**Bryan Memorial Town Hall**

**Washington Depot, CT**

**PLANNING COMMISSION**

**MINUTES**

May 3, 2017

7:30 p.m. Main Level Meeting Room

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

**Members Absent:** Ms. Jahnke, Ms. Gager

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

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

**Others Present:** Mr. Fairbairn, Mr. Charles

**PUBLIC HEARING:**

**Washington Community Housing Trust/181 New Milford Turnpike/3 Lot Subdivision:**

Mr. Hileman called the Public Hearing to order at 7:35 p.m.

**Seated:** Mr. Hileman, Mr. Rimsky, Mr. Carey, Ms. Gager, and Alt.

 Ms. Ryland

Mr. Hileman asked Mr. Fairbairn, President of Washington Community Housing Trust, Inc., if he had any additional items to present or discuss. Mr. Fairbairn stated he had nothing further to add. He did note for the record the request to waive the application fee, as this is for a nonprofit organization.

Mr. Hileman asked if there were any questions from the Public or the Commission. No questions were noted.

Mr. Hileman explained as the material that was requested from the applicant was just received on 05-03-17, the Commission would not have time to review all the documents carefully and craft a motion if in fact this application was approved. Mr. Hileman noted that this is the first 830-g subdivision that the Commission has handled and it will be necessary to assure that proper language is used in preparing the motion. Mr. Fairbairn understood this and apologized for the delay in getting the final material to the Commission for review. Mr. Fairbairn also stated that all necessary documents have been submitted and he would be in agreement to close the Public Hearing.

**MOTION:** To Close the Public Hearing for Washington Community Housing Trust/181 New Milford Turnpike/3 Lot Subdivision by Mr. Rimsky, seconded by Ms. Ryland, passed 5-0 vote.

**REGULAR MEETING:**

Mr. Hileman called the Regular Meeting to order at 7:40 p.m.

**Privilege of the Floor**:

N/A

**Consideration of the Minutes:**

Consideration of the Regular Meeting Minutes:

**Motion:** To accept the April 5, 2017 Regular Meeting Minutes as submitted. By Mr. Rimsky, seconded by Ms. Ryland, passed 5-0 vote.

**Pending Applications:**

Washington Community Housing Trust/181 New Milford Turnpike/3 Lot Subdivision:

Mr. Hileman reviewed the list of documents submitted to the Commission as of 5/3/17, which included Mrs. Hill Application Review dated 4/5/17 and final documents applicant submitted on 5/3/17.

Mr. Hileman also discussed the 830-g affordable housing and how it does have the ability to surpass the local Zoning Regulations. He noted that all information that was requested to complete this file from Mrs. Hill has been submitted. Mrs. Hill noted in her report that if the Commission determines that the application meets the requirements of CGS 8-30g, this should be stated in the motion of approval. She also noted that if the Commission considers waiving the application fee for this nonprofit organization that a separate motion be made stating such. With regard to the four waivers requested by applicant, Commission members felt these were all reasonable and saw no problem with them. With regard to the waiver of the Fire Protection Plan by applicant, Mr. Hileman and Commission members agreed this was a reasonable request as this subdivision is located adjacent to the New Preston Fire House.

Mr. Hileman stated the Commission will look over all documents submitted and be sure all is in order. Mr. Fiarbairn has requested that the Commission’s decision on this application be made as soon as possible respectfully as the State funding for this project has deadlines and does not want the funding revoked. Ms. Ryland suggested a subsequent Planning meeting be held so that members can review all documents and vote on this application as soon as possible, rather than waiting to the next scheduled meeting. Members were in agreement with this. Mr. Hileman stated to Mr. Fiarbairn that if he needed, he would be more than willing to call the Assistant Attorney General handling this affordable housing subdivision and provide them with an update on the status of this application. Mr. Fairbairn appreciated this offer, but stated he would let the Commission know if this is necessary.

Mr. Hileman stated he will prepare a draft propposed motion for this application for members to review. Commission members were in agreement that a Special Meeting will be scheduled for Tuesday, May 9. 2017 at 6:00 p.m. to review the application and proposed motion.

**OTHER BUSINESS:**

**Plan of Conservation and Development:**

**Sustainability Subcommittee Report:**

No report submitted as Ms. Jahnke was absent from meeting.

**Economic Development Advisory Committee Report:**

Mr. Hileman stated that the Committee will be meeting on May 9, 2017. He also noted that a workshop will be held on 05-11-17 at 5:30 p.m. Mr. Hileman will update the Commission on upcoming plans.

**Plaza Improvement Committee Report:**

Mr. Rimsky reported that trees in the plaza were dug up and replanted in their new plaza location. He noted grass was planted in their previous locations. Mr. Rimsky stated construction for this summer is uncertain and no 824 has been presented to the Commission as yet.

**Revision of the Subdivision Regulations:**

Mr. Hileman stated that the Commission will begin their review of the revision of the regulations at future meetings. He has suggested that Commission takes this task on by putting aside about fifteen minutes or so at each meeting. Members were in agreement to this.

**Communications:**

Mrs. Hill reported that a letter from Federal Emergency Management Agency (FEMA) dated 04/24/17 was received which listed its upcoming scheduled events. This was made available for members review.

**Adjournment:**

**Motion:** To adjourn the meeting at 8:25 p.m. By Mr. Rimsky, seconded by Mr. Ryland, passed 5-0 vote.

**FILED SUBJECT TO APPROVAL**

Respectfully Submitted,

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

 Donna Pennell, Land Use Clerk

 May 9, 2017