

**PLANNING & ZONING REGULATION SUBCOMMITTEE MINUTES
21 JAN 2020, 8:00 P.M., CITY HALL AUDITORIUM, 110 RIVER STREET**

A. Call to Order by PZ chair was at 8:10 pm.

B. Roll Call: B. Broesder, B. Kaligian, R.Satti, J. Quish; *Staff:* J. Griffith, D. Sulkis, M. Greene

C. Election of Subcommittee Chair and accept subcommittee rules and procedures

Mr. Kaligian nominated Mr. Quish as chair; **Mr. Satti** seconded, approval was unanimous. **Chairman Quish** got agreement for the meeting quorum to be 3.

D. Discussion about the purpose of the Regulation Subcommittee – DPLU policies and procedures presentation by DPLU Director

Mr. Griffith described the role as being different from the “blue sky,” high level view used by the POCD subcommittee. He said the Regulations Subcommittee is also charged with establishing formats and procedures. He described an upcoming enterprise software migration in the PZ office along with various other departments. He said the software (Municipity) would track regulation changes in a database which would in turn be used when generating memoranda for regulation change circulation. He described format types that denote new text versus old, etc. He spoke of the process for regional review of Milford Zoning Regulation changes, and said Municipity would more precisely track approvals and the progress of various regulations. **Mr. Sulkis** reviewed the process of regulation review and change.

Mr. Satti asked who would have access to the database—which users would have which privileges. **Mr. Satti** asked about the cutover to the new system; **Mr. Griffith** said a phased approach would be used. **Mr. Satti** said he would prefer to have a city email to stay apprised of information. **Mr. Griffith** said MIS could be asked to provide email accounts; **Mr. Sulkis** said he will reach out to MIS about it. **Mr. Satti** said he wanted to see what was done in past 2 years and review John Grant’s notes. **Chairman Quish** expressed hope that the regulations would better enforce the POCD, promote sustainability, and support a plan to ensure a smooth transition to the period when the 8-30g moratorium is over. He saw 2 main missions for the group—1st to rationalize inconsistencies or errors in the regulations (typically identified by staff); he called these types of tasks “low hanging fruit”. The 2nd type of task was defined by **Mr. Griffith** as high level, more pressing such as use regulations or height regulations. **Mr. Sulkis** used the phrases “more pressing” and “less pressing”. **Chairman Quish** elaborated with an example of inconsistency in the regulations about major and minor use balances in mixed use zones. He noted that the regulations have the power to guide placement of affordable housing, electronic billboards, and sustainability programs. **Mr. Broesder** asked about relationship between the Economic Development office and the regulations; **Mr. Sulkis** said he works with Director Julie Nash when she identifies an item of importance to them like preventing too many of storage facilities or restoring permission to use blade signs because they’re quaint. **Mr. Griffith** said the lack of a database meant many items identified by the previous committee fell through the cracks. **Mr. Satti** asked how information is shared; discussion ensued on access to minutes and a proposed narrative document though Dropbox and on the City website.

E. Discussion of Subcommittee priorities path forward

The group set a meeting schedule as follows: the POCD Subcommittee meeting will follow the business meeting on the 3rd Tuesday of the month with the Regulation Subcommittee meeting preceding the business meeting at 6:30.

F. Discussion of Subcommittee and DPLU tasks and responsibilities

Mr. Satti agreed to take **Chairman Quish**’s place on regional board committee.

G. Establish Next Meeting – February 18, 2020

H. Adjournment was at 8:54 pm.

Attest: M.E. Greene, Rec. Sec’y