

**PLANNING AND ZONING BOARD MINUTES FOR MEETING HELD TUESDAY 6 NOVEMBER 2019, 7:30 PM,
CITY HALL AUDITORIUM, 110 RIVER STREET**

The meeting of the Planning and Zoning Board came to order at 7:30 p.m.

A. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

B. ROLL CALL

Members Present: Nancy Austin, Jim Kader, Brian Kaligian, Peggy Kearney, Scott Marlow, Jim Quish

Not Present: John Grant, Carl S. Moore, Tom Panzella, Robert Satti; also staff member: David Sulkis, City Planner

Staff: Joseph Griffith, DPLU Director; Meg Greene, Rec. Sec'y

Chairman Quish noted the presence for the evening of Joe Griffith in place of City Planner David Sulkis. The chairman allowed a courtesy suggested by the 1st applicant to allow the 2nd applicant to be heard first, because that application was less complex.

C. OLD BUSINESS: None

D. NEW BUSINESS

VOTE BY JANUARY 10, 2020

1. [HEARD SECOND] 439 Bridgeport Ave (Zone CDD-3)) Petition of Bohler Engineering for a Site Plan Review to construct a new restaurant building on Map 24, Block 207, Parcel 5 of which the McDonald Real Estate Company is the owner.

Eric Debruhl, Bohler Engineering, 352 Turnpike Rd, Southborough, MA, addressed the board. He described a plan to replace the current building and make improvements to the current site. He said the building size would be reduced, the drive-thru would be doubled to reduce queuing, and the driveways would be reduced to 2, rather than the current 3. He reviewed proposed changes to storm water and infiltration systems and described green space enhanced by 160 new plantings. He said the number of parking spaces would be reduced, an updated brick and aluminum facade would replace the current color scheme, and a new sign presentation would be used. He noted an area in the AE flood zone on site, but stated that it would not be developed.

Mr. Griffith briefly summarized the project, noting that departmental approvals had been given, and stating that no adverse impact on coastal resources was anticipated.

Motion: Mr. Kaligian *moved to approve as presented* the Petition of of Bohler Engineering for a Site Plan Review to construct a new restaurant building on Map 24, Block 207, Parcel 5 of which the McDonald Real estate Company is the owner.

Second: Ms. Austin seconded.

Discussion: None.

Vote: Motion carried unanimously

2. [HEARD FIRST] 771 East Broadway (Zone R-5) Petition of S. William Hamilla for a Coastal Area Site Plan Review to construct a single family dwelling on Map 22, Block 474, Parcel 30 of which Constance Kolakowski is the owner.

Thomas Lynch, Esq., 63 Cherry Street, addressed the board. He said the application aimed to demolish the existing 1915-era structure and replace it with a new house. He noted the previous granting of variances by the ZBA and subsequent court action by a neighbor. He said Ms. Kolakowski decided to revise the plans rather than delay building pending litigation. He said a 1500 sf home was planned and he reviewed design details. He noted that the property was in an AE flood zone, but said the house would be elevated well above the required flood mitigation level. He presented elevation drawings and floor plans.

Mr. Griffith briefly summarized the project, noting that departmental approvals had been given.

Motion: Mr. Marlow *I move to approve as presented* the Petition of S. William Hamilla for a Coastal Area Site Plan Review to construct a single family dwelling on Map 22, Block 474, Parcel 30 of which Constance Kolakowski is the owner.

Second: Ms. Austin seconded.

Discussion: None.

Vote: Motion carried unanimously

E. LIAISON REPORTS – none.

F. SUBCOMMITTEE REPORTS – none.

G. APPROVAL OF MINUTES – 10/15/2019 was approved with an abstention by Chairman Quish who was not present.

H. CHAIR'S REPORT – none.

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I. STAFF REPORT – Discussion of the 2020 meeting Schedule:

Chairman Quish asked **Mr. Griffith** to describe 2 proposed meeting schedules he had previously discussed with staff.

Mr. Griffith said one possible scheduling approach was to continue with the same 2 meetings per month that has been used in recent years. He said another approach was to use the meeting held on the first Tuesday of each month to consider applications, and to use the third Tuesday's meeting for subcommittee activities. **Mr. Griffith** said the second scenario would preserve an option to call a Special Meeting and hear applications during the third Tuesday's meeting if there were more applications than could be efficiently heard at the first meeting.

Mr. Griffith expressed a preference for maintaining two meetings, especially in light of Milford having been recently awarded accreditation and recognition by the Connecticut Economic Development Association (CEDAS) recognizing the use of Best Practices in Economic Development and Land Use Planning. He said the City's practice of having 2 Planning and Zoning meetings per month had contributed to the best practices recognition.

Chairman Quish expressed concern about the short duration of many recent meetings and about ensuring that enough time was spent on subcommittee work, particularly on the 2022 Plan of Conservation and Development. He said he supported flexibility in hearing applications during the third Tuesday meeting if needed.

Mr. Marlow asked whether greater involvement by more board members would be expected on the subcommittees such that more of the board still shows up twice a month. He asked if it would be problematic to change the new schedule, once adopted. **Mr. Griffith** said he thought agenda changes would require calling a Special Meeting, not just posting a modified agenda.

Chairman Quish expressed a desire to have more preparation by staff such that documents were not being given to the board on the day of the meeting; he thought that having only one meeting per month would help resolve that problem.

Ms. Austin expressed concern about ensuring her own availability and perhaps that of other board members if meetings were called on short notice. She said she travels for her job, meaning she must be aware of other schedules well in advance. She also expressed concern about the potential for a backlog of applications.

Mr. Marlow noted that limiting applications to a single meeting would mean the first monthly meetings would tend to run longer.

Ms. Kearney noted that 5 new members would be joining the board in 2020. She expressed concern that the schedule newly elected members expected when they ran for office would be changed by current members. **Ms. Greene** said her understanding was that statute required a calendar be posted 30 days prior to it taking effect.

Mr. Marlow wondered if the 2 meetings were required by charter. **Chairman Quish** said he thought such a condition could be still be satisfied even if each meeting had a different purpose. **Ms. Greene** said her impression was that years ago the meetings were differentiated: the first meeting consisted only of public hearings. **Mr. Griffith** and **Chairman Quish** discussed the issue of ensuring that a quorum would be met for any required regular meeting on the third Tuesday, when subcommittee quorums are smaller.

Chairman Quish asked that the minutes be expedited to let absent members to reflect on these two scheduling choices. He asked that an email be sent directing absent board members to this discussion. **Ms. Greene** noted that MGAT was also a resource.

Chairman Quish postponed the vote to the next meeting.

K. ADJOURNMENT was at 8:12.

Attest:

M.E. Greene

New Business, not on the Agenda, may be brought up by a 2/3's vote of those Members present and voting. ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE DIRECTOR OF COMMUNITY DEVELOPMENT, (203) 783-3230, FIVE DAYS PRIOR TO THE MEETING, IF POSSIBLE.