

Planning & Zoning Commission

54 East Main Street
Clinton, Connecticut 06413

Regular Monthly Meeting

March 14, 2016

Minutes

Present: G. Bousquet, Chairman; M. Knudsen, Vice Chairman; C. Aniskovich, Secretary; E. Alberino, C. Goupil, T. Guerra, A. Kravitz, A. Moore, A. Singh and M.E. Dahlgren

Absent: C. Neri

Also Present: Eric Knapp, Zoning Enforcement Officer
John Guskowski, CME Associates, Inc.

The meeting was called to order at 7:31 p.m. All regular members were present and seated.

1. Chairman's Comments: Gary Bousquet

- Agendas
Chairman Bousquet noted that the Chairman of each committee should be reviewing the committee meeting agendas.
- Commission Qualifications
Chairman Bousquet discussed the need for each member to file their resumes or technical qualifications with staff for inclusion on the record for each application.

2. Staff Reports:

- Eric Knapp, Zoning Enforcement Office
The ZEO report was distributed via email prior to the meeting. ZEO Knapp noted an increase in building permits.
- John Guskowski, CME Associates, Inc.
Guskowski noted that he has changed the format of his report from monthly to meeting to meeting.

3. Discussion - Caitlan Nadolny: Regarding the definition of commercial kennel and dog grooming.

Caitlan Nodolny discussed the differences between a grooming operation and a commercial kennel. The Commission was supportive of her desire to separate grooming from the

definition of commercial kennel. It was recommended that before she undertake the task and cost of amending the Zoning Regulations, she contact the Connecticut River Area Health District (CRAHD) to determine if the site she is interested in has the septic to handle the wastewater from this type of use.

4. AR 15-217: Petition to Amend the Zoning Regulations, Cedar Island Marina: Section 24.2.3; Section 24.2.5; Section 10.3 and Section 10.5.

It was noted that those members who were absent from public hearings regarding this item had listened to the recordings and familiarized themselves with the record.

Alberino **moved** to approve “Petition to Amend the Zoning Regulations, Amendments to Sections 24.2.3 [Multiple Dwelling Units in Commercial Structures], 24.2.5 [Common Interest Community Development], 10.3 [Special Exception Standards for Multiple Dwelling Units in Commercial Structures], and Section 10.5 [Special Exception Standards for Common Interest Community Developments] to allow uses in the Marine (M) Zone.”

Part I. Preamble.

The Clinton Planning and Zoning Commission received an application for amendments to the Clinton Zoning Regulations submitted by Cedar Island Marina, Inc. to allow multiple dwelling units in commercial structures and common interest community developments in the Marine Zone by special exception. They are presently prohibited in this Zoning District.

The application was received by the Commission at its November 9, 2015 meeting and was set down for a public hearing. The public hearing opened on January 4, 2016 and was continued to February 1, 2016, and again to February 29, 2016, at which time the public hearing closed.

At the public hearings, the Applicant presented materials and testimony and members of the public were permitted to present evidence orally and in writing related to the merits of the application.

The Commission received written comments from its planning consultant, John Guskowski, its counsel, Richard Roberts, as well as from Carol Szymanski, an environmental analyst with the Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection as well as from Brian Thompson, the Director of the Office of Long Island Sound Programs.

Part II. Materials submitted into the Record.

While the following is not a complete list of all materials submitted into the Record, the Commission specifically notes the following items as received and reviewed:

- Petition for Amendment to Regulations dated October 21, 2015, Amendments to Sections 24.2.3 [Multiple Dwelling Units in Commercial Structures], 24.2.5 [Common Interest Community Development], 10.3 [Special Exception Standards for Multiple Dwelling Units in Commercial Structures], and Section 10.5 [Special Exception Standards for Common Interest Community Developments] to allow uses in the Marine (M) Zone, submitted by Cedar Island Marina, Inc., as applicant and owner, as amended.
- Draft amended text language for Sections 24.2.3, 24.2.5, 10.3 and 10.5, submitted by Applicant, as amended.
- Review letter from Richard Roberts, Esq., Halloran & Sage, LLP, dated December 29, 2015, evaluating proposed text amendments.
- Review letter from John Guskowski, AICP, CME Associates, dated December 22, 2015, evaluating proposed text amendments.
- Review letter from Carol Szymanski, Environmental Analyst II, Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse, Department of Energy and Environmental Protection, dated December 23, 2015 evaluating proposed text amendments.
- Review letter from Brian Thompson, Director, Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse, Department of Energy and Environmental Protection, dated January 14, 2016 evaluating proposed text amendments.
- Correspondence from Kristopher Shapiro, General Manager, Cedar Island Marina, Inc., dated February 19, 2016, responding to Brian Thompson review letter
- Written text of testimony submitted by Kristopher Shapiro at the February 1, 2016 public hearing.
- Photographs submitted by Kristopher Shapiro showing tidal areas on or adjacent to Cedar Island Marina, submitted at the February 29, 2016 public hearing.

Part III. Findings of Fact.

Based on the evidence submitted into the record, the Commission makes the following findings:

1. The application is substantially complete and all required submissions have been received.
 2. The Commission has held a properly noticed public hearing to receive public comments on the proposed text.
 3. The draft regulations, as amended by the Applicant (and as further amended by the Commission as set forth below) are consistent with the Town's Plan of Conservation and Development. As noted in the report submitted by the Commission's planning consultant:
 - a) The PoCD (Plan of Conservation and Development) is supportive of the concept of expanding allowable uses within the Waterfront (Waterfront Planning Focus Area of the PoCD) area, including residential and mixed use development, though on a basis that is "strongly dependent on scale, context and proposal". The PoCD is also supportive of strong communications with the owners of Cedar Island Marina and active engagement on potential expansion plans.
 - b) The proposed list of amenities to be added to Section 10.3.4 (c) seem quite appropriate to the concept of expanding these developments to waterfront areas, and are in keeping with the PoCD goals of wetland restoration and enhancement, removal of invasive species and preservation of public vistas.
 - c) The addition of required Public Waterfront Access in new Section 10.3.5 and 10.5.3 (h) do an appropriate job of echoing PoCD goals and translating public or community green space requirements of other portions of the Regulations dealing with multifamily or common-interest development.
 4. The proposed amendments are consistent with the comprehensive plan, in that the land use patterns allowed by the existing Regulations have allowed the proliferation of residential uses within close proximity of the shoreline, including in areas close to the Marine District.
- IV. Decision and Conditions.
- Based upon the above findings of fact, and expressly and explicitly on the conditions set forth hereunder, the Planning and Zoning Commission hereby votes to APPROVE Application AR 15-217, with the following modifications to the text:

The effective date of these amendments to the Zoning Regulations shall be April 1, 2016.

Dated at Clinton, Connecticut this 14th day of March, 2016. Aniskovich **seconded** the motion. DISCUSSION: Goupil discussed the need for some of the recommended amenities to be moved to Standards and Requirements. Alberino accepted as a friendly amendment to his motion moving Section 10.3.4(c)(4) to Section 10.3.3(i) with the following changes: "For properties with wetlands, the following improvements shall be [delete "be considered amenities eligible for bonuses] **required as recommended by the authority having jurisdiction**. Aniskovich accepted as a friendly amendment to his second.

Kravitz **moved** to delete Section 24.2.5 and Section 10.5 from the amendment. Goupil **seconded** the motion.

In favor: Knudsen, Alberino, Goupil, Guerra, Kravitz and Singh
In Opposition: Aniskovich and Moore
Abstentions: None
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion **carried**: 6-2-0-2.

Vote on the amended motion:

In favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Moore and Singh
In Opposition: Kravitz
Abstentions: None
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion **carried**: 7-1-0-2.

5. AR 15-219: Petition to Amend the Zoning Regulations, Douglas Benoit: Addition of Section 21: Floating Zones.

There was a discussion regarding the enabling language and the MSD-1 specific language. It was determined that it would be appropriate to vote on these separately.

Knudsen **moved** to approve Petition to Amend the Zoning Regulations, Addition of Section 21.1 and Section 21.2: Floating Zones to allow the placement of floating zones generally.

Part I. Preamble.

The Clinton Planning and Zoning Commission received an application for amendments to the Clinton Zoning Regulations submitted by Douglas Benoit to allow the creation of floating zones and their placement on the Zoning Map. The Clinton Zoning Regulations presently contain no provisions for the creation of floating zones at all.

The application was received by the Commission at its November 9, 2015 meeting and was set down for a public hearing. The public hearing opened on January 4, 2016 and was continued to February 1, 2016, and again to February 29, 2016, at which time the public hearing closed.

At the public hearings, the Applicant presented materials and testimony and members of the public were permitted to present evidence orally and in writing related to the merits of the application.

The Commission received written comments from its planning consultant, John Guskowski, its counsel, Richard Roberts, as well as from Carol Szymanski, an environmental analyst with the Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection and its Zoning Enforcement Officer, Eric Knapp.

Part II. Materials submitted into the Record.

While the following is not a complete list of all materials submitted into the Record, the Commission specifically notes the following items as received and reviewed:

- Petition for Amendment to Regulations dated October 29, 2015, Adoption of Section 21 [Floating Zones], submitted by Douglas Benoit and Arista Development, LLC, as applicant, as amended.
- Draft text language for Section 21, submitted by Applicant, as amended.
- Review letter from Richard Roberts, Esq., Halloran & Sage, LLP, dated December 29, 2015, evaluating proposed text amendments.
- Review letter from John Guskowski, AICP, CME Associates, dated December 22, 2015, evaluating proposed text amendments.
- Review letter from Carol Szymanski, Environmental Analyst II, Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse, Department of Energy and Environmental Protection, dated December 23, 2015 evaluating proposed text amendments.
- Review letter from Richard Roberts, Esq., Halloran & Sage, LLP, dated January 25, 2016, evaluating proposed text amendments.

- Review letter from John Guskowski, AICP, CME Associates, dated January 25, 2016, evaluating proposed text amendments.
- Review letter from Carol Szymanski, Environmental Analyst II, Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse, Department of Energy and Environmental Protection, dated January 29, 2016 evaluating proposed text amendments.
- Review memorandum prepared by Zoning Enforcement Officer, Eric Knapp.
- Email dated February 1, 2016 from Gary Borgnis.
- Review letter from Richard Roberts, Esq., Halloran & Sage, LLP, dated February 24, 2016, evaluating proposed text amendments.
- Review letter from John Guskowski, AICP, CME Associates, dated February 26, 2016, evaluating proposed text amendments.

Part III. Findings of Fact.

Based on the evidence submitted into the record, the Commission makes the following findings:

1. The application is substantially complete and all required submissions have been received.
2. The Commission has held a properly noticed public hearing to receive public comments on the proposed text.
3. The draft regulations, as amended by the Applicant (and as further amended by the Commission as set forth below) are consistent with the Town's Plan of Conservation and Development.
 - A. As noted in the December 22, 2015 report submitted by the Commission's planning consultant:
 - i. "The overall mechanics of the proposed Regulations in Section 21.2.1.2 and philosophical purposes in Section 21.2.1.3 seem well structured and presented, and generally in keeping with the design and development approach for much of the Route 1 Corridor and other Planning Focus Areas as described in the PoCD."

- ii. "I believe that many of the components of these Regulations would further the aims of the PoCD, particularly in traditional mixed residential-commercial areas of Route 1."

4. The proposed amendments are consistent with the comprehensive plan.

IV. Decision and Conditions.

Based upon the above findings of fact, the Planning and Zoning Commission hereby votes to APPROVE Application AR 15-217, Sections 21.1 and 21.2.

The effective date of these amendments to the Zoning Regulations shall be April 1, 2016.

Dated at Clinton, Connecticut this 14th day of March, 2016. Singh **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore, and Singh
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion **carried**: 8-0-0-2.

Goupil **moved** to deny petition to Amend the Zoning Regulations, Addition of Section 21.3, to create the specific floating zone "Main Street District 1", which could be placed in the I-1, B-2 and B-3 Zoning Districts.

Part I. Preamble.

The Clinton Planning and Zoning Commission received an application for amendments to the Clinton Zoning Regulations submitted by Douglas Benoit to allow the creation of floating zones and their placement on the Zoning Map. The Clinton Zoning Regulations presently contain no provisions for the creation of floating zones at all.

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At the public hearings, the Applicant presented materials and testimony and members of the public were permitted to present evidence orally and in writing related to the merits of the application.

The Commission received written comments from its planning consultant, John Guskowski, its counsel, Richard Roberts, as well as from Carol Szymanski, an environmental analyst with the Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection and its Zoning Enforcement Officer, Eric Knapp.

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- Review memorandum prepared by Zoning Enforcement Officer, Eric Knapp.
- Email dated February 1, 2016 from Gary Borgnis.

- Review letter from Richard Roberts, Esq., Halloran & Sage, LLP, dated February 24, 2016, evaluating proposed text amendments.
- Review letter from John Guskowski, AICP, CME Associates, dated February 26, 2016, evaluating proposed text amendments.

Part III. Findings of Fact.

Based on the evidence submitted into the record, the Commission makes the following findings:

1. The application is substantially complete and all required submissions have been received.
2. The Commission has held a properly noticed public hearing to receive public comments on the proposed text.
3. The draft regulations, as amended by the Applicant are not consistent with the Town's Plan of Conservation and Development.
 - A. Because the proposed text does not create design standards for the entire focus area, it creates the possibility that differing floating zones may have conflicting design standards, creating a situation where the center of Clinton would have rival, competing theories of design.
 - B. As noted in the February 24, 2016 letter from Richard Roberts, Halloran & Sage, LLP "The referenced in Section 21.3.1(c)(1) to "ranges of acceptable values for dimensional, bulk and parking requirements" needs to be clarified so that it falls within the ability of the a commission to vary the requirements of its own regulations. This conceptually consistent with the comment submitted by John Guskowski, i.e. that the specific MSD-1 floating zone regulations should contain defined values for the dimensional, bulk and parking requirements, rather than empowering the Commission to establish a range, so as to avoid any infirmities under MacKenzie."
 - C. The lack of a residential component in the proposed text is inconsistent with the stated goal within the Plan of Conservation and Development, as reiterated by the planning consultant, that the town increase population density in areas close to transit systems. The Plan specifically states for this subarea, "redevelopment that makes use of the train station and the principles of transit-oriented development is encouraged" and has not been

addressed. The Commission is not obligated to modify the Applicant's proposal to cure this defect.

D. This proposal does not address the stated goal for this subarea, "Assess and implement recommendations of RiverCOG Route 1 Corridor Study, including access management, parking, intersections, and circulation."

4. The proposed amendments are inconsistent with the comprehensive plan, in that floating zones, by their nature, violate the pattern of zoning set forth in the present Zoning Regulations.

IV. Decision and Conditions.

Based upon the above findings of fact, the Planning and Zoning Commission hereby votes to DENY Section 21.3 of Application AR 15-217.

Dated at Clinton, Connecticut this 14th day of March, 2016. Kravitz **seconded** the motion.

In Favor: Goupil and Kravitz
In Opposition: Knudsen, Aniskovich, Alberino, Moore, Singh
Abstentions: Guerra
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion did **not carry**: 2-6-1-2

Singh **moved** to approve Petition to Amend the Zoning Regulations, Addition of Section 21.3 to create the specific floating zone "Main Street District 1", which could be placed in the I-1, B-2 and B-3 Zoning Districts.

Part I. Preamble.

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At the public hearings, the Applicant presented materials and testimony and members of the public were permitted to present evidence orally and in writing related to the merits of the application.

The Commission received written comments from its planning consultant, John Guskowski, its counsel, Richard Roberts, as well as from Carol Szymanski, an environmental analyst with the Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection and its Zoning Enforcement Officer, Eric Knapp.

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Part III. Findings of Fact.

Based on the evidence submitted into the record, the Commission makes the following findings:

1. The application is substantially complete and all required submissions have been received.
2. The Commission has held a properly noticed public hearing to receive public comments on the proposed text.
3. The draft regulations, as amended by the Applicant (and as further amended by the Commission as set forth below) are consistent with the Town's Plan of Conservation and Development.
 - A. As noted in the December 22, 2015 report submitted by the Commission's planning consultant:
 - i. "The overall mechanics of the proposed Regulations in Section 21.2.1.2 and philosophical purposes in Section 21.2.1.3 seem well structured and presented, and generally in keeping with the design and development approach for much of the Route 1 Corridor and other Planning Focus Areas as described in the PoCD."
 - ii. "I believe that many of the components of these Regulations would further the aims of the PoCD, particularly in traditional mixed residential-commercial areas of Route 1."
 - B. Subarea D in the Clinton Center Planning Focus Area of the Plan of Conservation and Development suggests future development in this area conform to the following characteristics:

Development that focuses on pedestrian-friendly design and aesthetically pleasing architecture and design concepts would be transformative of this subarea. Specifically, development with a

cohesive community character and village-style building orientation is desired.

The draft regulations are consistent with those goals.

- C. The PoCD states that a goal of the Plan should be to: Develop and implement design standards for the (Clinton Center Planning Focus) area, maintaining the small, compact historic downtown, while improving streetscape and connectivity.

While the proposed text does not create design standards for the entire focus area, it does allow for design standards within a significant portion of the focus area. These design standards are not presently in place and would help to ensure a more harmonious and “village center” friendly Clinton Center.

4. The proposed amendments are consistent with the comprehensive plan, in that the land use patterns allowed by the existing Regulations have resulted in the central area of Clinton having many sites which are close to the street and have the traditional historical commercial patterns set for in the proposed MSD-1 Regulation.

IV. Decision and Conditions.

Based upon the above findings of fact, and expressly and explicitly on the modifications set forth hereunder, the Planning and Zoning Commission hereby votes to APPROVE Application AR 15-217, with the following modifications to the text:

1. Section 21.3.1 (f) shall be modified to include the following additional use:

(4) Residential

The effective date of these amendments to the Zoning Regulations shall be April 1, 2016.

Dated at Clinton, Connecticut this 14th day of March, 2016. Moore **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Moore and Singh
In Opposition: Goupil and Kravitz
Abstentions: Guerra
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion **carried**: 5-2-1-2.

6. SP 16-03: 117 Nod Road, Bruce Farmer: Construction of 82'-4" x 42'-8" vehicle and equipment storage building. Map 14, Block 3, Lot 26. Zone IP.

Aniskovich **moved** to approve SP 16-03: 117 Nod Road, Bruce Farmer. Guerra **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore and Singh
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)
The motion **carried**: 8-0-0-2.

[Michael Knudsen recused himself from all agenda items regarding 36 Killingworth Turnpike. Alternate Mary Ellen Dahlgren was seated.]

7. SE 16-04: 36 Killingworth Turnpike, Jeff Mastroianni: Change of use to food service establishment where customers are served only when seated at tables or counters with incidental take-out service. Map 42, Block 23, Lot 16. Zone R-20.

Alberino **moved** to approve SE 16-04: 36 Killingworth Turnpike, Jeff Mastroianni. Aniskovich **seconded** the motion.

In Favor: Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman) and Knudsen (Recused)
The motion **carried**: 8-0-0-2.

[Michael Knudsen returned. Mary Ellen Dahlgren was unseated.]

8. SE 16-05: 11 Killingworth Turnpike, Mill Pond Clinton, LLC: Construction of a mixed use development. Map 43, Block 45, Lot 73. Zone IDZ.

Aniskovich **moved** to table SE 16-05: 11 Killingworth Turnpike, Mill Pond Clinton, LLC pending the continuation of the public hearing on Monday, April 4, 2016 at 7:00 p.m. in the Green Room. Moore **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore and Singh
In Opposition: None
Abstentions: None

Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)

The motion **carried**: 8-0-0-2.

9. AR 16-20: Petition to Amend the Zoning Regulations, Kimberly Simoncini: Section 10.52: Contractor's Businesses and Storage Yards.

It was noted that staff is working with Mrs. Simoncini on this amendment which is not quite ready.

Alberino **moved** to table AR 16-20: Petition to Amend the Zoning Regulations, Kimberly Simoncini. Moore **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore and Singh

In Opposition: None

Abstentions: None

Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)

The motion **carried**: 8-0-0-2.

10. AR 16-07: Amendment to the Zoning Regulations: Amendments to Section 28: Signs regarding the IDZ zone. **PH 4/4/2016**

Aniskovich **moved** to table AR 16-07: Amendment to the Zoning Regulations pending the public hearing on Monday, April 4, 2016 at 7:00 p.m. in the Green Room. Guerra **seconded** the motion.

In Favor: Knudsen, Aniskovich, Alberino, Goupil, Guerra, Kravitz, Moore and Singh

In Opposition: None

Abstentions: None

Not Voting: Bousquet (Chairman) and Dahlgren (Not Seated)

The motion **carried**: 8-0-0-2.

11. Incentive Housing Grant: Update from CME Associates, Inc.

Guszkowski noted that he is finalizing the documentation to close out the grant. He recommends removing this item from the agenda.

12. Plan of Conservation and Development:

- Update on completion
Guszkowski noted that he transmitted the final copy of the PoCD to staff by the deadline set by the Commission. He offered to coordinate the printing of the document.
- Clinton Center
Guszkowski submitted a procedure to develop a master plan for this area.

[Alberino stepped out of the meeting at 10:03 p.m. and returned at 10:05 p.m.]

There was a lengthy discussion regarding the need to develop a master plan for this area, the Main Street Enhancement & Revitalization Master Plan and the Complete Streets Policy.

[Alberino left the meeting at 10:14 p.m. Dahlgren was seated.]

13. Committee Reports:

- Administrative Committee: ME Dahlgren

Dahlgren discussed the need to send out a request for professional services for a planning consultant for the 2016-2017 fiscal year and to work towards budgeting for and hiring a full-time planner in the 2017-2018 fiscal year.

Guerra **moved** to authorize the Administrative Committee to move forward with an RFP for planning services for the 2016-2017 fiscal year. Moore **seconded** the motion.

In Favor: Knudsen, Aniskovich, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman)
The motion **carried**: 8-0-0-1.

Guerra **moved** to endorse a full-time planner and make a recommendation to the Board of Selectmen that the funds are included in the 2017-2018 budget and that a qualified planning professional is hired. Dahlgren **seconded** the motion.

In Favor: Knudsen, Aniskovich, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman)
The motion **carried**: 8-0-0-1.

Kravitz suggested recommending to the Charter Revision Committee the separation of the Planning and Zoning Commission into two separate commissions. Dahlgren agreed.

- Executive Committee: G Bousquet
No report.
- Planning Review Committee: C Goupil
Goupil summarized the February 16, 2016 Planning Review Committee meeting and requested a Special Meeting of the full Commission to discuss the priorities of the Planning Review Committee and the Regulations Review Committee. She also reviewed the list of PoCD focus areas which have been identified as priorities by the Committee.
- Subdivision Regulations Review Committee: A Kravitz
No report.
- Regulations Review Committee: A Singh
Singh noted that there are quite a few drafts of regulations that were in process prior to the disbanding of this Committee last year and the Committee will continue to work on them. He noted that staff has given the Committee a summary of some of these amendments and he will be sending an email to staff to send out regarding them.

14. Minutes:

- February 1, 2016 Public Hearing
- February 8, 2016 Regular Monthly Meeting
- February 16, 2016 Planning Review Committee Meeting
- February 16, 2016 Regulations Review Committee Meeting
- February 29, 2016 Public Hearing

Goupil **moved** to approve the minutes as submitted. Aniskovich **seconded** the motion.

In Favor: Knudsen, Aniskovich, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman)
The motion **carried**: 8-0-0-1.

15. Bills & Correspondence:

- CME Associates, Inc.

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- Invoice #22502 (January) \$4,000.00
- Invoice #22550 (February) \$4,000.00
- Dzialo, Pickett & Allen, PC
 - East Main Street Trust (Watts Court Appeal 2) [Invoice 28810] \$259.00
- Halloran & Sage, LLP
 - General Land Use Matters (Invoice #11201252-1) \$481.00
 - Floating Zone Amendment – AR 15-219 (Invoice #11201252-22) \$333.00

Goupil **moved** to approve the bills as presented. Knudsen **seconded** the motion.

In Favor: Knudsen, Aniskovich, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman)
The motion **carried**: 8-0-0-1.

14. Old Business

There was no old business discussed.

15. New Business

There was no new business discussed.

Knudsen **moved** to adjourn the meeting. Aniskovich **seconded** the motion.

In Favor: Knudsen, Aniskovich, Goupil, Guerra, Kravitz, Moore, Singh and Dahlgren
In Opposition: None
Abstentions: None
Not Voting: Bousquet (Chairman)
The motion **carried**: 8-0-0-1.

The meeting adjourned at 11:02 p.m.

Respectfully submitted,

Julia N. Pudem
Clerk