be heard and written correspondence received.

Dated this 21st day of August 2013

Carlene Kelleher
Chairman

Please publish in legal section of the Bulletin Friday August 23, 2013 and Friday August 30, 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**

At the recent regular meeting of the Planning and Zoning Commission on September 4, 2013, the following action was taken:

1. SP13-005 Premier Chevrolet, 512 Providence Road, Map 41, Lot 14, PC Zone, New Façade, Canopy and Wall Signs-APPROVED WITH CONDITIONS.
2. SD13-003 Jeffrey Weaver, Paradise Drive/Tripp Hollow Road, Map 14, Lot 3-1, RA Zone, 3-Lot Subdivision-APPROVED WITH CONDITIONS.
3. Lease of space at Clifford B. Green Room, 69 South Main Street to Northeast Probate Court District #26-PROPOSAL SUPPORTED.

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 5th day of September 2013.

Carlene Kelleher
Chairman

Please publish Friday September 6, 2013 in the legal section of the Bulletin. Use Account Number 10089300. Call Audrey with any questions at 860-779-3411.

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