

Approved Minutes  
BROOKFIELD PLANNING COMMISSION  
THURSDAY, January 16, 2014 7:30 PM  
MEETING ROOM #133 – TOWN HALL, 100 POCONO ROAD

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1. **Convene Meeting** : Chairman J. Van Hise convened the meeting at 7:30 p.m. and established a quorum of members. Chairman J. Van Hise; Vice Chairman A. Kerley; Secretary D. Frankel; Regular members G. Hunton and L. Taylor. Alternate I. Agard arrived at 8:00 p.m. Also present: Town Director of Public Works and Town Engineer, R. Tedesco; K. Daniel, Community Planning Director; and J. Llewellyn, Recording Secretary.

2. **Review Minutes of Previous Meetings**: 12/05/13: A motion was made by D. Frankel to accept the minutes of 12/5/13 as correct. G. Hunton seconded the motion which carried unanimously.

3. **Old Business**: There was none at this meeting.

4. **New Business**:

a. **Nomination of Officers for the 2014 Calendar Year**: A. Kerley and L. Taylor were members of the Commission's Nomination Committee. A. Kerley recommended that the roster of officers remain the same and nominated J. Van Hise for Chairman. D. Frankel nominated A. Kerley for Vice Chairman, and L. Taylor nominated D. Frankel for Secretary. At this time there were no further nominations. Per the Commission's by-laws, election for this slate of nominees will be held at the next meeting. Any changes or additional nominations will be entertained at that time.

b. **20 Vale Road #201200913: Berkshire Corporate Park – Bond Release Request - \$1,320**. *No one present*. Town Engineer R. Tedesco stated that he hasn't received any information yet from the Surveyor, so he recommended that the Commission not act on the bond release. He indicated that he spoke with the secretary about three or four days ago and the surveyor is aware what needs to be done and has agreed to do so. This item is tabled to the next meeting.

**A motion was made by D. Frankel to amend the agenda to go to item 7: Informal Discussion. The motion was seconded by A. Kerley, and carried unanimously.**

7. **Informal Discussion**:

a. **101 & 103 Laurel Hill Road requested by John F. McCoy**

- **Email from J. McCoy VII to Katherine Daniel dated 12/02/13**

*Present were developer R. Keever and J. McCoy of JFM Engineering.* Mr. McCoy presented several maps and outlined this proposal for a multi family development on these two lots on Laurel Hill Road. This is an R-40 zone and the developer considered two proposals: one for Affordable Housing and one for Incentive Housing. Each requires sewer and water, and a meeting is scheduled with the WPCA next week to discuss the possibility of extending the sewer district to include these properties and the Incentive Housing Zone of the Town Center District. A proposed pump station and force main would be about 800 feet from the Station Road sewer.

At this point, they are proposing 46 rental units in two buildings under the Affordable Housing Act. The developer is working with a builder who has done this type of project in the past and Mr. Keever himself has done work with this type of property as well. Each building would be 3.5 stories, and there would be occupancy in the attic unit. G. Hunton asked about any relation of this project to other proposals for that (Laurel Hill/Town Center District) area. Mr. McCoy said he's looked at some of them. Noise from the bowling alley was raised by D. Frankel as a potential issue, but Mr. Keever believes that the proposed parking area and landscaping will provide ample buffer. J. Van Hise added that the sewer capacity for the town has generally reserved sewer capacity for commercial establishments. He suggested that the developer comply with the Town Center District's intent for Incentive Housing to incorporate a commercial entity such as professional offices as opposed to retail establishments. Mr. Keever stated that, based on his research of the amount of available office space, professional offices would not be a viable portion of the development. G. Hunton is concerned over the proposed design of apartments being for transients (occupants who are transitioning from rentals to permanent residences), and subsequently more vulnerable to changing market conditions. He would rather see the commercial entity being upheld. D. Frankel felt that if Metro North did go through with expanding commuter service to the area, this would be a good location for residential development. (*Irv Agard arrived at 8:00 p.m.*) K. Daniel noted that Brookfield would benefit from a wider range of housing options: affordable as well as market-rate apartments. The whole range of options benefits the town. Either proposal, Incentive or Affordable Housing, will need sewer connection, she added.

**b. Plan of Conservation and Development:** K. Daniel updated the Commission about the Plan of Conservation and Development (POCD). Her memo dated 1/16/2014 reiterated the requirement by the Connecticut General Statutes (Section 8-23) which calls for the Commission to prepare or amend and adopt a plan of conservation and development. However, this has been amended and Brookfield's Plan needs to be updated by July 1, 2015. The last one is dated 2002, with amendments in various years. Ms. Daniel noted that in 2012, the Town made a substantial amendment by adding the Four Corners Development Plan. She believes that further revision still needs to be completed, and the Planning Commission concurred. She's been working on drafting revisions to the first three chapters, incorporating some data, and she will share that draft with the Commission shortly. An evaluation of Conservation and Open Space land has been ongoing for the past 18 months, and she believes that some more defined goals can be agreed upon, working with the Conservation Commission and Open Space Legacy. GIS was noted as a valuable tool for Town mapping.

Other sections that are subject to review are the Aquifer Protection, which is discussed generally under Conservation and Open Space Lands. Meadowbrook wells which are now owned by Aquarion draw their water from stratified drifts, now subject to State Statute. Now the Town needs to designate an agency for protection of that watershed and regulate the uses in it. She did not believe this to be a difficult task, given the residential use of this area. She recommended "piggybacking" the Town's Aquifer Regulations with those of the State to prevent uses that could potentially contaminate the Aquifer. Her memo further outlines other chapters in the POCD which need updating: Economic Development; Housing; Land Use Framework;

Community Facilities; Transportation; and Infrastructure and Utilities. The 2013-14 budget allows for \$50,000 of professional services for the POCD. Her memo further highlights five key areas which need to be done to complete the revision of the Plan of Conservation and Development. Survey results (via “Survey Monkey”) were presented to the Commission, but Ms. Daniel felt that a broader segment of the public needs to be reached. R. Tedesco suggested using a “robo call” to survey people in Town. D. Frankel cautioned that people are doing away with their land lines, so you may miss a number of residents. I. Agard suggested using “Brookfield Matters” with a survey attached. G. Hunton suggested a two-fold process: a short phone survey, but proposing a link to a longer survey via the internet. A. Kerley said the “Survey Monkey” data should be considered valid since the questions were sound, and everyone had equal opportunity to respond. As far as how to allocate the available funds, some Commissioners felt that they should mainly go to publishing the document in hard copy form. The Commission will continue to think about this.

At this point, **a motion was made by D. Frankel to return to item #5. G. Hunton seconded and the motion carried unanimously.**

**5. Minutes of Other Boards & Commissions:**

- **12/02/13, 01/06/14 Zoning Board of Appeals;** No comments;
- **12/02/13 Board of Selectmen:** A. Kerley commented on the issue of testing of wells. I. Agard said this has been tabled by the Board of Selectmen. There has also been a conversation over cell phone towers. No action on the Gurski Property also.
- **01/06/14 Board of Selectmen:** Laurel Hill Road multi-family concept was discussed; numerous Commission/Board vacancies, specifically Inland Wetlands; Charter Revision discussion;
- **12/09/13 Inland Wetlands:** Four minute meeting?;
- **12/12/13 Zoning:** No comments.

*A. Kerley asked that the “DRAFT” be eliminated from Commission copies.*

**6. Correspondence:**

**a. Letter from J. Locke to Board/Commission Chair dated 12/27/13 Re:**

**Board/Commission Vacancy Procedure:** Chairman Van Hise noted that this does not necessarily apply to this Commission unless vacancies are not filled in 60 days;

**b. Letter from B. Wingfield of the CT DEEP to W. Davidson dated 12/19/13 Re:**

**Aquifer Protection Area:** State law (as discussed during Informal Discussion under Plan of Conservation and Development). This appointment must be done by February 19, 2014.

Additional Correspondence noted:

**c. Commission Members’ Roster and Information: Please note: Planning Commission 2014 Roster, G. Hunton is a Regular Member.**

- d. Connecticut Federation of Planning and Zoning Agencies: March 13, 2014.
8. Tabled Items: There were none at this meeting.
9. Adjourn A motion was made by A. Kerley to adjourn at 8:57 p.m. D. Frankel seconded and the motion carried unanimously.

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J. Van Hise, Chairman