



ESSEX PLANNING COMMISSION

REGULAR MEETING

Thursday, September 8, 2016
7:30 p.m.
Essex Town Hall – Meeting Room A

DRAFT MINUTES

1. Call to Order and Seating of Members

Chairman Alan Kerr called the meeting to order at 7:32 p.m. In attendance were Members Tom Danyliw and Ralph Monaco. Seated for George Sexton was Alternate Gary Riggio, and seated for John Bairos was Alternate Jane Siris. Also in attendance was Town Planner John Guszowski.

2. Approval of Minutes: July 14, 2016

Motion to approve minutes of July 14, 2016 by Tom Danyliw, seconded by Jane Siris.
Motion carried unanimously, with Alan Kerr abstaining.

3. New Business

a. Affordable Housing Discussion with Lauren Ashe, Executive Director, HOPE Partnership

John Guszowski noted that a conflict arose in Ms. Ashe's schedule and she would be participating, along with the HOPE Partnership Board President, at the October Planning Commission meeting.

4. Old Business

a. Accessory Apartment Regulations Discussion – Public Hearing Report and Proposed Modifications

John Guszowski and Chairman Kerr reported on the Zoning Commission Public Hearing in August at which the proposed Accessory Apartment regulation was discussed. Chairman Kerr noted that the Commission did not seem motivated to give the matter strong consideration and had suggested that the Planning Commission withdraw the application and instead pursue a joint Planning/Zoning workshop on the matter. He noted that the only public comment on the proposal was several members of the public objected to the inclusion of industrially-zoned properties in the proposal. This could certainly be modified. John Guszowski stated that he

was disappointed to note that several Commissioners acknowledged not having read the one-page set of proposed regulations but seemed willing to deny the proposal should the matter have been pressed that evening. Chairman Kerr made the decision that evening to continue the public hearing to allow the Planning Commission to discuss its desired approach to the application. Tom Danyliw questioned the public hearing process and whether there were timeframes to consider. John Guskowski stated that Attorney Sipples, the Zoning Commission's counsel, believes that with a Commission-sponsored application, the public hearing timeclock does not apply.

Jane Siris stated that a compromise or negotiated regulation approach may be appropriate, given the need to accomplish progress and work with Zoning moving forward. Tom Danyliw stated that the Zoning Commission should act upon the merits of the application. John Guskowski stated that the proposal was a direct implementation of the PoCD and if there was some flaw in content, this should come out in the hearing and be stated as such by the Zoning Commission in their decision. Ralph Monaco suggested that a modified application could be submitted during the hearing process. They reviewed the proposed hybrid regulation integrating the current regulations with the Planning Commission proposal, provided earlier that afternoon by ZEO Joe Budrow. The Commission had a general discussion about the several approaches including letting the application stand, providing a modified version removing the industrial park allowance, withdrawing the application and convening an inter-board committee. Ralph Monaco proposed presenting a counter-proposal to Joe Budrow's hybrid regulation proposal. Jane Siris noted the importance of having the new regulation "look like" the current regulations in format and approach.

John Guskowski proposed to extend the Public Hearing into October, doing a revision/mark-up of Joe Budrow's proposal, reviewing with Planning in October, and submitting to Zoning as a revised application. Chairman Kerr determined that this approach was the consensus of the Commission, and requested John Guskowski to send a memo to Zoning requesting an extension of the Public Hearing until October.

b. PoCD Implementation and EDC/Zoning/Planning Meeting, September 14

Chairman Kerr stated that this inter-board meeting was convened by First Selectman Norm Needleman to improve communication and address some key matters. Chairman Kerr requested the Commissioners to develop a list of topics of particular interest. John Guskowski stated that implementation of the PoCD, particularly relative to Zoning modifications was important. Ralph Monaco and Tom Danyliw noted that communication and cooperation from the Zoning Commission had been a significant challenge. Chairman Kerr noted that with a split commission, leverage and the ability of the Planning Commission to implement change was difficult. John Guskowski requested that any Commissioners unable to attend should email specific concerns to him in advance.

c. Final Subdivision Mylars – Ed Cook, Hunter's Trail Extension

John Guskowski noted that Mr. Cook's final deadline to file subdivision plans was on Labor Day, which meant all documents needed to be submitted by the prior Friday, September 2. He and Chairman Kerr reported that, thanks to strong administrative assistance from Attorney Royston and the Land Use Office, the plans were reviewed and filed on time. John Guskowski noted that the urgency was not a matter of the Town's creation, and would make clearer to property owner/developers that plans and final documents should be provided with ample time for review and filing.

d. Grant Project Updates

John Guszkowski reported that the Safe Routes to School sidewalk replacement had proceeded well and was nearly complete, and the Town was still waiting to hear from the State on several pending grants, including the MSIF "Civic Campus Phase II" project, the Centerbrook Main Street sidewalk/streetscape enhancements, and the LOTCIP grant converting Route 621 to one-way southbound.

5. Report of Committees and Officers

a. Report from Inland Wetlands Representative

The Planning Commission has no active representative to the Wetlands Agency.

b. Report from RiverCOG Representative

Alan Kerr noted that the last RiverCOG RPC meeting had been cancelled.

c. Report from Economic Development Commission Representative

George Sexton was absent from the meeting.

d. Planner's Report

John Guszkowski reported that final design for the Walnut Street Bridge replacement would be complete within a few weeks, and he and Gary Riggio reported on the progress of the Land Use Office renovation, which should be complete in October.

6. Correspondence & Invoices

Chairman Kerr noted the correspondence and approved the monthly Planning Consulting invoice from CME Associates.

7. Adjournment

Motion to adjourn by Jane Siris, **seconded** by Ralph Monaco. **Motion carried unanimously.**
Meeting was adjourned at 8:51 p.m.

Respectfully submitted,

John Guszkowski
Consulting Town Planner

RECEIVED FOR RECORD
09/29/09 2010 at 9:28 A.M.
Janet M. Fogiel
ESSEX, CT - ASSIST. TOWN CLERK