**Bryan Memorial Town Hall**

**Washington Depot, CT**

**PLANNING COMMISSION**

**MINUTES**

July 5, 2017

7:30 p.m. Main Level Meeting Room

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

Gager

**Members Absent:** Ms. Jahnke

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

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

**Others Present:** Mr. Dobson, Mr. Sherr

**REGULAR MEETING:**

Mr. Hileman called the Regular Meeting to order at 7:31 p.m.

**Consideration of the Minutes:**

Consideration of the Regular Meeting Minutes and the Special Meeting Minutes:

**Motion:** To accept the June 7, 2017 Regular Meeting Minutes as submitted and the June 21, 2017 Special Meeting Minutes as submitted. By Mr. Carey, seconded by Mr. Rimsky, approved 5-0 vote.

**Pending Applications:**

Dobson/195 and 200 Church Hill Road/3 Lot Subdivision:

Mr. Hileman noted Mrs. Hill’s application review that was updated June 6, 2017. He stated that the Conservation Commission has approved this application and offered to provide a template to Mr. Dobson to complete for the easement.

Mr. Hileman stated Fire Marshall Mr. Tom Osborne was appreciative for the opportunity to comment. Mr. Osborne stated he has no concerns, as the properties are easily accessible from existing town roads and not a high density development. He further stated that he is confident that no fire protection plan would be necessary for any of these parcels.

Mr. Hileman stated the Commission does not have revised maps as of the last meeting. He noted that the revised maps are necessary to provide the Commission with requested information from the applicant.

Mr. Hileman stated there is a preliminary approval from the Selectman’s Office for the proposed driveway cut on Popple Swamp Road, but no written documentation has been received as yet.

Mr. Dobson, owner, was present to discuss the application. He noted that Brian Neff, P.E., is away at this time. Mr. Dobson did not have the revised maps that the Commission requested. Mr. Hileman noted that they will need the revised subdivision map and the revised Soil Erosion and Control Plan map that had been requested by the Commission. Mr. Hileman suggested Mr. Dobson get in contact with Mr. Neff and inquire as to the updated maps that are needed in order to proceed with this application. Mr. Dobson stated he will do this.

Mr. Hileman asked member if they had any questions for Mr. Dobson. No questions were noted, and the application will be continued to next month’s meeting, scheduled for August 2, 2017. Mr. Hileman requested that Mr. Dobson be in contact with Mrs. Hill prior to the next meeting.

**OTHER BUSINESS:**

**CGS 8-24 Referral/Town of Washington/Bryan Plaza Improvements:**

Mr. Hileman stated that the Commission has been requested by First Selectman Mr. Mark Lyon to be provided with a C.G.S. 8-24 referral on this application, as discussed at last month’s Planning Commission meeting. Mr. Hileman had drafted a motion in support of this C.G.S. 8-24 and read it aloud to members.

Commission members were in support of this motion and had no further questions.

**Motion:** RESOLVED, that the Washington Planning Commission, having reviewed the plans for Bryan Plaza prepared by TPA Design received 06-07-17 labeled “Rendered Final Site Plan” and plans dated 05-08-17 labeled “Drainage and Erosion Control Plan”,

approve the proposed improvements to Bryan Plaza. The Commission has determined that the proposed improvements are consistent with the Town’s 2014 Plan of Conservation and Development in that the improvements will enhance storm water management, parking and traffic flow in the Washington Depot village center. This resolution shall serve as the Planning Commission’s required report under Section 8-24 of the Connecticut General Statutes. By. Ms. Ryland, seconded by Mr. Gager, approved 5-0 vote.

**CGS 8-24 Referral/Town of Washington/17 East Shore Road/Sale of Pavilion Hall:**

Mr. Hileman noted that First Selectman Mark Lyon has requested **a** C.G.S. 8-24 referral for this application, as discussed at the last month’s Planning Commission meeting. Mr. Hileman stated that he did draft a motion with regard to this request and read it aloud to the members.

Mrs. Hill raised the question if the Commission members would consider adding some type of language to this motion regarding the preservation of the appearance of the building or preserving the building and not tearing it down. She noted that Mr. Lyon did discuss adding language of this type to the condition of the sale of the building at the last month’s Planning Commission meeting, but the Commission has not seen this as yet. Mr. Hileman stated that he does not believe that a C.G.S. 8-24 has the ability to add conditions as this. Ms. Gager suggested that the Commission not rush this and consider waiting to be provided the language that will be used, as well as looking into where the funds of the sale will be dispersed. Mr. Hileman and Mr. Bedini did note that the Town Plan does not address the preserving or non-preserving of a property. Ms. Gager suggested that the Commission consult with Mr. Lyon and gain clarity on these issues before approving the C.G.S. 8-24. Members were in agreement with this and agreed to table this application to the next scheduled meeting on August 2, 2017.

**Plan of Conservation and Development:**

**Sustainability Subcommittee Report:**

No report, as Mrs. Jahnke was absent.

**Economic Development Advisory Committee Report:**

Mr. Dan Sherr presented the report. He stated that the Committee has been approved for a third year and handed out the Washington Economic Development Update for 2017-2018. Mr. Sherr stated there are three groups that are now involved in this committee that meet biweekly, including the WEDC, the WBA and the Marketing Taskforce. He explained their roles and identified the individuals that make up these groups.

Mr. Sherr discussed the proposed projects, which included the town’s newsletter and events calendar, building the WEDC website, signage, town marketing/programming and branding, planning of seasonal events, enhancing community parks, high-speed internet development and funding.

Mr. Sherr discussed the marketing firm, SandorMax from Sandy Hook, CT, which they have secured to build the marketing website. He explained this is a different website to be created than the WEDC website. Mr. Sherr explained that the WEDC website is a storage site for all the documentation that is produced by them, as well as their activities. Ms. Gager asked if it was possible to bring in one website that would handle all of the information. Mr. Sherr explained that the town website is very limited in its use. He noted that this was considered, and after surveying other towns, this idea was found not to work well. Mr. Sherr stated that all the sites will be linked together and discussed what the websites will entail. He noted the positive collaborative efforts within the town between commercial, community and nonprofit organizations. Mr. Carey inquired as to the survey that was distributed to residents. Mr. Sherr gave an update on the results.

Mr. Hileman discussed their meeting with representatives from Frontier and Nutmeg regarding fiber-optic internet service. He explained the ideas considered regarding placing a Wi-Fi node in the depot for residents and businesses to utilize. He noted the businesses in the depot that already are connected to fiber-optics.

**Referral from Zoning Commission/Revision of Zoning Regulations/Signs for Town Landmark Sites, Expansion of Woodville and Depot Business Districts, Updating of Section 17, etc.**

Mr. Hileman noted that Mrs. Hill had sent members the revised draft of the regulations for review. He stated that the Zoning Commission is proposing to expand the Woodville business district and restoring the district to what it was back around 2002. He also noted that the Depot business district will be expanded as well. Mr. Hileman stated the most significant change is in Section 17 of the regulations, which discusses non-conforming structures. He stated the proposed change will now allow an applicant to tear down and rebuild their home; however, they will be required to go through the special permit process and keep the same footprint.

Mr. Hileman stated the public hearing for these revisions in the Zoning regulations is scheduled for August 7, 2017. He explained that if the Commission members have any comments they would like to have expressed to the Zoning Commission, or if they believe the changes being proposed are not consistent with the town plan, the Planning Commission can present these concerns to the Zoning Commission. Members were in agreement that they support these proposed changes in the regulations and find them to be consistent with the town Plan. Mr. Hileman will draft a letter stating this support and have members review it before sending it to the Zoning Commission.

**Administrative Business:**

Ms. Gager stated she had sent Mrs. Hill an email late this afternoon, 07-05-17. She stated this was in regard to a correspondence she received from the Torrington Historic District. Ms. Gager explained that Torrington has applied for a state grant to convert an old factory building located in the south side of the town. She noted that Torrington will be holding a public hearing with regard to this and if anyone is interested in attending, they are invited to do so. Mrs. Hill will forward this email to Commission members.

**Adjournment:**

**Motion:** To adjourn the meeting at 8:40 p.m. By Mr. Hileman, seconded by Mr. Rimsky, approved 5-0 vote.

**FILED SUBJECT TO APPROVAL**

Respectfully Submitted,

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

 Donna Pennell, Land Use Clerk

 July 12, 2017