

Approved Minutes
BROOKFIELD PLANNING COMMISSION
THURSDAY, April 17, 2014 7:30 PM
MEETING ROOM #133 – TOWN HALL, 100 POCONO ROAD

1. **Convene Meeting:** Vice Chairman/Acting Chairman A. Kerley convened the meeting at 7:32 p.m. and established a quorum of members: A. Kerley, Vice Chairman; D. Frankel, Secretary; Regular member G. Hunton, and Alternate, G. Blass.* Alternate I. Agard arrived at 7:56 p.m. as noted. Also present: K. Daniel, Director of Community Development, and J. Llewellyn, Land Use Secretary.

Absent: J. Van Hise, Chairman; L. Taylor, Regular Member.

*G. Blass was appointed a voting member.

2. **Review Minutes of Previous Meetings:**

-03/20/14: A motion to approve the Minutes of 3/20/14 as submitted was made by D. Frankel, seconded by G. Hunton, and carried unanimously.

-04/03/14: These Minutes are tabled to the next meeting, since there were not enough members present at this meeting who were present at the meeting of 4/3/14.

3. **Old Business:**

a. **20 Vale Road #201200913: Berkshire Corporate Park – Bond Release Request - \$1,320.**
No one present. Per information from Town Director of Public Works R. Tedesco, there has been no word received from the applicant, so no action taken.

4. **New Business:**

a. **4 Elbow Hill Road #201400212: 8-24 Referral Request – Sewer Expansion**

1. Memo from K. McPadden, WPCA Executive Administrator, to the Planning Commission dated 04/02/14 Re: 8-24 Referral 4 Elbow Hill Road
2. Sheet S1 – Echo Bay Marina Boat Storage Site Plan prepared by CCA, LLC dated 05/24/13; revised through 02/25/14
- (3. Memo from W. Tinsley, First Selectman, to Planning Commission re: 8-24 Referral).

Nelson Malwitz, Chairman, WPCA, present. Commission Acting Chairman A. Kerley reported that Town Director of Public Works, R. Tedesco, had relayed the information that neither he nor the Public Works Department had any objection to this proposed sewer expansion. Mr. Malwitz explained that this proposed gravity-fed sewer will be for a marina/storage facility, which will be responsible for the costs. Following a brief discussion, the Commission made the following motion: **A motion was made by D. Frankel to send a memo to the Board of Selectmen re: 4 Elbow Hill, 8-24 Referral Request, #201400212, stating that the Planning Commission approves this referral. G. Hunton seconded the motion which carried unanimously.**

b. **101/103 Laurel Hill Road #201400210: 8-24 Referral Request – Sewer Extension**

1. Memo from K. McPadden, WPCA Executive Administrator, to the Planning Commission dated 04/02/14 Re: 8-24 Referral 101/103 Laurel Hill Road
2. Letter from J. McCoy of J.F.M. Engineering, Inc. to K. McPadden dated 03/05/14 Re: Preliminary Letter Application
 - Sheet SX-1 – Conceptual Sewer Extension Plan prepared by J.F.M. Engineering, Inc. dated 03/05/14
 - Sheet CPL2 – Preliminary Conceptual (IHCD) Development Plan #1 prepared by J.F.M. Engineering, Inc. dated 07/30/13

Nelson Malwitz, Chairman, WPCA, present. (Also present was Mr. J. McCoy, Engineer for the Developer). Mr. Malwitz explained that this sewer extension application is for a proposed

development which includes mostly residential units, with some commercial units included. In order to be built as “Incentive Housing,” this development needs to have city water and sewer.

A motion was made by D. Frankel to send a memo to the Board of Selectmen re: 101/103 Laurel Hill Road 8-24 Referral Request #201400210

Please note: Later when I. Agard arrived, there was a discussion on this application, more specifically on the procedural sequence of an 8-24 Referral.

c. Granite Drive: Request to Accept Road into the Town Road System (dec. date 06/21/14)

- 1. Letter from J. Sivo of Carmen Hill Road LLC to the Planning Commission dated 04/14/14 Re: Request to accept Town road**
- 2. Proposed Warranty Deed for Granite Drive**
- 3. Sheet 1 of 2 – Improvement Location Survey Granite Drive Road As-Built prepared by CCA, LLC dated 11/06/13**
- 4. Sheet 2 of 2 – Improvement Location Survey Granite Drive Road As-Built prepared by CCA, LLC dated 11/06/13**

J. Sivo, Developer, present. The Commission determined that R. Tedesco needs to walk the property with Mr. Sivo to evaluate any outstanding issues, if any. Mr. Tedesco will report back to the Commission. It was also noted that the Warranty Deed for the road has not yet been executed. This item is continued.

5. Minutes of Other Boards & Commissions:

- 03/27/14 (Regulation Review):** *Talked about lighting, as this Commission has as well;;*
- 03/27/14 Zoning:** *Barnbeck project no longer age-restricted but Incentive Housing;*
- 04/07/14 Zoning Board of Appeals:** *No comments;*
- 04/07/14:** *Communication Guidelines discussed: A. Kerley favors restoring public comment to what it was and asked for more detail in the minutes on the topics shared by the public when they do speak; I. Agard clarified how the public comment issue was resolved. I. Agard also noted that 101/103 Laurel Hill Road was tabled, not approved. K. Daniel clarified that the 8-24 is the Planning Commission’s recommendation to the Board of Selectmen.*

Irv Agard arrived at 7:56 p.m.

-04/10/14 (special) Board of Selectmen: No comments.

6. Correspondence: There was none at this meeting.

7. Informal Discussion:

Prior to item “a” (below), the Commission engaged in a brief discussion on 8-24 Referrals.

Irv Agard relayed to the Commission that as a member of the WPCA, he was present at the discussion for 101/103 Laurel Hill Road, and believed that M. Flynn had expressed concern over how the scope of this project had increased since it was originally proposed. He asked what would happen once sewer and water is approved: could it be further expanded? (He did clarify that he had no problem with the aforementioned referral sent by this Commission to the Board of Selectmen).

It was then determined that the Commission was under the impression that this Referral came from the Board of Selectmen, when it actually came from the applicant. A. Kerley asked to have the Commission send a note to K. Daniel and the Board of Selectmen asking for clarification of the nature of 8-24 referrals, specifically how they are generated. He added that based on his experience (but not statute), all 8-24 Referrals have been from the Board of Selectmen.

K. Daniel said she would provide information on how the 8-24 Referrals should be implemented, including a study of how other towns handle 8-24 Referrals. A. Kerley asked what the specific role of the 8-24 Referral is, with I. Agard asking what would happen if the Planning Commission not approve an 8-24 Referral. At this point, the Commission asked for clarification on the “flow” of the

8-24 Referral process. K. Daniel noted that the new Town Attorney could do training, addressing A. Kerley's request of an informative session regarding the roles and processes of each Commission. This would be a pre-cursor to a formal outline to be presented to any developer to make him/her aware of the Land Use processes in Brookfield. I. Agard called for a simulated example, not something abstract, which will make this clarification of the process more meaningful.

a. Plan of Conservation and Development

1. Memo from K. Daniel to the Planning Commission dated 04/15/14 Re: Historic Properties in Brookfield

- **Town of Brookfield, CT GIS Map: Brookfield Parcels by Year Built Draft dated April 15, 2014**

Presenting was K. Daniel, J. Salame, Chairperson, Historic District Commission and Robert Brown, Vice Chairman, Historic District Commission.

This discussion was a follow-up of the Commission's review of the section of the Plan of Conservation and Development(POCD): Protecting Historic Resources. A. Kerley stated that he was not in favor of listing all Historic properties, by address, in the POCD. There is one Historic District in town, and favored more general descriptions including features of the homes, the nature of the district, the rationale and geography. In addition, there are hundreds of properties that are historic in nature, though they don't exist within the District, but are listed on the State Registry of Historic properties. In fact, per State Statute, homes that are fifty years old or more are deemed Historic.

Irv Agard suggested using the map K. Daniel had presented at this meeting: "Brookfield Parcels by Year Built: Draft 4/15/14", along with a chart showing how many homes fall within the dates built intervals listed on the Legend.

J. Salame indicated that the one thing this district is concerned with is aesthetics, and incorporating this historic character into the Village Center District is underway. The Zoning Commission is reviewing the guidelines for construction and development.

Prior to the next meeting, the Commission will invite M. Daniel of the Arts Commission, and the Planning Commission will read Chapters 6 and 7, and sign on to the Drop Box to access the POCD draft and other documents.

This item is continued.

8. Tabled Items: There were none at this meeting.

9. Adjourn: A motion was made by G. Hunton to adjourn the meeting at 9:23 p.m. I. Agard seconded the motion which carried unanimously.

A. Kerley, Vice Chairman/Acting Chairman