



## TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

**PLANNING AND ZONING COMMISSION  
TOWN OF BROOKLYN  
SPECIAL MEETING MINUTES  
MARCH 15, 2011  
Clifford B. Green Memorial Center  
69 South Main Street  
7:00 p.m.**

OFFICE OF SELECTMEN  
TELEPHONE: 860-779-3411

TOWN CLERK  
TELEPHONE: 860-779-5032

ASSESSOR  
TELEPHONE: 860-774-5611

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TOWN OF BROOKLYN, CT  
V. Maria A. Marinelli

**I. Call to Order:** The meeting was called to order at 7:12 p.m.

**II. Roll Call:** Tom Doherty, Carlene Kelleher, Don Francis, Dave Fuss, Deane Rettig, Carlene Kelleher, Henry Moses and Al Sandholm.

**Absent:** Barbara Repko with notice, Paul Camara and Craig Dunlop without notice.

**Staff Present:** Audrey Cross-Lussier, Secretary, Austin Tanner, First Selectman, Robert Kelleher, Selectman.

**Also Present:** John Guskowski, Chris Landis, Lyn LaCharite, Dana Heilemann, and public in attendance.

**III. Seating of Alternates:** None.

**IV. Public Commentary:** None.

**V. Unfinished Business:**

**a. Reading of legal Notice:** Al Sandholm read the legal notice into the record.

**b. Continued Public Hearings:** None.

**c. New Public Hearings:**

**1. Presentation of 2009 Plan of Conservation and Development:**

Chairman Kelleher turns the meeting over to Tom Doherty, Chairman of the Plan of Conservation and Development Subcommittee.

Subcommittee members present at the meeting stated their names for the record: Chris Landis, Economic Development, Lyn LaCharite, Economic Development Chairman, Dana Heilemann,

Conservation, Don Francis, Planning and Zoning, David Fuss, Planning and Zoning, Tom Doherty, Planning and Zoning, and John Guskowski, CME Associates.

John Guskowski consultant from CME Associates gave a power point presentation on the Town's draft version of the Brooklyn Plan of Conservation and Development. Mr. Guskowski gave a detail summary on the following: Introduction; Brooklyn's Process; Coordination with State and Regional Plans; A Snapshot of Brooklyn; Historical Perspective; Explanation of Plan of Conservation and Development Policy Map; Plan of Conservation and Development Zoning Districts Map; Plan of Conservation and Development Policy Map; Agriculture, Economic Development; Education; Emergency Management; Finance; Governance and Administration; Historic Preservation; Housing; Municipal Facilities; Open Space and Natural Resource Conservation; Parks and Recreation; Public Safety Services; Public Utilities and Infrastructure; Transportation; Plan Implementation Matrix; Brooklyn Town Profile (from CERC) and Plan of Conservation and Development Survey of Town Residents.

**Subcommittee Chairman Tom Doherty opens the floor to public commentary.**

Al Sandholm asked when the final version is completed will the POCD Zoning District Map and the POCD Policy Map be in a larger format such as 11 x 17 and will these maps be placed in the front of the document as listed on the index. Mr. Guskowski stated that on the final version the maps will be in an 11 x 17 format and be located in the correct place.

Mr. Sandholm commented that on the index Economic Development is listed as page 8 when it is actually page 10.

Mr. Sandholm commented that the Zoning District Map shown on the power point is not accurate. There is a piece of property on Brickyard Road that is owned by the Lamberts that is actually RA; it is shown on the earlier maps as PC.

Mr. Sandholm asked for clarification on the survey questions as they are listed as 1-4. Many power point sheets are 1-4. Mr. Guskowski addressed this issue with Mr. Sandholm.

Selectman Robert Kelleher questioned the population numbers that were used. Mr. Kelleher states the 2010 numbers were almost 8,200. Mr. Guskowski will update this information.

Selectman Kelleher commented that in the Governance and Administration section the Town Administrator/Manager has been omitted. This was previously in the 1999 report. Mr. Kelleher stated that this is a 10 year plan and feels that the Town Administrator/Manager ought to be on the table for consideration. Tom Doherty addresses this issue with Mr. Kelleher.

Selectman Kelleher commented that under Governance and Administration Recommendations #2 with regards to the positions in the Town Administrations; he would like to be certain the order of their appearance does not necessarily reflect prioritization in the position. Tom Doherty addresses this issue with Mr. Kelleher.

Selectman Kelleher commented that under Governance and Administration Recommendations #7 that the election of Town Constables has been eliminated; they are now appointed. Tom Doherty stated the change will be noted.

Carlene Kelleher commented on Governance and Administration #2 Recommendations; Land Use Officer; Ms. Kelleher questioned what this is as opposed to a Zoning Enforcement Officer, is this position the same thing. Discussion held. Tom Doherty suggests taking this out as this is already established.

Selectman Kelleher commented under Historic Preservation Recommendations #7; Mr. Kelleher thought the power point text stated “create one” not “consider creation.” Tom Doherty stated it shall be “consider.”

Selectman Kelleher suggests the Commission to revisit looking at the Industrial Zone on the Land Use Policy Map. Chairman Kelleher commented on the value of an Industrial Zone being surrounded by an R30 Zone and RA Zone. Discussion held.

Chairman Kelleher read into the record a letter received from Lisa Arends, Allen Hill Road, dated March 15, 2011. In summary, Ms. Arends suggests 1. Adding language that requires the use of an analytical tool, known as a Fiscal Impact Study. 2. Removing language “and pursue development of” a Business Park Zone in Brooklyn on page 11 in the Economic Development section, item #3. 3. Add a recommendation to the Economic Development section that EDC “research and encourage tourism and the development of cultural attractions that capitalizes on Brooklyn’s unique qualities and historic assets.” A copy of Ms. Arends letter is available in the Planning Office for review by the public. Commission members as well as subcommittee members voiced their comments with regards to Ms. Arends letter. Discussion held.

Deane Rettig suggested the following corrections be made to the POCD Draft Document:

Page 2 third paragraph which refers to Connecticut General Statutes; Mr. Rettig recommends putting the proper citation form for the Connecticut General Statutes in every location which will show clarity and consistency.

Mr. Rettig recommends spelling out NECCOG-Northeast Connecticut Council of Government and use NECCOG as the acronym.

Page 2 second to the last paragraph regarding The Survey” Mr. Rettig suggests for consistency and clarity addressing this throughout the document as the 2009 Resident Survey.

End of Page 4 change to “is also provided on the next page.”

Page 7 second paragraph after Plan of Conservation and Development add in parentheses PoCD.

Page 8 third paragraph change “to promote agriculture.”

Page 10 fourth paragraph change to “embarked on a business recognition program.”

Page 18 very last sentence under Capital Funds change “combination thereof these sources to these sources.”

Page 20 second paragraph via NDDH use “Northeast District Department of Health” before it.

Page 21 #10 change to “Establish a Public Safety Board or Commission within Town Hall.”

Page 24 bottom of paragraph “2010-2020 Plan, power point presentation stated 2011 to 2021.” There are other references to 2009. Tom Doherty suggests 2011 to 2021.

Page 25 #2 add “as percentage goal exceeds the percentage of Brooklyn affordable housing already available.”

Chairman Kelleher commented on page 25 #1; the Planning and Zoning Commission adopt cluster subdivision regulations in areas identified as hosting high-priority natural resources. Chairman Kelleher commented that the Commission has adopted conservation subdivision regulations and is this recommendation needed. Discussion held. Dave Fuss suggests using the word “encourages” the use of the regulation.

Chairman Kelleher commented on page 25 #5; The Town’s Land use Office provides information and referrals on regulations, regulatory procedures, and required permits. This is already being done. Suggests this being removed.

Chairman Kelleher commented on page 25 #7; Work with Planning and Zoning to review regulations in an effort at encouraging the reduction of development impacts for new construction. Ms. Kelleher is not sure what this means. Discussion held.

Chairman Kelleher commented on page 25 #11; would like a better explanation on “Accessory Apartments” in zoning regulations. Discussion held. Chairman Kelleher is satisfied with the explanation.

Deane Rettig suggests the following changes be made to the Plan of Conservation and Development Draft:

Page 27 second paragraph under Town Hall, third sentence change to “Space for Town Meetings is provided in the Clifford B. Green Memorial Center, The Town Hall, the Community Center and the school auditorium.”

Page 27 last sentence under Senior Center last sentence change the word “head to lead.”

Page 27 Clifford B. Green Memorial Center remove the “Probate Court.”

Page 37 #11 remove “Promote adoption of Conservation Subdivision Regulations.”

Page 38 Prince Hill Park, last sentence change “property to properties.”

Page 38 Prince Hill Tennis Courts, last sentence “The now-vacant building formerly used to house the recreation offices is also located here.” Discussion held. Will leave this as is.

Page 38 Frank Rzeppa and Roger Glaude Fields change “these to there are.” “Change spelling of Rzeppa to Rzepa.”

Page 41 Public Safety Services, fourth line from the bottom of the first paragraph, “neighboring towns” delete the space.

Page 42 #6 delete “a” performance appraisals.

Page 44 Public Health use parentheses around NDDH instead of brackets.

Page 46 Route 6 Commercial Corridor delete is considering and change to “is using the guidelines developed by the Route 6 Committee.”

Page 46 Route 6 Commercial Corridor; discussion held on last four sentences.

Page 48 Plan of Conservation and Development 2010-2020 Implementation Matrix; provide a description of each priority level.

Mr. Rettig suggests the changes that were made in the body of the text also be made in the matrix section.

Mr. Rettig suggests any place that has 2010 to be looked at and confirm with the lead entity.

Page 54 Open Space and Natural Resources Conservation #11 will be deleted.

Page 55 Parks and Recreation #2 Communicate and work with the other boards and commissions within the Town, to carry out this goal. Mr. Rettig questions what goal? Also Page 39 #2 refers to this also. John Guskowski addressed this issue.

Page 44 Recommendation #1 remove the “d” from continued.

Page 56 Public Utilities and Infrastructure #1 remove the “d” from continued.

Reference to “CERC” as Connecticut Economic Research Center.

Chairman Kelleher commented on Page 6 Zoning Districts: As of May 2010, per Zoning Regulations, date to be updated.

Chairman Kelleher commented on the Planned Commercial District that “Conduct a Build Out” be added as a recommendation #8.

Chairman Kelleher commented on page 14 under Future Outlook to add "Consider regional education including high school facility."

Tom Doherty asked EDC Chairman for her recommendation on the Industrial Zone. Ms. LaCharite voted on not changing this.

John Guszkowski recommended adding "#9 on page 12 Consider appropriateness of zoning district as a major industrial zone between Route 6 and South Street."

Tom Doherty asked Commission members about adding a Fiscal Impact Study proposed by Ms. Arends. Commission members agreed not to add this into the Plan of Conservation and Development.

Tom Doherty asked Commission members for their comments on Economic Development Business Park Zone. Commission members agreed to add "research and pursue as appropriate."

Tom Doherty asked Commission members about adding Tourism and Culture to Economic Development as proposed by Ms. Arends. Ms. LaCharite and Commission members feels that this is already covered.

John Guszkowski commented that on page 25 under Recommendation #2 to clarify language and add "as."

Tom Doherty asked Commission members about deleting #7 page 25 "Work with Planning and Zoning to review regulations in an effort at encouraging the reduction of development impacts for new construction." Commission members agreed to delete this language.

Tom Doherty asked Commission members about Page 46 Route 6 Commercial Corridor; deleting the last four sentences from "A recent "big box." Commission members agreed to delete this language.

Tom Doherty comments on Page 39 Parks and Recreation #2 and Page 55 Parks and Recreation #2. Mr. Guszkowski will combine #1 with #2 on both pages.

Deane Rettig commends the subcommittee for doing a great job on the Plan of Conservation and Development document.

#### **d. Other Unfinished Business:**

##### **1. 2009 Plan of Conservation and Development:**

A motion was made by POCD subcommittee member Dave Fuss to close the public hearing. POCD subcommittee member Dana Heilemann seconds this motion. Discussion held. Dave Fuss amended the motion to dissolve any action on the POCD until the next Planning and Zoning meeting. Motion seconded by Dana Heilemann. The motion passes.

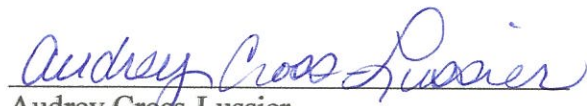
A motion was made by Dave Fuss to withdraw the motion for the subcommittee to close the public hearing. Henry Moses seconds this motion. No discussion held. All in favor. The motion passes unanimously.

Discussion held.

A motion was made by Henry Moses to close the public hearing on the POCD. Al Sandholm seconds this motion. No discussion held. All in favor. The motion passes unanimously.

A motion was made by Deane Rettig to table action on the 2009 POCD to next month's meeting. Al Sandholm seconds this motion. No discussion held. All in favor. The motion passes unanimously.

**VI. Adjourn:** A motion was made by Deane Rettig to adjourn the meeting at 10:00 p.m. Al Sandholm seconds this motion. No discussion held. All in favor. The motion passes unanimously.

  
Audrey Cross-Lussier  
Recording Secretary