

**APPROVED Minutes**  
**BROOKFIELD PLANNING COMMISSION**  
**THURSDAY, May 15, 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 member L. Taylor; Alternates G. Blass\* and I. Agard (arrived at 7:50 p.m.). Also present. Town Director of Public Works, R. Tedesco; K. Daniel, Director of Community Development, and Recording Secretary J. Llewellyn.

\*G. Blass was appointed a voting member.

Absent: G. Hunton

2. **Review Minutes of Previous Meetings: 05/01/14:** A motion was made by A. Kerley to approve the minutes of 5/1/14 as submitted. The motion was seconded by D. Frankel and carried unanimously.

3. **Old Business:**

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

*(dec. date 06/21/14): No one present.* R. Tedesco reported that the applicant is working on the items he (Mr. Tedesco) had given him to complete. This item is continued.

4. **New Business:** There was none at this meeting.

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

- **04/24/14 Zoning:** Moving along on Incentive Housing guidelines (Public Hearing was held);
- **04/28/14 Inland Wetlands:** *Please note: was not included in Commissioners' packets;*
- **05/05/14 Zoning Board of Appeals:** Usual business; all variances were approved;
- **04/28/14 Special Board of Selectmen:** Bonding Resolution.

6. **Correspondence:**

- a. **Memo from K. Daniel to the Planning Commission dated 05/06/14 Re: CGS Section 8-24:** Tutorial regarding 8-24 Referrals, which the Commission found beneficial and thanked Ms. Daniel for doing this on its behalf.

7. **Informal Discussion:**

a. **Plan of Conservation and Development**

1. **Memo from K. Daniel Re: Historic District**

K. Daniel presented a colored map which delineated Brookfield Parcels by Year Built. About 446 properties are “genuinely” older and historic (pre-1940), though homes built 50 years ago (and more) are considered historic. Although not all are located within the designated Historic District in Town, an individual historic property can be its own Historic District. At the June 19, 2014, meeting, Mary Daniel, of the Brookfield Crafts Center and Arts Commission will be in attendance at the Planning Commission meeting that evening. K. Daniel said that for the

purposes of the Plan of Conservation and Development, the Commission should be considering what the long-term (10-year) plan should be for the Historic nature of the Town.

K. Daniel also reported that the Housing Study is in the works, with a meeting scheduled for next week. She invited several Commissioners to attend. The discussion will include inventory of the homes currently in town; their price points and a prospectus for the future. Art Kerley felt this information would be beneficial to connecting existing homes in town in relation to the required Affordable Housing percentage.

She also shared the PowerPoint that the School District had done for them (by Milone and MacBroom) projecting school enrollment in the future (based on developable land and household projections).

Ms. Daniel also referred to a lengthy document on Emergency Hazard Mitigation Planning (another Malone and McBroom project).

K. Daniel then spent some time outlining for the Commissioners how certain applications flow through the Land Use Office. For example, the Subdivision process. She noted that if a large single lot, for example, can be subdivided into more than two lots (with each meeting the required lot size per Zoning regulation), applicants come before the Planning Commission with a subdivision application. The new lots have to be arranged to meet the Zoning requirements for buildable land (in size, regarding setbacks, and with ample land for installing a well and septic). The applicant would then refer to the Planning Commission's Subdivision Regulations. After approvals, to build a house, they return to Land Use Department to apply for a Building Permit. The application is circulated internally to all agencies which need to review and sign off on it including, but not limited to, Inland Wetlands, WPCA, Town Sanitarian, Zoning, etc.

A question was raised by D. Frankel about neighbor notification, specifically when modifications are being done to adjacent properties. Outside of courtesy, there is no regulation requiring abutting property owners to notify neighbors when structural renovations are being done.

Irv Agard asked about the Laurel Hill project: **101/103 Laurel Hill Road #201400210** (see **Planning Commission April 17, 2014, meeting Minutes**). This 8-24 Referral had come before this Commission from the WPCA after the Board of Selectmen had tabled this item. This project still needs to meet the Zoning regulations, Ms. Daniel noted.

8. **Tabled Items:** There were none at this meeting.
9. **Adjourn:** A motion to adjourn at 8:18 p.m. was made by L. Taylor, seconded by D. Frankel and carried unanimously.

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J. Van Hise, Chairman