**Bryan Memorial Town Hall**

**Washington Depot, CT**

**PLANNING COMMISSION**

**MINUTES**

January 4, 2017

7:30 p.m. Main Level Meeting Room

**Members Present:** Mr. Hileman, Ms. Jahnke, Mr. Rimsky, Mr. Carey

**Alternates Present:** Ms. Gager, Mr. Bedini

**Alternates Absent:** Ms. Ryland

**Staff Present:** Mrs. Hill**,** Ms. Pennell

**Others Present:** Atty. James Kelly, Mr. Chris Charles

**Regular Meeting:**

Mr. Hileman called the meeting to order at 7:30 p.m.

**Seated:** Mr. Hileman, Ms. Jahnke, Mr. Carey, Mr. Rimsky,

 and Alt. Ms. Gager

**Election of Officers**:

Mr. Hileman stated the first order of business is the election of officers.

Ms. Gager nominated Mr. Hileman as Chairman. Members were all in agreement with this.

Mr. Hileman asked for nominations for Vice-Chairman. Ms. Gager nominated Mr. Rimsky. Members were all in agreement with this.

**Motion:** To elect Mr. Wayne Hileman as Chairman of the Planning Commission. By Ms. Gager, seconded by Ms. Jahnke, passed by 5-0 vote.

**Motion:** To elect Mr. Dimitri Rimsky as Vice Chairman of the Planning Commission. By Ms. Gager, seconded by Mr. Hileman, passed 5-0 vote.

**Consideration of the Minutes:**

Mr. Hileman stated that on page four, the sentence reading “Ms. Ryland stated that the route the Board of Education’s plan is taking fail in their goal and does not address the needs of the student.” The sentence should read, “Ms. Ryland stated that the route the Board of Education’s plan is taking fails in their goal and does not address the needs of the students.

Also on page 4, third paragraph, it reads, “Mr. Hileman stated that AgStem is being brought in and placed alongside the current curriculum and which will remain in existence.” The sentence should read, “Mr. Hileman stated that the AgStem is being brought in and placed alongside the current curriculum, which will remain in existence.”

**Motion:** To accept the minutes from the December 7, 2016 Planning Commission meeting as amended. By Ms. Gager, passed by 5-0 vote.

**New Applications:**

N/A

**Other Business:**

**Plan of Conservation and Development:**

**Sustainability Subcommittee Report:**

No meeting was held.

**Economic Development Advisory Committee Report:**

Mr. Hileman stated that no meeting was held due to the holiday. The next meeting is scheduled for Tuesday, January 10, 2017.

**Plaza Improvement Committee Report:**

Mr. Rimsky stated there was no new information to report.

**Ingrassia Subdivision Conservation Easement and Driveway Maintenance Agreement:**

Atty. Kelly stated that he does have some updates to report. He stated there were three documents they are trying to get approved; one is the Declaration of Easements and Rights of Way, second the Declaration of Driveway and Bridge Maintenance Agreements (updated copies of both of these were submitted on December 7, 2016 in writing to the Commission), and the third is the deed for the Conservation Restriction for the open space area (was originally submitted to Planning, but Mr. Frank informed Atty. Kelly it needed to be approved by Conservation Committee). Atty. Kelly stated the Conservation Committee approved the final form of the document earlier in the evening at their meeting. He noted that the only thing he had asked of them was a list of the potentially relevant recitals they would like included in the easement or not. Atty. Kelly presented them with a potential list of all recitals. The Conservation Committee reviewed this and advised him of what they wanted included, noting their meeting minutes will reflect this.

Atty. Kelly questioned if they would need an extension beyond the January 28, 2017 deadline. Mr. Hileman stated that the Planning Commission is able to grant another 90-day extension; Atty. Kelly stated he would agree to this if necessary but would preferred this not be the case. Mr. Hileman was concerned that getting an appraisal by the January 28, 2017 may be challenging. He stated that granting another 90-day extension would be a wise decision. Atty. Kelly stated that he understood and would like the opportunity to come back to next month’s meeting with an entire package in its final form. Atty. Kelly stated there were suggestions made to have some items added to the map and he can have this done as well.

Mr. Hileman noted two issues to address at this meeting. He stated one would be to select an appraiser and the second, to grant another 90-day extension for filing the final subdivision approval. Commission members were in agreement with this. With regard to the three appraisers that have been suggested to select from, Atty. Kelly and Commission members were in agreement to choosing one of these three appraisers. Ms. Gager suggested the Commission choose one that is most available, which all concurred.

**MOTION:** RESOLVED: That the time for filing the Final Subdivision Plan for Ingrassia/292 Bee Brook Road/6 Lot Subdivision in the Washington Land Records is hereby extended for a period of 90 days to and including April 27, 2017 and from the three proposed appraisers, the applicant is allowed to select one of the appraisers to complete the appraisal. By Ms. Gager, seconded by Mr. Rimsky, passed 5-0 vote.

Mr. Hileman advised Atty. Kelly to give all documents to Mrs. Hill prior to next meeting.

**Revision of the Subdivision Regulations:**

Mr. Hileman will resend copy of revisions to Mr. Carey and Mr. Bedini for their review/comments.

**Communications:**

First Selectman Mark Lyon had given Mrs. Hill a letter received from the U.S. Department of Agriculture regarding defining the important agricultural soils of the town, which also included a map. This was distributed to Commission members. Members briefly reviewed this material and did have some questions/concerns regarding the information.

**Administrative Business:**

N/A

**Adjournment:**

**Motion:** To adjourn the meeting at 7:58 p.m. By Ms. Gager, seconded by Mr. Rimsky, passed by 5-0 vote.

FILED SUBJECT TO APPROVAL

Respectfully Submitted,

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Donna Pennell, Land Use Clerk

 January 9, 2017