

East Hampton Planning and Zoning Commission
Regular Meeting
March 2, 2016
Town Hall Meeting Room

Unapproved Minutes

1. **Call to Order and Seating of Alternates:** Chairman Ray Zatorski called the meeting to order at 7:00 p.m.

Present: Chairman Zatorski, Vice-Chairman Kevin Kuhr, Members Roy Gauthier, Gary Hall, James Sennett, Meg Wright, Alternate Members Jason Jozefiak (7:04), Michael Kowalczyk, and Planning and Zoning Official Jeremy DeCarli were present.

Absent: Regular Member Rowland Rux was not present.

Alternate Michael Kowalczyk was seated at this time.

2. **Approval of Minutes:**

A. February 3, 2016 Regular Meeting:

Mr. Sennett moved, and Mr. Kuhr seconded, to approve the Minutes of the February 3, 2016 meeting as written. The motion carried unanimously.

3. **Communications, Liaison Reports, and Public Comments:**

Communications: Staff reported that updated Member List has been included in this evening's packages.

Mr. DeCarli congratulated Meg Wright who has been on the Commission for six years.

The Connecticut Federation of Planning and Zoning Agencies Annual Meeting will be on Thursday, March 17th at the Aqua Turf in Southington. The discussion will focus on Zoning Regulations and E-Commerce. All are invited to attend. Please let the Planning and Zoning Office know if you are interested in attending by Tuesday, March 15th.

Connecticut Federation of Lakes Conference 2016 has been rescheduled and will now be held on 04/09/2016. If you are interested please let us know. The registration deadline is April 4, 2016.

Liaison Reports:

Mr. Gauthier reported that the East Hampton High School renovation continues to progress and the L-Wing has been turned over to the school. The next phase's completion date is expected at the end of the summer vacation and will include a lecture hall, known as the T-Bell with state of the art equipment, which will be available to the whole community.

Mr. Hall reported that the Design Review Board did not meet this past month.

Mr. Sennett reported that the last ZBA meeting scheduled for February 8th was cancelled due to the weather.

Mr. Kuhr reported that he attended the POCD meeting and was unable to attend the Conservation-Lake Commission. The Minutes of this meeting are available online and in the Town Clerk's Office.

Mr. DeCarli reported that the IWWA meeting was held on February 24th and at the meeting three timber harvests were deemed to be as-of-right and a single-family home on Spellman Point was granted a wetland permit for demolition and reconstruction.

Ms. Wright reported that the RiverCOG Regional Planning Committee meeting included discussion on the topics of municipal aide, unfunded mandates, and regional funding. They also discussed the possibility that further funding reductions may be anticipated.

Public Comments: None.

4. **Set Public Hearing for April 6, 2016:** None.

5. **Read Legal Notice:** None.

6. **Public Hearings for March 3, 2016:** None.

7. **New Business:**

A. **Application of Brian Holdt**, Airline Cycles, 2 Barton Hill Road, for a Minor Commercial Site Plan Modification – Map 02A/Block 47/Lot 33A:

Brian Holdt was present to discuss his plans to open a bicycle sale, repair, and rental shop. In the winter he would like to rent snow bikes and shoes as well. The shop will be located in the Goff House in the Village Center in close proximity to the Airline Trail. Currently the Goff House is housing a museum, residential apartment, and a meeting hall facility. Mr. Holdt presented plans for signage to the Commission and discussed the parking and access to the building.

Mr. Holdt has plans for bike racks and perhaps a picnic table on the site. The Commission expressed concern over the exterior lighting around the building and suggested that the motion detectors be monitored for effectiveness. The hours of operation will tentatively be Tuesday thru Saturday from 10 A.M. to 6 P.M. and Sunday from 11 A.M. to 4 P.M. Ultimately the applicant would like to promote group rides and is interested in targeting groups that have not been well served by the existing bike groups in the area such as a family's ride and a women's ride.

The application will be reviewed by the DRB at their meeting tomorrow night. At which time signage and light will be further reviewed. Mr. DeCarli suggested to the applicant that a formal fence be installed. Staff believes that the application will be beneficial to the community and the Village Center. A letter dated March 1, 2016 from Dean Markham in support of the application was read into the record by Mr. DeCarli.

Mr. Holdt explained that he intends to install a split rail fence in the area that was of concern to Mr. DeCarli. He also presented the Commission with a letter dated February 22, 2016 from Jack Solomon for the EDC in support of the application and its benefits to the community.

A. *Mr. Zatorski moved, and Mr. Sennett seconded, the approval of the application of Brian Holdt, Airline Cycles, 2 Barton Hill Road, for a Minor Commercial Site Plan Modification, Map 02A/Block 47/Lot 33A, for the reasons that the proposed modifications are consistent with the as-of-right uses of the building, supportive of the Village Center, and the POCD. Conditions of approval are the notification of town staff prior to commencement and upon completion of the approved modifications, signage, and lighting must be completed in accordance with town staff approvals. The motion carried unanimously.*

8. **Old Business:**

- A. **Discussion** - Design Review Board Guidelines: Mr. DeCarli discussed with the Commission his concerns regarding the timing of the Design Review Board meetings in relation to the PZC monthly meeting. The Chairman requested this Item remain on the Agenda for the next meeting.
- B. **POCD** – First Draft: Chairman Zatorski thanked everyone for their participation in the revision process for the POCD. Vice-Chairman Kuhr requested that the record show that the Commission held three public meeting/workshops on the 11th, 18th, and 25 of February which were publicized and the notes from the workshops will be available online. The Commission has been requested to review the first draft and respond to the Mr. DeCarli by Tuesday, March 15th. Mr. DeCarli will then provide the Town Council and the RiverCOG with the proposed POCD for their review. This Commission will hold a public hearing relating to the acceptance of this document on June 1, 2016. (Attachment No.1)
- C. **Discussion: Review Open Road Maintenance Bonds:** Staff has received an estimate from the Town's Engineer on the Skyline Estates project. The developer has indicated to the staff that there will be increased activity at Skyline and staff will be monitoring the activity and future bonding closely.

Staff also reported that the Whispering Woods project is also under bonded; however, the project's roads are very close to being accepted by the Town and negotiations are pending.

For the next meeting staff will provide maps of the two projects and more information on the bonding and road acceptance.

9. **Adjournment:** *Mr. Kuhr moved to adjourn the meeting. Mr. Hall seconded the motion. The motion carried unanimously.*

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Daphne C. Schaub
Recording Secretary