

**MINUTES FOR THE REGULAR MEETING OF THE
PLANNING & ZONING BOARD
HELD WEDNESDAY, JANUARY 2, 2008; 7:30 P.M.
CITY HALL AUDITORIUM, 110 RIVER STREET, MILFORD**

City Planner, David Sulkis, acting as temporary Chairman opened the meeting of the Planning and Zoning Board at 7:31 p.m.

A. ROLL CALL

Members Present: Victor Ferrante, Susan Shaw, Janet Golden, Kathy Patterson, Kim Rose, Frank Goodrich, Mark Bender, Jeanne Cervin, Gregory Vetter, Kevin Liddy.

Staff: David Sulkis, City Planner; Phyllis Leggett, Board Clerk.

B. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Mr. Sulkis: Opened the floor to nominations for Chairman.

Mr. Ferrante: Placed the name of Jeanne Cervin into nomination as chairwoman.

Mrs. Patterson: Second.

Mr. Goodrich: Nominated Kevin Liddy as Chairman.

Mr. Bender: Second.

There were no other nominations made.

A vote was taken: Jeanne Cervin, 6 votes; Kevin Liddy, 4 votes.

Jeanne Cervin was elected Chairwoman of the Planning and Zoning Board.

Mr. Sulkis: Asked for nominations for Vice Chairman.

Mrs. Golden: Nominated Kim Rose.

Mrs. Patterson: Second.

Mr. Ferrante: Moved that the temporary chair cast one ballot for the nominee.

Kim Rose was elected Vice Chairwoman.

Mme. Chair: Thanked those who voted for her and have given her the opportunity to lead the Board for the coming year. Takes the position seriously and pledged to put her best effort into facilitating the Board and making decisions

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that best serve the City. Goals as Chair will be to help the new Board members get established, and to continue the ongoing process of the past board of looking at regulations and zones that may need to be changed or created, especially with an eye toward protecting the integrity of the neighborhoods. Also would like to make planning and zoning meetings and the process people friendly, and to do what is possible, within the Board's purview, to encourage environmentally friendly building.

Welcomed the seven new board members. Stated decisions would be made as a team, without political affiliations, for the City of Milford. Encouraged the new Board members to ask any and all questions they might have. That is the best way to learn.

Mr. Goodrich: Congratulated Ms. Cervin and Ms. Rose upon their election. He stated that he and Mr. Liddy would work to help the new members do the best job for the City.

C. TABLED BUSINESS – None.

D. NEW BUSINESS

1. **198-206 DEPOT ROAD (ZONE LI)** Petition of Jesse Hamblin, ID Design Group for approval of a Site Plan Review in order to construct a 2,025 SF warehouse building and 898 SF Warehouse Addition on Map 92, Block 705, Parcel 1, of which MS&K Industrial LLC is the owner.

Jesse Hamblin, ID Design Group, 36 Lawrence Avenue, Milford. Requesting Site Plan approval on behalf of the property owner, MS&K Industrial LLC, located at 198-206 Depot Road. Proposing an addition and alterations to an existing building No. 1, of 898 SF and a new building, which would be building No. 3, of 2,025 SF. Mr. Hamblin described the project via the displayed site plan. The site is located in the LI zone. The existing buildings are being used as warehouses and will continue as such. Described the parking calculations for 23 parking spaces that are required for the square footage involved and the number of parking spaces that are proposed, which includes one handicapped space, for a total of 25 spaces. Presented Exhibit A for the record which was a written outline of the proposed plan.

He stated this is a basic site plan approval continuing the same as the existing use. Basic construction is to the rear and side of the existing property. The landscaping of the property was done in conformance with a previously approved permit. No landscaping is required due to the use in an LI zone.

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Mme. Chair: Asked Mr. Sulkis for his input of the proposed plan and comments on the department reports that have been received.

Mr. Sulkis: Questions were raised by agency referrals. In a memo from the Fire Marshal dated 11/9/07, he requested further information from the applicant. There was no further communication in the file.

Mr. Hamblin: Stated the fire marshal's request was being addressed and described the type of signs and numbering that would be put on the buildings and in the area.

Mme. Chair: Asked Mr. Hamblin to get the information to the fire marshal and to get a response from him before the next meeting.

Mr. Sulkis: City Engineer's report stated concern about the calculations for the parking. The calculations used may have been for a use other than the stated use of the application. Important for Mr. Hamblin and the property owner to discuss the activities that take place on the property and who goes there.

Mr. Hamblin: Referred to Exhibit A, which outlined how the parking was calculated.

Mme. Chair: All the members will receive a copy of Exhibit A to review before the next meeting.

Mr. Sulkis: Those were the two items of note from the department referrals.

Mr. Hamblin: Referred to some of the department responses he had.

Mr. Ferrante: Stated he did not like the fact that there are documents read into the record that the members do not have.

Mr. Sulkis: Explained the procedure of transmittals sent to the city departments and department responses.

Ms. Cervin: Stated this was worthy of discussion later in the meeting.

Mr. Liddy: Referred to regulation sect. 3.10.1.11 requiring landscaping plan and exterior lighting plan. Stated there was no lighting plan presented and asked if the landscaping plan from the previous application was applicable to the current application.

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Mr. Sulkis: Stated this was correct. There is no lighting plan. The property is a heavily used industrial site, what can be done with landscaping?

Mr. Hamblin: Can submit a landscape drawing. Asked the owner to address the questions at hand.

Mme. Chair: Will be addressing this application at the next meeting. Will need more information before the next meeting.

Matthew Salomone, owner of MS&K Industrial LLC. There are lights that comply with zoning above every door. There is a street light on a pole from UI that illuminates the property. The lighting for the proposed additions can be drawn in on the plans.

The use of the premises is to warehouse tools, i.e., for painters, gutter fitters, carpenters, etc. There is no retail traffic.

Mme. Chair: Is there a new curb cut on this site plan?

Mr. Hamblin: All the curb cuts, concrete aprons have been there since 2003.

Mr. Sulkis: Questioned if a certain area was proposed to have a curb cut.

Mr. Salomone: There is a new curb cut that is noted on the plans.

Mr. Sulkis: In that case, there will be a waiver request because the regulations require a curb cut no closer than 25 feet from the other curb cuts. This curb cut will be a 22 feet from the next one.

Mme. Chair: This site plan is very difficult for a new board to discuss. Suggested Mr. Hamblin correct the issues discussed and make the department changes for the next meeting.

Mr. Hamblin: Stated he would make the necessary changes for the next meeting.

2. **91 MERWIN AVENUE (R-7.5)** Request by Bruce Kerzner for an extension of time to obtain a zoning permit for a previously approved Coastal Area Management Site Plan on Map 59, Block 795, Parcel 47, of which the Kerzner Family Limited Partnership is the owner.

Mr. Sulkis: Explained there was a previous site plan approval granted by the Board. The work has not been started within the first year, as required. It

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expired in October 2007. There were reasons for they delay and they are requesting an extension of time to June 30, 2008 to obtain a zoning permit.

Mr Goodrich: Motion to approve the extension of time for 91 Merwin Avenue.

Mrs. Patterson: Second.

Mr. Liddy: Questioned the extension date of June 30, 2008. Made an amendment to extend the date to October 17, 2008.

Mr. Bender: Second.

All members voted in favor of extending the time period to obtain a zoning permit to October 17, 2008.

E. LIAISON REPORTS

Mr. Liddy: Who appoints liaisons?

Mme. Chairman: Will take this up at the next meeting.

F. APPROVAL OF MINUTES (12/18/07)

Mr. Goodrich: Noted his name was omitted from attendance.

Ms. Cervin: Jack Jansen had noted he had arrived after the discussion of the application and abstained from voting for this reason.

Mr. Goodrich: Made a motion to approve the minutes as corrected.

Mr. Liddy: Second.

Ms. Cervin, Messrs. Goodrich, Bender and Liddy voted in favor of approving the minutes as corrected.

G. CHAIRMAN'S REPORT

1. Discussed seating arrangements of the members.
2. Asked that the members use last names for staff and board members when the public is present.

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3. Discussed the Green Book distributed to the new members. Described it as a work in progress and asked for feedback from the new members. Not included in the book is an explanation of 8-24 applications, which are City applications that relate to real estate transactions that involve the City.
4. Discussed the information packet the board received this evening. In particular, the Outline of Procedure for a Public Hearings, designated particularly to make available to the public when they attend the Board's public hearings.
5. Asked that each member sign the Ethics Disclosure Statement in the back of the Green Book and return it at the next meeting. These will be filed in the City Attorney's office.

A discussion ensued concerning the enforcement of the three-minute rule for speaking limits at public hearings. The three-minute rule will remain in effect but will not be rigidly enforced.

Mme. Chair: Asked Vice Chair Ms. Rose to lead a task force, (initiated from the Planning and Zoning Board, but not as a committee), in pursuing a change or amending the 8-30g state statute.

Ms. Rose: Said she would take on this task.

Ms. Cervin: Will add to the next meeting's agenda discussion of changes in the regulations and have Mr. Sulkis describe what is involved in a regulation change. Will make a time frame to make recommendations and set priorities for these changes.

H. STAFF REPORT

Mr. Sulkis: Linda Stock is expected back to work next week.

Mr. Ferrante: Motion to adjourn.

Ms. Rose: Second.

The meeting adjourned at 8:31 p.m.

Phyllis Leggett, Board Clerk

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