

**Special Planning Commission Agenda**  
**MINUTES**  
**7:30 PM Thursday, March 26, 2015**  
**Room 135**

**1) Convene Meeting**

Chairman J. Van Hise convened the meeting at 7:30 p.m. and established a quorum of members: J. Van Hise, Chairman; A. Kerley, Vice Chairman; D. Frankel, Secretary; Regular members present: L. Taylor and G. Hunton; and Alternate G. Blass and I. Agard. Also present: Community Development Director K. Daniel.

**2) Informal Discussion**

a) Plan of Conservation and Development:

The purpose of this meeting was to designate people/departments to be responsible for implementation of specific sections of the revised Plan of Development upon its adoption, subject to the said appointed people's/departments' willingness to take on the responsibility

K. Daniel indicated that there is now a Table of Contents for the Plan of Conservation and Development (POCD) draft, and noted that for purposes of submission to the Board of Selectmen, she has removed the Executive Summary and future Land Use plan at the end. What remains is a statement of the objectives, conditions and trends (current), how the plan has been updated, the vision, and the implementation of that vision.

Tonight's objective is to complete the charts which would feature a proposed person/department to be in charge of implementation of specific sections/subsections of the POCD. The Commission then proceeded, section by section, to designate names and/or departments, in preparation for this draft to be sent to the Board of Selectmen.

Community Character:

ComChar1 1: The Commission decided to revise part of this section and consolidate 1 and 2b to read: *"Encourage participation in Town Boards and Commissions."* This could be delegated to the Board of Selectmen

ComChar1 2a and 2b: Chairman Van Hise said that it is "tough to get people to volunteer", so the Commission deliberated over assigning a designee for 2.a., with the issue of free time cited as the difficult factor. This was edited and assigned to the Board of Selectmen with the elimination of *"not for profit"* and *add after "government": "Boards and Commissions."*

ComChar1 3: While the Land Use Commissions have Ms. Daniel as Community Development Director, Chairman Van Hise said she could not possibly be involved with every board and commission (for example, the Library Board or Board of Education), but "C.D.D.": Community Development Director, was listed for 3.

ComChar1 4: Chairman Van Hise recommended dropping point 4, since it would be "impossible" to get one person to do all of this. A. Kerley proposed a volunteer coordinator, with the two Selectmen as ex-officio persons of select boards and commissions, while appointing someone to oversee all of this. It was decided that the proposed responsibility go to Board of Selectmen which would then *designate* someone for this position.

ComChar2 all: K. Daniel noted a correction to make under #3: Architectural Character. The Zoning Commission was noted as the group that "makes sense...all the way across" for this section.

Natural Resources: NatRes1 1a: Stormwater Treatment

J. Van Hise proposed the Town Sanitarian, but K. Daniel clarified he only sees properties with septic, while the WPCA deals with sewers. The Zoning Commission does see very commercial application. A. Kerley asked, "We can have more than one leader, can't we?" The Chairman proposed a combination of the Health Director, the Inland Wetlands Commission, Zoning Commission and the WPCA.

NatRes1 2: The "next one" would fall under the Department of Public Works and K. Daniel concurred,

NatRes1 1b: K. Daniel added a 1. b. here, featuring wording to address "green infrastructure" which was brought up by a local resident at the previous Planning meeting. Responsibility: Inland Wetlands Commission.

The following sections were delegated as follows:

NatRes1 3: A public information campaign for residents: Director of Health;

NatRes1 4: Stormwater Management Plan: Department of Public Works;

NatRes1 5: Collaborate with Housatonic Valley Association: Board of Selectmen;

NatRes1 6: Candlewood Lake Authority and Lake Lillinonah Water Authority for each respective lake.

NatRes2 1: Build public education/Library: Wetlands Enforcement Officer and Library personnel;

NatRes2 3: Collaborate on information signage for Still River Greenway: Department of Public Works;

OSPlan1 1 & 2: Greenbelt Trail System: Conservation Commission (with the lead) and Open Space Legacy, Brookfield Open Space Legacy and Weantinoge Land Trust as support.

OSPlan1 3: Mapping Conservation Easements: CDD K. Daniel has the mapping software, so she will be the leader here with the Planning Commission as support;

OSPlan2 1: Clarifying Uses ("First One"): Conservation Commission;

OSPlan2 2a: Off-leash park area for dogs: Parks and Recreation;

OSPlan2 2.b.: Potential locations: Planning Commission;

OSPlan2 2.c: Board of Selectmen;

OSPlan2 3.: Funding/Grant sourcing: Board of Selectmen;

OSPlan3 1: Improve Communication/Collaboration: CCD to encourage collaboration among all parties;

OSPlan3 2: Establishing a forum to determine planned improvements and discuss maintenance issues: Planning Commission;

OSPlan4 1: Identify Key Portions of last remaining parcels that can connect trails: Planning Commission;

OSPlan4 2: : Also Planning Commission;

OSPlan4 3: "Identify Priority Areas for Open Space...": Conservation Commission working collaboratively with the Tree Warden;

OSPlan4 4: Capital Plan to finance trail improvement/maintenance: Parks and Recreation; K. Daniel also argued for Conservation Commission sharing this as well to be fair, given the responsibility for items noted above;

OSPlan4 5 & 6: Chairman Van Hise noted that #5 should also be a "shared one,": Parks and Recreation Conservation Commission and CDD. K. Daniel noted that A. Dew, Chairman of the Conservation Commission, had requested modifying the wording to strike "rental income for maintenance expenses" and have this fund focus on trail improvement.

I. Agard expressed concern over shared responsibility, noting that there "has to be a leader." J. Van Hise clarified that there was follow-up on accountability with the 2002 POCD.

HIST2: 1 & 2: Regarding Strategy Historic 2, the Brookfield Craft Center was added as the group with responsibility.

HIST2 3: "*Promote the research required...*": Historic District Commission;

HIST3 1: Gurski Homestead: K. Daniel had a conversation with Alice Dew (Conservation Commission) who suggested the first 3 ½ lines be struck from the draft, and just start with "Negotiate appropriate steps...", adding "and develop a master plan for proposed improvement," further suggesting that the First Selectman be the point person for this.

Continuing with the Gurski Homestead, text of 1. b: addressing "promote the reuse..." was to be removed. (*It will be added later in the text*);

HIST3 1b: 1.c, which is now 1. b.: First Selectman;

HIST3 2: Fundraising campaign and volunteer support: Conservation Commission;

The following section (4C1) was filled out, except:

4C1 4: Assess cultural civic enhancement initiative: CDD; Four Corners Business Association;

4C1 4.a: Zoning Commission and Four Corners Business Association;

4C1 4.b: CDD and Four Corners Business Association;

4C1 5: Join Connecticut Main Street Program: BOS;

At this point, the Commission addressed comments from the Vice Chairman of the EDC, Greg Dembowski.

According to the Chairman, he wanted to drop 3. b and 3. c. K. Daniel disagreed with his comment on item 1.

EconDev1 1: EDC and Chamber of Commerce;

EconDev1 2: EDC; G. Dembowski suggested rewording, read by K. Daniel, beginning with: "*In collaboration with the Planning Commission and the Land Use Office, develop a strategy, action plans ...*" The Commission was amenable to the revised wording;

EconDev1 3. a. EDC (New wording);

(Delete 3. b and 3. c);

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EconDev2 1a: Development on Existing Commercial Corridor PC

EconDev2 1b. ZC

HOUS1 1 & 2: Attracting Young Professionals: CDD

HOUS2 1 & 2: Keeping Empty Nesters in Brookfield: ZC (Age-restricted Regulations)

: Zoning Commission

HOUS3: Affordability of Incentive Housing Units: CDD collaborating with consultant;

Facilities:

FAC1 1.: Committee for a New Library;

FAC1 2. a: -Committee for a New Library;

FAC1 2. b: Committee for a New Library;

FAC1 3: Funding Sources: Board of Selectmen;

FAC2 1a: Review Facilities Planning report: PC

FAC2 1b: Uses for Old Town Hall: PC

Transportation:TRANS1

1a: CDD

TRANS1 1b: Funding Sources: BOS (with DPW to install)

Pedestrian-friendly Village:

TRANS2 1: Funding: CDD and BOS

**TRANS2 1. b: Complete** Engineering: Need to strike: not feasible;

TRANS2 2a: Conceptual layout for Laurel Hill and Old Route 7: DPW

TRANS2 2b: Conceptual layout for interior lots: Zoning Commission

TRANS2 2c: Identify funding: CDD and BOS

TRANS2 3a: Develop public spaces...: PC and ZC

TRANS2 3b: Identify funding for public spaces plan: CDD and BOS

Central Federal Road:

TRANS3 1: Transportation needs defined: CDD

TRANS3 2: Master Plan for roadways: PC

TRANS4 1a: Route 202 Plans: First Selectman

TRANS4 1b: Funding for street plan improvements: CDD

TRANS4 1c: Curb cut management plan: ZC

TRANS5 1, 2 & 3: Bike piece has been completed. The Commission reviewed the draft and A. Kerley recommended the addition of Parks and Recreation here as well;

TRANS6 1: Commuter Rail Service: First Selectman

TRANS6 2: Advocate with CT DOT: Western Connecticut Council of Governments (formerly HVCEO)

Utility Services: Already completed: This was reviewed by the Commission.

**A motion was made by A. Kerley to have Community Development Director K. Daniel send the draft, amended tonight of the Plan of Conservation and Development, along with the presentation from the 3/19/15 Planning Commission meeting to the Board of Selectmen. The motion received a second from D. Frankel and carried unanimously.**

### 3) Adjourn

**A motion was made by G. Hunton, seconded by D. Frankel, to adjourn the meeting at 9:04 p.m. Motion carried unanimously.**

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J. Van Hise, Chairman