

Planning & Zoning Commission
Regular Meeting Minutes
Wednesday October 2, 2013
Clifford B. Green Meeting Center
69 South Main Street
7pm

RECEIVED
TOWN CLERK'S OFFICE
13 OCT 10 AM 9:00
RECORDED VOL. PAGE
Lena A. Mainville
TOWN CLERK, BROOKLYN, CT

In Attendance: Carlene Kelleher, Jana Roberson, AICP (Land Use Administrator), Craig Dunlop, Aaron Kerouack, David Fuss, Don Francis, Michelle Sigfridson, Derek Wesolowski

Also in Attendance: members of the public.

Excused: Deane Rettig

- I. **Call to Order:** Carlene Kelleher called the meeting to order at 7:05pm
- II. **Roll Call:** Roll call shows seven members present
- III. **Seating of Alternates:** none
- IV. **Adoption of Minutes:**
 1. Regular Meeting Minutes of September 4, 2013
 2. Special Meeting Minutes of September 17, 2013

Don Francis made a motion to accept the minutes from September 4, 2013 as presented. Derek Wesolowski seconds this motion. All in favor. Motion passed.

The Special Meeting on September 17, 2013 did not have a quorum so there are no recorded minutes.

V. Public Commentary:

Ron Ventura addressed the commission regarding the topics that were discussed at the Economic Development Commission meeting held on October 1, 2013:

Signage was discussed with regards to the excessive signs being set up around town by subcontractors.

Flag signs were another topic; if the wind is blowing in the wrong direction it causes visibility issues for travelers.

His personal note; the route 169 corridor for franchise development; he is aware of certain states where franchise businesses are not allowed. Brooklyn might want to consider something like this for the Rte 169 corridor also because it is outside the Planned Commercial District.

Jana Roberson advised the commission that she had begun a sign survey, sending letters to local businesses along Rte 6 from Wal-Mart to South Main Street enclosing a copy of Brooklyn's regulation pertaining to signage asking the businesses to look at their signage and be sure they are in compliance with regulations. Jana will be systematically addressing all businesses located on Rte 6.

Lisa Arends addressed the commission members explaining there are two (2) businesses on Rte 6 that are now open 24hours. She asked P&Z to revisit the hours of operation going forward and she asked if we really want Brooklyn to be a 24 hour town.

VI. Unfinished Business:

- a. **Reading of Legal Notice:** none
- b. **Continued Public Hearings:-** None
- c. **New Public Hearing:**
- d. **Other Unfinished Business:**

1. Discussion of Planned Commercial Zone.

Jana Roberson handed out for discussion only, Planned Commercial Zone updates. She included existing/proposed regulation 3.4.8.7 pertaining to Access Management. Aaron Kerouack suggested verbiage to be included in the proposed regulation. Carlene Kelleher stated this is proposed, she would like to see this piece be retained for when the revision of the Commercial District is addressed/changed.

VII. New Business:

a. Applications:

1. ZRC13-002 Brooklyn Planning and Zoning Commission/Brooklyn Housing Authority, 31 Tiffany Street, Map 47, Lots 57 and 58, 8.4 acres; Request zoning map change from R-10 to NC (To allow daycare centers and other small scale non-residential uses in a neighborhood friendly context).

The request is for a zoning map change from R-10 to NC (Neighborhood Commercial). There is a limit of 2,000sq ft for retail use in a commercial zone. This would not apply to a day care. There was continued discussion as to the different types of zoning changes that could be made, MMUDD (Milled Mixed Use Development District), NC or a Floating Zone. Jana Roberson was advised that a floating zone is not recommended, could be problematic. A Floating Zone was ruled out at this time by the commission members.

motion was made by Michelle Sigfridson to accept the application of the Brooklyn Planning and Zoning Commission ZRC13-002 Zoning map change for 31 Tiffany Street (Map 47, Lots 57-58) from R-10 to MMUDD and to schedule a public hearing to be held on Nov. 6 at 7pm at the Clifford B. Green Memorial Building located at 69 South Main Street, Brooklyn, CT. David Fuss seconds this motion. All in favor. Motion passed.

2. ZRC13-003 Brooklyn Planning and Zoning Commission, proposed text amendment to Section 19.2 Accessory Buildings, regarding Accessory Buildings on corner lots.

Jana Roberson presented the proposed text amendment to Section 19.2 regarding placement of accessory buildings on corner lots. The additions were bolded for easy interpretation.

motion was made by Aaron Kerouack to accept the application of the Brooklyn Planning and Zoning Commission ZRC13-003 Zoning Text Amendment to Sec. 19.2 Accessory Buildings regarding corner and multi-frontage lots and to schedule a public hearing to be held on Nov. 6 at approximately 7pm at the Clifford B. Green Memorial Building located at 69 South Main Street Brooklyn, CT. David Fuss seconds this motion. All in favor. Motion passed.

b. Other New Business:

1. MI13-002-Report on the CGS 8-24 referral of the Board of Selectman regarding the planned \$1,489,000. upgrades and improvements to the existing sewer system with no expansion of service area.

David Fuss, chairman of the Water Pollution Control Agency discussed the upgrade/improvement to the existing sewer system. He discussed working with Fuss & O'Neil and the pump stations that will be upgraded are those on Tatnic Road and the other is the Plaza pump station. Valves need to be replaced along Rte. 6 there are times were these pump stations lose their ability to pump. There is a 1,115,000. loan to be spread out over 40 years and the remaining 374,000. will come from a grant.

motion was made by Aaron Kerouack to approve the proposal to borrow 1.5 million dollars to upgrade and improve the existing sewer system with no expansion of service area. Craig Dunlop seconds this motion. All in favor. Motion passed.

2. MI13-003-Report on the CGS 8-24 referral of the Board of Selectman regarding the sale of a .34 acre parcel of land on Paradise Drive identified as Assessor's Map 49, Lot 172.

Jana Roberson showed the layout of the property, the potential buyer is aware that there is an abandoned mobile home on this property. The property has no functional access and no municipal value.

motion was made by Don Francis to approve the proposal to sell a 0.34 acre parcel of land on Paradise Drive identified as Assessor's Map 49, lot 172. Derek Wesolowski seconds this motion. All in favor. Motion passed.

3. Review of Bylaws due to change in the number of Commission Members.

Motion was made by Michelle Sigfridson to approve the proposal to update the Brooklyn Planning and Zoning Commission Bylaws to reflect the recently revised Town Ordinance Section 2-16.2 and 2-16.3 effective 8/24/13. Such changes to the Brooklyn Planning and Zoning Commission Bylaws include:

Article IV Membership Section 2: replace "ten (10)" with "eight (8)",

Article VII Annual Meeting Section 2: replace "six (6)" with "five (5)",

Article X Quorum: replace "six (6)", with "five (5)",

Article XVIII Amending the Bylaws: replace "six (6)", with "five (5)",

Don Francis seconds this motion. All in favor.

Jana Roberson brought to the attention of the Commission that the Bylaws change can only be approved if the entire membership vote or a five day notice to the commission members prior to voting. The entire commission was not present, therefore the bylaws change has been tabled.

4. **Scheduling of the next planning meeting.**

The next meeting is scheduled for October 15, 2013

VIII. Reports of Officers and Committees:

1. **Zoning Enforcement Officer's Report September 2013.**

The report was included in the member's packets.

2. **Wal-Mart Update:**

Wal-Mart has a temporary Certificate of Zoning Compliance which is a partner to the temporary Certificate of Occupancy to allow them to stock the store. The original conditions of approval must be met before the final Certificate of Occupancy is issued. Jana Roberson will be conducting these inspections. Jana Roberson has reviewed with the design engineer remaining items:

Need to file additional mylars showing the specific changes which were discussed in detail between Jana Roberson and the Design Engineer, Al Carpenter. The neighboring property owner asked Jana Roberson if there will be a chain linked fence installed on the property line. Jana Roberson was unsure. The neighbor did highlight the minutes showing discussion that there will be a chain linked fence installed as a condition. Therefore Jana Roberson will ensure this condition is met. There is a drainage basin in the rear that is not percolating properly.

Jana Roberson discussed The Citizens National Bank sign request to duplicate the sign on the opposite side of the sign and turn the sign perpendicular to Rte. 169. Jana Roberson will inform Citizens Nat'l Bank that this will be allowed. The regulations currently measure signs by adding both sides together and considering one measurement. Carlene Kelleher suggested there should be clarification of text in the regulations to reflect this. Several Commission Members agreed.

3. **Correspondence:**

- a. Rene Barbeau requested a 90 day extension with regards to the filing of the mylars for the subdivision.

Motion was made by David Fuss to add to the agenda the 90 day extension for Rene Barbeau. Aaron Kerouack seconds this motion. All in favor. Motion passed.

Motion was made by David Fuss to approve the 90day extension requested by Rene Barbeau, which will expire on November 7, 2013. Don Francis seconds this motion. All in favor. Motion passed.

- b. The Town of Brooklyn was advised of a zone change in the town of Pomfret pertaining to student housing. This has no impact on Brooklyn.
- c. The Town of Killingly has a variance proposal from United Services and Women's Institute Realty of CT to tear down the mill on Maple Street, conduct an environmental cleanup and construct a three story building which will provide 32 housing units of mixed income residential development architecturally reminiscent of the mill. This will not be a mixed use, it will be a residential building.

4. **Regulations Subcommittee: have not had a meeting**

5. **Route 169 Recommendations Follow-up Subcommittee: have not had a meeting**

6. Budget: included in commissioners packets
7. Chairman's Report: nothing to report at this time

IX. Public Commentary:

Derek Wesolowski discussed the 24 hour businesses on Rte 6 as to whether P&Z can control the hours of operation. Jana Roberson will check to see if initially the hours of operation were specified, and if a special permit was requested for 24hour operation. David Fuss asked if this was an issue in the commercial district and also asked if a 24hr drive thru was a good idea because there are some residents nearby.

Lisa Arends reiterated the importance of considering 24hr businesses and what impact this will have on the Town of Brooklyn when other businesses want to also be open 24hrs. Lisa also discussed the re-zoning of S. Main St. She suggested the town have more community involvement in the decision making with regards to Neighborhood Commercial Zones. She explained the survey conducted showed a majority of those residents polled did not want to see commercial development in this area. She also expressed her gratitude to Jana Roberson and her follow through with regards to ensuring the conditions with the Wal-Mart project are being met.

X. Adjourn:

David Fuss made a motion to adjourn. Aaron Kerouack seconds this motion. All in favor. Motion passed. Meeting adjourned at 9:15pm.

Respectfully Submitted,

Lisa Scribner
Recording Secretary

BROOKLYN PLANNING AND ZONING COMMISSION

REGULAR MEETING OF

13 OCT 10 AM 9:00

ROLL CALL VOTES: October 2, 2013

Board Members:	Attendance	1	2	3	4	5	6	7	8	9	10	PAGE
Kelleher-Chair	X	+	+	+	+	+	+	+	+	+	+	7
Rettig-Vice Chair												8
Sigfridson-Secretary	X	+	+	+	+	+	+	+	+	+	+	9
Dunlop	X	+	+	+	+	+	+	+	+	+	+	10
Francis	X	+	+	+	+	+	+	+	+	+	+	
Fuss	X	+	+	+	+	+	+	+	+	+	+	
Kerouack	X	+	+	+	+	+	+	+	+	+	+	
Wesolowski	X	+	+	+	+	+	+	+	+	+	+	
Alternate												

- Motion 1 mm was made by Don Francis to accept the minutes from September 4, 2013 as presented. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- Motion 2 The Special Meeting on September 17, 2013 did not have a quorum so there are no recorded minutes.
- Motion 3 mm was made by Michelle Sigfridson to accept the application of the Brooklyn Planning and Zoning Commission ZRC13-002 Zoning map change for 31 Tiffany Street (Map 47, Lots 57-58) from R-10 to MMUDD and to schedule a public hearing to be held on Nov. 6 at 7pm at the Clifford B. Green Memorial Building located at 69 South Main Street, Brooklyn, CT. David Fuss seconds this motion. All in favor. Motion passed.
- Motion 4 mm was made by Aaron Kerouack to accept the application of the Brooklyn Planning and Zoning Commission ZRC13-003 Zoning Text Amendment to Sec. 19.2 Accessory Buildings regarding corner and multi-frontage lots and to schedule a public hearing to be held on Nov. 6 at approximately 7pm at the Clifford B. Green Memorial Building located at 69 South Main Street Brooklyn, CT. David Fuss seconds this motion. All in favor. Motion passed.
- Motion 5 mm was made by Aaron Kerouack to approve the proposal to borrow 1.5 million dollars to upgrade and improve the existing sewer system with no expansion of service area. Craig Dunlop seconds this motion. All in favor. Motion passed.
- Motion 6 mm was made by Don Francis to approve the proposal to sell a 0.34 acre parcel of land on Paradise Drive identified as Assessor's Map 49, lot 172. Derek Wesolowski seconds this motion. All in favor. Motion passed.
- Motion 7 mm was made by Mm was made by Michelle Sigfridson to approve the proposal to update the Brooklyn Planning and Zoning Commission Bylaws to reflect the recently revised Town Ordinance Section 2-16.2 and 2-16.3 effective 8/24/13. Such changes to the Brooklyn Planning and Zoning Commission Bylaws include: Article IV Membership Section 2: replace "ten (10)" with "eight (8)", Article VII Annual Meeting Section 2: replace "six (6)" with "five (5)", Article X Quorum: replace "six (6)", with "five (5)", Article XVIII Amending the Bylaws: replace "six (6)", with "five (5)", Don Francis seconds this motion. All in favor.

Jana Roberson brought to the attention of the Commission that the Bylaws change can only be approved if the entire membership vote, or a five day notice to the commission members prior to voting. The entire commission was not present, therefore the bylaws change has been tabled.

Motion 8 mm was made by David Fuss to add to the agenda the 90 day extension for Rene Barbeau. Aaron Kerouack seconds this motion. All in favor. Motion passed.

Motion 9 mm was made by David Fuss to approve the 90day extension requested by Rene Barbeau, which will expire on November 7, 2013. Don Francis seconds this motion. All in favor. Motion passed.

Motion 10 mm was made by David Fuss to adjourn. Aaron Kerouack seconds this motion. All in favor. Motion passed. Meeting adjourned at 9:15pm