

MINUTES
PLANNING COMMISSION
JANUARY 12, 2010 – 7:00 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 2

I. ROLL CALL

Regular members present: Munn, Pritchard, Roper, Steinfeld, Sherrard
Alternate members present: Fitzgerald, Zod
Absent: Kane
Staff present: Murphy, Glemboski, Davis, Doolittle

Chairman Sherrard called the meeting to order at 7:02 p.m.

II. APPROVAL OF THE MINUTES OF meeting of December 8, 2009.

MOTION: To approve the minutes of December 8, 2009 as amended.

Motion made by Munn, seconded by Roper. Motion passed unanimously.

III. PUBLIC COMMUNICATIONS

Commissioner Roper passed around a flyer from the Bicycle Friendly Community Symposium being held tonight. He will try to gather some information on what was discussed.

Commissioner Steinfeld had a communication from an RTM member who was very pleased that the Town had received additional funding from the State for the Mystic Streetscape project.

Staff noted the passing of Raymond Cherenzia, who will be sadly missed.

Attila Keller, regarding the Copp Subdivision, asked to be put on the agenda for tonight's meeting.

MOTION: To add the Copp subdivision as the fifth item under "Subdivision" on tonight's agenda.

Motion made by Sherrard, seconded by Fitzgerald. Motion passed unanimously.

Joellen Anderson, 215 Plant Street, addressed the Commission regarding Hummingbird Hollow. Staff and the Commission directed her to speak with Deb Jones, Environmental Planner.

IV. SUBDIVISIONS

1. Pendleton Farm Subdivision – request for bond reduction and acceptance of public improvements & open space

Staff noted that Public Works has suggested that the public improvements and open space be accepted and that the bond be reduced after acceptance to 10% or \$14,400.

MOTION: To accept the open space and public improvements associated with the Pendleton Farms subdivision and to reduce the bond to 10% or \$14,400.

Motion made by Roper, seconded by Steinford. Motion passed unanimously.

2. The Cedars at Godfrey Road Subdivision – request for bond release

Staff did not recommend a complete release, but recommended a reduction to 10% or \$2,850.

MOTION: To reduce the bond to 10% or \$2,850, for The Cedars at Godfrey Road Subdivision

Motion made by Roper, seconded by Steinford. Motion passed unanimously.

3. Lamphere Estates – request for five year extension

The applicant is requesting a 5 year extension to complete the subdivision. The Inland Wetlands Commission has approved a two year extension.

Staff suggested that in making its decision the commission may wish to consider the on-going regulation update process, as well as changes in State statutes relating to purchase and sale agreements with respect to conditional endorsements. Staff reviewed current and past bonding practices for subdivisions and concepts being considered as part of the regulation update project.

On behalf of the applicant, Mike Bennett of Bennett Engineering, answered questions from the Commission. He stated that because of economic conditions, there likely would be no work performed in 2010.

MOTION: To grant a two year extension for subdivision plan expiration to January 12, 2012, for the Lamphere Estates Subdivision.

Motion made by Pritchard, seconded by Roper. Motion passed unanimously.

4. Montali Subdivision – request for final bond release

Staff noted that public works was recommending release of the final 10% or \$950, of the surety for this subdivision.

MOTION: To release the final \$950 bond for the Montali Subdivision

Motion made by Roper, seconded by Steinford. Motion passed unanimously.

5. Copp Subdivision – request for acceptance of public improvements

Staff referred to the memo received from Gary Schneider recommending acceptance of the public improvements.

MOTION: To accept the public improvements associated with the Copp Subdivision.

Motion made by Sherrard, seconded by Pritchard. Motion passed unanimously.

V. SITE PLANS - none

VI. OLD BUSINESS

1. Discussion and action regarding revised draft letters to DEP and GOSA (Merritt Family Forest Trails use limitations and State OSWLA grant program concerns)

Chairman Sherrard mentioned that he spoke with the Town Attorney who agreed to read the letters before they are sent out to ensure that all wording is legal.

MOTION: To send the letter to GOSA as presented tonight, including the distribution noted on the draft

Motion made by Roper, seconded by Pritchard. Motion passed 4-0-1 (Munn abstained).

In regards to the DEP letter, the Commissioners discussed concerns over typos, formatting and minor content changes.

MOTION: To send the letter, as amended, to the State DEP, including the distribution noted on the draft

Motion made by Sherrard, seconded by Roper. Motion passed unanimously.

Commissioner Roper thanked the Commission and the public regarding their input on this matter.

2. Land Use Regulation Update Project

Staff welcomed back Diane Glemboski, after her extended absence, who will be handling the subdivision aspect of the Land Use Regulation Update Project.

VII. NEW BUSINESS

1. Election of Officers

MOTION: To nominate James Sherrard as Chairman of the Planning Commission

Motion made by Pritchard, seconded by Roper. Motion passed unanimously.

MOTION: To nominate Jeff Pritchard as Vice Chairman/Secretary of the Planning Commission

Motion made by Sherrard, seconded by Steinfeld. Motion passed unanimously.

2. Report of Commission

Commissioner Roper noted that the Council of Governments will hold its annual meeting this month.

3. New Applications – None

4. Zoning Board of Appeals referrals for January 27, 2010

ZBA 09- 11 – Laurelwood Road

Staff noted that this application has been withdrawn.

ZBA 09-13 – 287 Godfrey Road, Mystic

Staff discussed the single family addition on Godfrey Road.

The Commission had no comment.

5. Zoning Commission referrals for January 21, 2010 – Amend Current Zoning Regulations Regarding Temporary Non-Accessory (off-site) Signage in Certain Residential Districts (REGA#09-03)

Staff provided a general overview of the circumstances leading to this Zoning Commission proposal and discussed with the Commission comments received to date from OPDS, the HDC and the Town Attorney which raise concerns that had been communicated to the Zoning Commission in prior proceedings, but had not been sufficiently addressed in the latest proposal. The Commission's initial consensus was that they agreed with the concerns, and were not in favor of the proposal as written, but that they wanted more time to receive and review additional information.

MOTION: To recommend against the proposal as written and to request that the Zoning Commission keep the public hearing open so that the Planning Commission can comment further after more information is provided.

Motion made by Roper, seconded by Steinfeld. Motion passed unanimously.

VIII. REPORT OF CHAIRMAN

Commissioner Roper suggested sending a letter to Barbara Tarbox, departing Town Clerk, thanking her for her years of service.

Chairman Sherrard invited the Commissioners to attend the quarterly meeting of the Committee of Chairpersons on January 25, 2010.

IX. REPORT OF STAFF

Staff noted the Commission's receipt of the draft CIP and that they are waiting for additional information, such as comments from the Board of Education.

MOTION: To hold a special meeting on January 27, 2010 at 6:00 pm at the Town Hall Annex, with the only agenda item being discussion of the proposed Capital Improvement Plan.

Motion made by Sherrard, seconded by Pritchard. Motion passed unanimously

Staff noted the receipt of an additional \$800,000 from the State for the Mystic Streetscape. Final comments are coming in and bids should take place next month. Construction should begin by late April or early May.

Staff noted the layoff of one building inspector due to cuts from the previous year's budget.

X. ADJOURNMENT

Motion to adjourn at 8:39 p.m. made by Sherrard, seconded by Roper, so voted unanimously.

Jeffrey Pritchard, Secretary
Planning Commission

Prepared by Katie Doolittle
Office Assistant II