

Approved Minutes  
BROOKFIELD PLANNING COMMISSION  
THURSDAY, May 1, 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 member: Chairman J. Van Hise; Secretary D. Frankel; Regular Members L. Taylor and G. Hunton; Alternates G. Blass\* and I. Agard. (Vice Chairman A. Kerley arrived at 7:32 p.m.). Also present: Town Director of Public Works, R. Tedesco, and Recording Secretary J. Llewellyn

\*G. Blass was briefly appointed a voting member until the arrival of A. Kerley.

2. **Review Minutes of Previous Meetings:**

- 04/03/14: A motion to accept the draft minutes of the Planning Commission meeting of 4/3/2014 as amended\* was made by D. Frankel, seconded by I. Agard and carried 3-0-2 with L. Taylor and G. Hunton abstaining (not present at this meeting).

**Amendment:** Correct typo under item 4/New Business: change “be” to “been”.

- 4/17/14: A motion was made by A. Kerley to accept the Minutes of 4/17/2014 as submitted. G. Hunton seconded the motion which carried 3-0-2 with L. Taylor and J. Van Hise abstaining since they were not present at this meeting.

As a side note, G. Hunton thanked representatives from Historical Commission for attending the last meeting and providing the Commission with helpful information.

3. **Old Business:**

a. **20 Vale Road #201200913: Berkshire Corporate Park – Bond Release Request - \$1,320:** *No one present.* Town Director of Public Works, R. Tedesco, said he had nothing to report. He suggested tabling this item until the request is reinstated by the applicant. Please remove from the agenda until that time.

b. **Granite Drive: Request to Accept Road into the Town Road System**

*(dec. date 06/21/14)*

*No one present.* R. Tedesco reported that he had met with applicant J. Sivo and outlined several items which need to be addressed. These include installation of a guard rail and cap; resetting the stop sign; clean up the right-of-way; cut and patch a small part of the road near Lot 8; clean out all catch basins and sumps; and sweep the entire road. If these things are done, R. Tedesco said he would recommend the road be accepted into the Town system.

This will remain as Old Business.

4. **New Business:**

a. **Proposed Zoning Regulation Change Application #201400259:**

**Section 242-602B(2)(i) & (j) – Technical Standards: Lighting fixtures and Lighting intensity**

1. **Memo from Zoning Commission to Planning Commission dated 04/23/14 Re: Proposed Zoning Regulation Change**

The Commission reviewed this application which is from the Zoning Commission itself and was on its 4/24/14 agenda. Per a review of their Minutes of 4/16/14, Chairman Van Hise said there was a long discussion of guidelines with a Landscape Architect about lighting. The current regulation wording was presented, with the proposed change on the following page.

G. Hunton described the proposed changes as “sensible”, aimed toward the overall improvement of the Four Corners. **A motion was made by A. Kerley to send a note to the Zoning Commission stating that per a review of the proposed regulation changes, the Planning Commission looks favorably upon this application for a Zoning Regulation Change: #201400259, for Section 242-602(B)(2)(i) & (j). D. Frankel seconded the motion which carried unanimously.**

5. **Minutes of Other Boards & Commissions:** The Commission commented on the following Minutes:
- **04/10/14 Zoning:** 150 units set as limit for Incentive Housing; Barnbeck Place moving along.

6. **Correspondence:** *There was none at this meeting.*

7. **Informal Discussion:**  
**a. Plan of Conservation and Development**

The Commission noted the following:

*The information supplied on drop box, some very long documents, were upside-down, so it was difficult for Commissioners to read.*

1. **Memo from Community Development Director K. Daniel to the Planning Commission dated 04/29/14 Re: Housing Study RFP and Proposals**
2. **Request for Proposals from the Town of Brookfield**
  - **Proposal received from Todd J. Poole of 4ward Planning dated 04/10/14**
  - **Proposal received from Philip Michalowski and Michael Looney of Milone & MacBroom dated 04/24/14**

The Commission reviewed the two proposals. Irv Agard cautioned that there may be some potential double-spending of money for information that is already available, given that the Milone and MacBroom firm had done some studies for the Board of Education. He added that whichever firm is selected, he hopes they will take advantage of information already available. He clarified that he was impressed with the firm that was the “preferred selection” of K. Daniel (4ward Planning). A. Kerley said that as a consultant, he wouldn’t want to be bound to someone else’s data, though I. Agard called for consistency in decision making from the same data. A. Kerley expressed surprise that these RFPs contained pricing. The Commissioners conceded that, while a great deal of demographic and other data is readily available on the internet, no staff or Commission members have the time to thoroughly put this together. I. Agard raised the issue of timing, asking if it’s best to gather data as close as possible to the publication date of the document. J. Van Hise clarified that there can be interim updates, regardless of the State mandate on revisions. He added that he favored Ms. Daniels’ preferred selection because it was estimated to be completed in two months’ time.

**A motion was made by L. Taylor to accept Katherine Daniels’ proposal to go with 4ward Planning Inc. for the professional consulting services for the housing market study for the Town of Brookfield. The motion was seconded by G. Hunton and carried unanimously.**

The Informal Discussion continued with J. Van Hise pointing out to the Commissioners that the Board of Selectmen's minutes of April 7, 2014, indicated their sentiments on the sewer extension proposal (which came before this Commission at the last meeting from the WPCA), adding that this item had been tabled.

Chairman Van Hise further clarified that most 8-24 Referrals come from the Board of Selectmen. He further added that he has not been contacted by the First Selectman on the Four Corners Streetscape.

The Commission did ponder whether it would be advantageous for applicants (residential or commercial developers) to have a flow chart of the Land Use application process.

8. **Tabled Items: There were none at this meeting.**
9. **Adjourn: A motion was made by G. Hunton to adjourn the meeting at 8:25 p.m. D. Frankel seconded the motion which carried unanimously.**