

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

**PLANNING AND ZONING COMMISSION
TOWN OF BROOKLYN
REGULAR MEETING MINUTES
April 4, 2012
Clifford B. Green Memorial Center
69 South Main Street
7:00 p.m.**

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TOWN OF BROOKLYN

- I. Call to Order:** The meeting was called to order at 7:01 p.m.
- II. Roll Call:** Don Francis, Carlene Kelleher, Henry Moses, Al Sandholm, Tom Doherty, Craig Dunlop and Michelle Sigfridson.

Absent: Deane Rettig, Paul Camara and David Fuss with notice.

Staff Present: Chuck Dobrowski, ZEO, Bucky Lohbusch, Recreation Director and Audrey Cross-Lussier, Recording Secretary.

Also Present: Janet Blanchette, Paul Archer, Mike Gaudreau and public in attendance.

- III. Seating of Alternates:** None.
- IV. Adoption of Minutes:** Regular meeting minutes of March 7, 2012.

A motion was made by Don Francis to approve the meeting minutes of March 7, 2012. Tom Doherty seconds this motion. Chairman Kelleher asks for a motion to amend page 7 last sentence to read "Mr. Sandholm offered to compile meeting minutes." Discussion held. Don Francis makes a motion to amend page 7 last sentence to read "Mr. Sandholm offered to compile meeting minutes." Michelle Sigfridson seconds this motion.

Recording Secretary, Ms. Cross-Lussier asked Chairman Kelleher for permission to read the following comments with regards to the minutes of March 7, 2012:

"As a 50 plus year resident, taxpayer and staff member for the Town of Brooklyn and Recording Secretary for the PZC Commission I would like to make the following comments:

I have recently been advised by the PZC Chairman and have also reviewed the e-mail that was sent to Selectman Tanner by Lisa Arends dated March 16, 2012 with regards to the Planning and Zoning meeting minutes of March 7, 2012.

First, I would like to comment that Town Hall personnel have attended classes and are fully cognizant of applicable State Laws and the Connecticut Freedom of Information Act with regards to the timeline posting of agendas and meeting minutes.

Secondly, as I recall, Commission member Al Sandholm openly admitted at the March 7th meeting that he was “guilty as charged” for not submitting meeting minutes for the Cap Size Build-Out Subcommittee and quickly offered to compile meeting minutes to be filed appropriately.

My recorded minutes reflected the following:

“Al Sandholm commented that no minutes were taken. This was an informal discussion to discuss the committee’s course of action. Mr. Sandholm offered to compile meeting minutes to appease Ms. Arends request.”

The word “appease” carries the following dictionary definition – make-peace, peacemaker.

It is my opinion, that Mr. Sandholm was trying to “make peace” with Ms. Arends on the issue of not filing meeting minutes, therefore in the context of the sentence the word “appease” was used correctly.

In no way, whatsoever, did I choose to use the word “appease” to be considered as condescending or disturbing.

In my 30 plus years of transcribing, I consider myself a very conscientious multi-tasking employee for the Town of Brooklyn and painstakingly takes the time to be thorough and meticulous with all of the agendas and meeting minutes I transcribe with very few compliments or kudos received.

With all that said, I hereby request that the PZC Commission do not entertain a motion to remove the sentence “to compile meeting minutes to appease Ms. Arends request” from the meeting minutes of March 7, 2012. Respectfully Submitted, Audrey Cross-Lussier, PZC Recording Secretary, Town of Brooklyn.”

Further discussion was held and each Commission member gave their comments and opinions on the motion to amend the sentence.

Henry Moses commented that he was not present at last month’s meeting, however, he would like to be part of the vote as he is a member of the Size Cap Subcommittee and is up to date and has read the meeting minutes of March 7, 2012.

Vote was taken: In favor of amending the sentence – (3) Donald Francis, Michelle Sigfridson and Carlene Kelleher. Not in favor of amending the sentence – (4) Tom Doherty, Al Sandholm, Henry Moses and Craig Dunlop. The motion fails to amend the sentence, therefore the meeting minutes of March 7, 2012 remain as originally transcribed.

Don Francis requests that the discussion of the vote on the Eggs Property be brought on as an agenda item. Chairman Kelleher agrees to add on as b. Other New Business #2.

V. Public Commentary: None.

VI. Unfinished Business:

1. SPR12-001 Brooklyn Recreation Commission; Riverside Park, Greenway Drive off Day Street, Map 42, Lot 75, R-10 Zone; Construction of parking lots, Ball Fields, Sand Volleyball Court and Future Construction of Concession/Restroom Building and Gazebo and Utilities.

Janet Blanchette from J and D Civil Engineers represents application SPR12-001. The property is located off of Day Street-Greenway Drive along the Quinebaug River within the Commercial Zone. Ms. Blanchette gave Commission Members a brief overview of the project – construction of a tournament little league field; a T-Ball field; concession and restroom building; volleyball court; parking; a proposed gazebo; and a grassy spaced area to be used by the community for festivals or craft fairs. Ms. Blanchette commented a waiver of (Section 4.5.2.5.3 Site Plan Requirements) was granted by the Commission at last month's meeting for the architecture of the building elevations. Approvals have been granted from the Inland Wetlands Commission; the Northeast District Department of Health for the septic system and Connecticut Water for city water line connection. The funding mechanism has been through the DEEP/STEAP Grant program.

Ms. Blanchette reviewed the Conservation Trails that will be constructed - stone dust and natural woodland trails for hiking and dog walking. Ms. Blanchette is in hopes the project will be approved so it may be advertised within the next few weeks and hopefully break ground in mid-June and have the ball fields seeded by early September.

Don Francis asked Ms. Blanchette to address Syl Pauley, NECCOG Regional Engineer's review comments in a letter dated April 2, 2012. Ms. Blanchette addressed Mr. Pauley's review with Mr. Francis.

Henry Moses asked for clarification on a tournament field and the weekend festivals. Ms. Blanchette commented that it will be a multi-use facility and discussed this with Mr. Moses. Bucky Lohbusch addressed Mr. Moses with regards to the tournament field as well as the traffic flow.

Mr. Moses asked for clarification on the parking area and possible bottle neck of traffic. Ms. Blanchette reviewed the parking area and traffic flow associated with the three categories of uses – passive component, active component and the community component.

Chairman Kelleher commented that at last month's meeting a condition of approval was discussed to address the traffic that would be created by a special event.

Bucky Lohbusch commented that at last month's meeting David Fuss' idea was to offer a shuttle service for a large event utilizing the adjacent plaza.

Ms. Blanchette commented that this section of the Quinebaug River was recently named a National Recreation Trail from the National Parks Service and this spring the Last Green Valley will be putting out publicity regarding this.

Al Sandholm asked how many parking spaces there are. Ms. Blanchette stated there are 90. Mr. Sandholm asked what the length of the foul lines on the little league field. Mr. Lohbusch commented that it is 225 ft. on the regulation little league field. The T-Ball field was purposely designed to have no fencing where the open area will be. Mr. Sandholm suggests starting the process with Cornerstone Property Plaza to acquire use of the parking lot as this does take some time.

Tom Doherty asks if the concession stand and restroom will be conventional and fit in. Ms. Blanchette stated that the building will be a similar structure to Prince Hill Park with split face block masonry.

Michelle Sigfridson asked if the gazebo will be part of the immediate plan or for a future use. Mr. Lohbusch stated that \$25,000 has been requested from the Capital Committee, however, depending on how much the project ends up costing there maybe money left over in the end to put towards the Gazebo to defer some of the Capital Request. Mr. Lohbusch stated that the park will be named after former First Selectman Maury Bowen. Mr. Bowen was a big proponent of securing the property and his vision was to see something like this project developed.

A motion was made by Henry Moses to approve application SPR12-001. Al Sandholm seconds the motion. Discussion held. Henry Moses amends his motion to approve application SPR12-001 with the following conditions:

1. Review of architectural plans for the concession stand and gazebo.
2. To have a traffic officer and/or offer a shuttle service provided for a large event with permission from the adjacent plaza owner.

Vote was taken, all members in favor. The motion passes unanimously.

2. Sign Regulations:

Chairman Kelleher commented that mostly all of the Draft Sign Regulations have been revised with one last section awaiting approval – Section 10.6.1.4.

Commission members discussed the language in Section 10.6.1.4 and decided to table the item for further discussion at next month's meeting.

A motion was made by Henry Moses to table the Sign Regulations until next month's meeting. Tom Doherty seconds this motion. No discussion held. All in favor. The motion passes unanimously.

a. Reading of Legal Notice: None.

b. Continued Public Hearings: None.

c. New Public Hearings: None.

d. Other Unfinished Business:

1. SPR12-001 Brooklyn Recreation Commission; Riverside Park, Greenway Drive off Day Street, Map 42, Lot 75, R-10 Zone; Construction of parking lots, Ball Fields, Sand Volleyball Court and Future Construction of Concession/Restroom Building and Gazebo and Utilities.

A motion was made to approve application SPR12-001 with conditions as stated previously herein the meeting minutes.

2. Sign Regulations.

A motion was made to table the Sign Regulations until next month's meeting as stated previously herein the meeting minutes.

VII. New Business:

a. Applications:

1. SPR12-002 Town of Brooklyn, 95 Rukstela Road, Map 21, Lot 8, RA Zone; Construction of New Town Garage.

Paul Archer, Archer Surveying represented SPR12-002. Mr. Archer stated he was asked by Selectman Tanner to present this plan to the PZC Commission.

The project is located on a 56 acre parcel on Rukstela Road. Mr. Archer commented that the project is construction of a Public Works Garage which consists of an addition to an existing building. At the beginning of the project Mr. Archer received a call from Mr. Dobrowski requesting a site plan to demonstrate that the building/addition met the existing setbacks and to delineate the surrounding wetlands. Mike Schaefer, soil scientist walked 200 feet around the proposed project and reached the consensus that there were no wetlands within the 200 feet of the proposed activity. Mr. Archer demonstrated a site plan to the Commission members showing the following: approved septic system by Northeast District Department of Health and parking conformity.

Chairman Kelleher commented that the reason the application is coming before the Commission is because Regulations do require that municipal buildings are subject to site plan review by the Planning and Zoning Commission.

A motion was made by Don Francis to approve application SPR12-002. Craig Dunlop seconds this motion. Discussion held. All in favor. The motion passes unanimously.

b. Other New Business:

1. Michael Masse, 173 Wauregan Road, Map 23, Lot 38; Discussion of Gravel Removal.

Mr. Masse discussed with Commission members restarting his previously approved gravel operation from approximately 2006 which falls under the agricultural use within the Zoning Regulations. A lengthy discussion was held. Depending upon the amount of gravel being removed, a gravel removal permit maybe required. Mr. Dobrowski will consult with Mr. Masse to determine if a gravel removal permit will be necessary. Mr. Dobrowski will keep the Commission up to date on this issue.

2. Discussion of Vote on the Eggs Property.

Don Francis discussed the fact that approximately 18 acres of the Eggs Property is in the VCD and about 35 acres is in the RA Zone. Mr. Francis feels from the standpoint of the Planning Commission, the need is present to work with the property owner and address converting the property to either all RA Zone, all VCD Zone or leave it the way it is. Mr. Francis is very interested in the Regulations Subcommittee looking into a VCD1 and VCD 2 regulations. Commission members discussed their opinions on this topic.

Chairman Kelleher commented that this will be added as an agenda item for discussion at the next Regulations Subcommittee Meeting to be held on April 18, 2012 at the Town Hall 7:00 p.m.

VIII. Reports of Officers and Committees:

1. Zoning Enforcement Officer's Report March 2012.

Mr. Dobrowski discussed in detail the ZEO Report for the month of March 2012, with six new dwelling units this past month.

- a. Update on Friendship Valley (60 Pomfret Rd). Mr. Dobrowski commented there is nothing new at this time to report.
- b. Update on Illegal Signs: Nothing new to report.
- c. Update on Brooklyn Oil clean-up: Mr. Dobrowski has met with Mr. Eggers and sent a letter (dated March 15, 2012) with regards to a specific area that has been designated for clean up by April 15, 2012. Mr. Dobrowski demonstrated pictures of the area to Commission members.

- d. Update on Saveway Parking area: Mr. Dobrowski sent a letter (dated March 29, 2012) to Saveway Petroleum with regards to using the gravel area for parking. Mr. Dobrowski stated that since the letter has been sent the gravel area has not been used as a parking area over the last couple of weeks. Mr. Dobrowski will keep the commission up to date on this issue.

Al Sandholm asked if the area is not being used as parking could the owner be asked to loam and seed it. Mr. Dobrowski agreed to look into this.

- e. Letter sent to John Sweat-Property owner on Paradise Drive Map 14, Lot 6 with regards to a building constructed without proper permits.
- f. Letter sent to Marilyn Zaborski, 226 Paradise Drive (dated March 8, 2012) with regards to materials (metal, wood, paper, etc.) to be removed by May 1, 2012.
- g. Letter sent to John Martins, owner of Courtesy Ford (dated April 4, 2012) with regards to the treatment of the slope on the western portion of the property where rip-rap was installed, and this not being in conformance with the approved site plan.

Henry Moses mentioned he has noticed that the Southeastern sky is getting brighter and questions the lights at Advance Auto and Courtesy Ford. Mr. Dobrowski commented that the lights at Advance Auto and Premier Chevrolet were previously approved. The lights at the Courtesy Ford are the same lights that have been there all along with no change.

Al Sandholm asked Mr. Dobrowski if Premier Chevrolet will be coming forth with an application for the Commission to review. Mr. Dobrowski stated that it was only a Wetlands application. Mr. Dobrowski discussed this subject with Chairman Kelleher who agreed it was purely a Wetlands issue. Discussion held.

Henry Moses asked Mr. Dobrowski if the size of the trees planted on the Townsend Property – Shoppes at Brooklyn Commons (Route 6) are the appropriate size that Mr. Townsend agreed to plant. Mr. Dobrowski commented that he will measure the size of the trees and report back to the Commission on this issue.

2. Regulations Subcommittee:

Chairman Kelleher gave an update on the Subcommittee's progress.

3. **Route 169 Scenic Highway Protection Update:** Don Francis stated the next meeting will be on April 16th. Mr. Francis gave a brief update on the subcommittee's progress.
4. **Cap Size Build-Out Update:** Craig Dunlop stated the next meeting will be on April 10th.

5. **Budget:** Chairman Kelleher commented the same amount as last year's budget will be submitted for this year. Also an overhead projector and a laptop computer have been requested for use by the Commission in the C. B. Green Meeting Room.

Mr. Sandholm asked for clarification on the Transaction Detail By Account July 2011 through June 2012 provided in the packet. Discussion held. Mr. Sandholm will meet with Sherri Soucy to discuss this further and report back to the Commission.

6. **Chairman's Report:** Chairman Kelleher commented that she, Selectman Tanner and Chuck Dobrowski recently met to discuss creating a list of items that the ZEO has the authority to approve without having to be brought forward to the Commission. Also a list of items would be created that must be presented to the Commission for their review. Mr. Dobrowski agreed to work on these lists and present at next month's meeting.

Mr. Dobrowski updated the Commission on a tentative music festival that was to take place at the fairgrounds this June. On March 29th this topic was discussed at the Selectman's Meeting with Brooklyn Fair Representative Sandy Eggers. Ms. Eggers assured the Board of Selectmen that the festival would not be taking place and there was no signed contract.

At the same meeting Robert Bond discussed with the Board of Selectmen holding a 3-day music festival in September at the Fairgrounds as a fundraiser to benefit The Last Green Valley. Discussion held.

Tom Doherty commented that he has completed the Plan Comparison Checklist-Municipal POCD for the State of Connecticut which will be submitted to Jim Larkin.

Don Francis voiced his concerns with regards to the illegal signs in Town. Discussion held.

IX. Public Commentary:


Hans Koehl, 5 Bush Hill Road, abutter to the Learning Clinic, voiced his concerns with regards to the new construction (performing arts center) taking place at 476 Pomfret Road. Mr. Koehl commented by zoning regulations the uses in an RA Zone are for a public school. Mr. Koehl believes that The Learning Clinic is a private non-profit operation. If this is a private school, than an application is required for special permit, public hearing and review by the Planning and Zoning Commission. Mr. Koehl also commented there are approximately 8 residential dormitories and would like know where residential dormitories fall within the RA Zone. Mr. Koehl urges the Commission to consult with the Town's Attorney to find a solution for this problem and not just ignore it.

Mr. Koehl stated that the school is very professionally run and is not against the program, however, he feels that special treatment should not be given and the zoning regulations should be complied with. Discussion held.

Chairman Kelleher suggests seeking legal advice from Attorney Peter Alter on this issue. Chairman Kelleher will keep Mr. Koehl up to date on this issue.

Ron Ventura, Ventura Drive, urges the Commission to look more closely on protecting the Village Center District with regards to the Eggs Property.

- X. **Adjourn:** A motion was made by Al Sandholm to adjourn the meeting at 9:20 p.m. Henry Moses seconds this motion. No discussion held. All in favor. The motion passes unanimously.


Audrey Cross-Lussier
Recording Secretary

**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 regular meeting of the Planning and Zoning Commission on April 4, 2012, the following action was taken:

1. SPR12-001 Brooklyn Recreation Commission, Riverside Park, Greenway Drive off Day Street, Map 42, Lot 75, R-10 Zone; Construction of parking lots, Ball Field, Sand Volleyball Court and Future Construction of Concession/Restroom Building and Gazebo and Utilities-APPROVED WITH CONDITIONS.
2. SPR12-002 Town of Brooklyn, 95 Rukstela Road, Map 21, Lot 8, RA Zone; Construction of New Town Garage-APPROVED.

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

Dated this 5th day of April 2012.

Carlene Kelleher
Chairman

Please publish Friday April 6, 2012 in the legal section of the Bulletin. Use Account Number 10089300. Call Audrey with any questions at 860-779-3411.

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Audrey C. Manning
TOWN OF BROOKLYN

BROOKLYN PLANNING AND ZONING COMMISSION
REGULAR MEETING OF APRIL 4, 2012

ROLL CALL VOTES:

Board Members:	Attendance	1	2	3	4	5				
Kelleher-Chair	X	-	+	+	+	+				
Rettig-Vice Chair	Absent with notice									
Sandholm-Secretary	X	+	+	+	+	+				
Doherty	X	+	+	+	+	+				
Dunlop	X	+	+	+	+	+				
Fuss	Absent with notice									
Francis	X	-	+	+	+	+				
Moses	X	+	+	+	+	+				
Sigfridson	X	-	+	+	+	+				
Camara	Absent with notice									
- Alternate										
- Alternate										

Motion 1 mm was made by Don Francis to approve the meeting minutes of March 7, 2012. Tom Doherty seconds this motion. Chairman Kelleher asks for a motion to amend page 7 last sentence to read "Mr. Sandholm offered to compile meeting minutes." Don Francis makes a motion to amend page 7 last sentence to read "Mr. Sandholm offered to compile meeting minutes." Michelle Sigfridson seconds this motion. Discussion held. Vote was taken: In favor of amending the sentence: Don Francis, Michelle Sigfridson and Carlene Kelleher. Not in favor of amending the sentence: Tom Doherty, Al Sandholm, Henry Moses and Craig Dunlop. The motion fails to amend the sentence, therefore the meeting minutes of March 7, 2012 remain as originally transcribed.

Motion 2 mm was made by Henry Moses to approve application SPR12-001. Al Sandholm seconds the motion. Discussion held. Henry Moses amends his motion to approve application SPR12-001 with the following conditions:

1. Review of architectural plans for the concession stand and gazebo.
2. To have a traffic officer and/or offer a shuttle service provided for a large event with permission from the adjacent plaza owner.

Vote was taken, all in favor. The motion passes unanimously.

Motion 3 mm was made by Henry Moses to table the Sign Regulations until next month's meeting. Tom Doherty seconds this motion. No discussion held. All in favor. The motion passes unanimously.

Motion 4 mm was made by Don Francis to approve application SPR12-002. Craig Dunlop seconds this motion. No discussion held. All in favor. The motion passes unanimously.

Motion 5 mm was made by Al Sandholm to adjourn the meeting at 9:20 p.m. Henry Moses seconds this motion. No discussion held. All in favor. The motion passes unanimously.