

**Planning & Zoning Commission
Regular Meeting Minutes
7pm Wednesday October 3, 2012
Clifford B. Green Meeting Center**

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In Attendance: Craig Dunlop, Tom Doherty, Don Francis, Carlene Kelleher, Henry Moses, David Fuss, Aaron Kerouack, Michelle Sigfridson, Deane Rettig, Jim Larkin (NECCOG)
Also in Attendance: Austin Tanner (First Selectman), Members of the Public, Terry Chambers (KWP Associates), Ernest Cutmore (Attorney representing Courtesy Ford)
Excused: Paul Camara

- I. **Call to Order:** Meeting called to Order at 7:02pm
- II. **Roll Call:**
Roll call showed nine members present. One absent
- III. **Seating of Alternates:** none
- IV. **Adoption of Minutes:**
Regular meeting minutes of September 5, 2012-David Fuss moved to adopt minutes of September 5, 2012. Deane Rettig seconds this motion. Henry Moses and Tom Doherty abstain (not present). Motion passed.
- V. **Public Commentary:**
Carlene Kelleher to draft a letter with Tom Doherty's help, to the Historic Society to readdress the 10 year plan for naming the Village Center part of the Historic District.
- VI. **Unfinished Business:**
P&Z Committee unanimously agree to have Carlene Kelleher send a letter of encouragement to the Historic Society expressing interest in their initiative in presenting the 10 year plan re-submittal for the Village Center preservation in a Historic District. Tom Doherty made a motion for this action, Deane Rettig seconds this motion. No discussion. All in favor. Motion passed.
 - a. **Reading of Legal Notice:**
Michelle Sigfridson reads the legal notice into the record.
 - b. **Continued Public Hearings:** None
 - c. **New Public Hearings:**
 1. Modification to previously approved application (August 3, 2011) SP11-003 Courtesy Ford, 455 Providence Road, Map 41, Lot 114, PC Zone, Proposed building addition to existing automobile sales facility.
Ernest Cotnoir representing Courtesy Ford presented for the record, Modification of Special Permit and Quitclaim Deed. On August 5, 2011 P&Z Commission issued special permit for a site development and a proposed addition to existing building. This plan was a modification of a previous modification and there were some discrepancies as to what work was actually done in comparison to what was approved. Mr. Martin's served as his own clerk of the works and this is where the issues arose and human error occurred. A letter from Syl Pauly stating he conducted a review and site plan, he concluded that he believes the commission should receive from permittee what is there, how it does or does not comply with old plans, and then show proposals to remediate anything new that is not in the plan, which will indicate what the final configuration will look like. Therefore, the applicant will be asking from commission to modify existing special permit and a new plan showing exactly where we are and where we need to go. Terry Chambers from KWP Assoc. representing Courtesy Ford stated the plan they have does not precisely show everything that is on the site, presented modification of the plan at last month's meeting in regards to landscaping of the property. A site walk was conducted 10/2/12

and was found that the area where the cars are to be serviced was paved at 71.8% instead of the 65% which was approved by commission. This is a violation of the P&Z Regulations. He also presented the original plan dated 7/29 which was approved by commission.

Continued discussion regarding regulations and approved plan in accordance with 15 ft road frontage and what is acceptable for vegetation, landscaping etc. Don Francis asked if the slope is 2:1 or 1:1 and if it is 1:1 how does he plan on correcting it. Henry Moses addressed Terry Chambers in regards to all the confusion from the modifications and if Courtesy Ford is conforming to site plans and modifications, and they need to be consistent.

Carlene Kelleher requested an "As Built" final plan with all the changes. Attorney Ernest Cotnoir will present in its entirety as to what is there and what they want to see going forward. Public Hearing will not end. We will wait the submission of "As Built."

Rev. Lisa Anderson at St. John's Lutheran Church addressed the commission stating how happy the Church Council (Board of Directors) was with the landscaping proposal. Would like to see it approved. Aaron asked who would be responsible for pruning and maintenance.

Carlene Kelleher asked who would be responsible for maintaining the buffered landscaped area of the adjoining properties if the church is sold. It was decided a maintenance agreement will be created. Austin Tanner expressed his disappointment, that what was tried so hard to accomplish is not being resolved tonight. There was additional discussion back and forth to resolve issues tonight so it can be addressed by Courtesy Ford for the next meeting. Terry Chambers explained to the commission that the email he received (the day of this meeting) requested a complete "As Built" be submitted, because of the short notice, it was not possible to have completed by the meeting. It will be presented at the next meeting 11/07/12.

d. Other Unfinished Business:

1. Modification to previously approved application (August 3, 2011) SP11-003 Courtesy Ford, 455 Providence Road, Map 41, Lot 114, PC Zone, Proposed building addition to existing automobile sales facility.

Deane Rettig made a motion to table Other Unfinished Business. Tom Doherty seconds this motion. All in Favor. Motion passed.

VII. New Business:

- a. Applications: no discussion
- b. Other New Business: none

VIII. Reports of Officers and Committee:

1. Zoning Enforcement Officers Report September 2012.
Chuck Dobrowski not present. Zoning Enforcement Officer's report submitted in meeting packet. Tom Doherty spoke on behalf of Chuck Dobrowski, stating there were several conditions with the Wal Mart project and he would like to see a spreadsheet presented to P&Z monthly so everyone is on top of the issues and everything is being addressed accordingly. Someone from the town will be designated to oversee the Wal Mart project step by step, in addition to a Wal Mart representative.
2. Regulations Subcommittee.
Carlene Kelleher stated they are hoping to have a meeting this month.
3. Budget. A copy of the budget is in the packet for review by the Commission Members.
4. Chairman's Report.
As the agenda is being put together for the October 16th meeting, the intention is to discuss size cap. The Rte 169 Subcommittee report should be reviewed by the commission members prior to the October 16th meeting, so everyone will be prepared. Jim Larkin would also like to have on the agenda discussion regarding the event facilities as well as liquor stores draft

and will have it distributed to commission members in advance for their review prior to the meeting.

IX. Public Commentary: none

X. Adjourn:

A motion was made by Henry Moses to adjourn the meeting at 8:47pm. Deane Rettig seconds this motion. All in favor. Motion passes.

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**

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2012 SEP 19 A 10:27
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Anna Q. Minicelli
TOWN CLERK, BROOKLYN, CT

The Planning and Zoning Commission will hold a public hearing on Wednesday, October 3, 2012 at 7:00 p.m. at the Clifford B. Green Memorial Center, 69 South Main Street, Brooklyn, CT on the following:

1. Modification to previously approved application SP11-003 Courtesy Ford, 455 Providence Road, Map 41, Lot 114, PC Zone, Proposed building addition to existing automobile sales facility.

Dated this 19th day of September 2012.

Carlene Kelleher
Chairman

Please publish in the legal section of the Bulletin on Friday September 21, 2012 and Friday September 28, 2012. Use Account Number 10089300. Call Audrey with any questions at 860-779-3411.

BROOKLYN PLANNING AND ZONING COMMISSION**REGULAR MEETING OF**

October 3, 2012

ROLL CALL VOTES:

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

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Liona A Mainville
TOWN CLERK, BROOKLYN, CT

- Motion 1 mm was made by David Fuss to adopt the Regular Meeting minutes of September 5, 2012. Deane Rettig seconds this motion. All in favor. Henry Moses and Don Francis abstain. Not present. Motion passed.
- Motion 2 mm was made by Tom Doherty to have Carlene Kelleher propose a letter to the Historic Society with Tom Doherty's help. Deane Rettig seconds this motion. All in favor. Motion passed.
- Motion 3 mm was made by Deane Rettig to continue public hearing for 11/7/12 meeting. Michelle Sigfridson seconds this motion. All in favor. Motion passed.
- Motion 4 mm was made by Deane Rettig to table "Other Unfinished Business." Tom Doherty seconds this motion. All in favor. Motion passed.
- Motion 5 mm was made by Henry Moses to adjourn. Deane Rettig seconds this motion. All in favor. Motion passed.