

**APPROVED MINUTES
BROOKFIELD ZONING COMMISSION
SPECIAL MEETING
THURSDAY – April 4, 2013 – 7:00 P.M.
MEETING ROOM #209 – TOWN HALL, 100 POCONO ROAD**

1. Convene Meeting:

Present: Chairman R. Blessey, Vice Chairman M. Grimes, L. Miller, Alternates J. Varda, J. Cordisco and M. Frankel

Absent: Secretary F. Lollie, C. Lynch

Also Present: Zoning Enforcement Officer A. Dew, C. Gould of Fitzgerald and Halliday

2. Town Center District Regulation Amendments – Discussion topics to include but not limited to:

- a. Four Corners Brookfield Town Center District Revitalization Plan – prepared by FHI dated September 2012.
- b. Public Spaces:
- c. Square Foot limits per use:
- d. Design Review of architectural guidelines:
- e. Streetscape:
- f. Signage:

Chairman Blessey began the meeting by giving C. Gould of FHI a summary of where they are at as far as working on the Town Center Regulations. Chairman Blessey said he hopes to get in one more Public Hearing and finish up the regulations at that meeting. He explained that these special meetings will help the Commission write the Application to finalize the TCD Regulations. He said they have finished one third of the regulations so far. Chairman Blessey said they went through the Use Table at the last meeting (just for the TCD) to figure out what they want and don't want. He outlined the changes that would be proposed as a review for the Commission members that weren't present at the 3/21/13 special meeting.

RECAP:

Chairman Blessey said they are encouraging PARC development. The requirement for a PARC building lot went from 80,000 to 10,000 sq ft. lot minimum.

- Farming was taken out
- Lodgings – Inns and Bed and Breakfast was added
- Manufacturing and Production: The definition of craftsmanship was clarified. Chairman Blessey said they would encourage artisans but not large manufacturing companies.
- Restaurants & Taverns – drive-thru restaurants would be allowed but only with an 80,000 sq ft. property. Commissioner Frankel expressed concern that traffic would pile up on Route 7 and Chairman Blessey said this is taken care of in the Design Review Regulations. He talked about Traffic Studies. C. Gould said something to be consider adding to the Regulations is "Access Management". How many driveways can the property have, how far apart should they be, etc. Chairman Blessey encouraged the Commissioners to take notes on all of this so they can fine tune the Regulations to be exactly how they want them when writing the final copy.

- Full Service Tables, Liquor and Take Out – specific parking spots for take out to be in the Regulation.
- Schools – lowered from 40 to 10 with restrictions. Chairman Blessey discussed the possibility of a use for daycare that supervises children by the hour, not specifically a school. This would be more for a parent that has chores to run. Commissioner Frankel strongly disagrees with this use. She feels daycare centers cannot be on such a small lot. She feels this is going to create problems.
- Veterinary and Kennels – Chairman Blessey said he wanted the uses to be split so that a Veterinarian can provide his service in the TCD. Animal boarding such as is done in a Kennel would not be allowed. Groomers are currently allowed under Personal Care.
- Storage of General and Household Items: Storage is eliminated in TCD. It will still be allowed in other districts.
- Service and Repair Stations – C. Gould said although any business already there would be able to stay, the use should be taken out to not encourage more of this business. There was discussion about taking out Contractors Equipment.
- Contractors Equipment – discussion on taking this out.
- Vehicles, Boats and Light Aircraft – Take out
- Utilities – needs to come out – this is regulated by the Connecticut Siting Counsel.
- Personal Care – Chairman said this needs to be defined

Chairman Blessey told C. Gould the one thing they could use help with is a Vision Statement so potential Developers know what kind of character they would like to have in the TCD. Chairman Blessey said they have a “Purpose Statement” which was developed by FHI but he doesn’t feel that it is specific enough. He said he would like to have a draft generated for the Commission to review. C. Gould said they should cross reference a plan for a guide. C. Gould said the Vision Statement does this but it can be made more specific. She said the Commission wouldn’t want to limit the creativity of an Applicant. Chairman Blessey feels that for legal reasons this should be specific. He feels this specific language needs to be adopted into the Regulation Book instead of referencing an outside source. C. Gould said that at the end of the section there can be something explaining the criteria for decision making. She suggested that a list be made up of things they will be looking for in an Application. This can be a Pre-Amble to the Regulations. C. Gould said the Plan of Conservation and Development is amended to include the Four Corners Revitalization Plan. C. Gould said she would write a draft for the Zoning Commission with the wording they are looking for. She said the Pre-Application Review process would help with this also. Chairman Blessey said this would be addressed in the new regulations. M. Frankel commented that it sounds as if we do everything by “Special Permit” even though she doesn’t see that word “Special Permit” listed in the regulations. Chairman Blessey is going to have the Town Attorney review this.

Chairman Blessey questioned C. Gould about the recommendation of #5 in Appendix A “Consider offering an expedited zoning review and approval process where a proposed development serves the goals of and is consistent with the Four Corners Plan; offer relief from the need for a public hearing.” The Commission was not in favor of this proposal.

Appendix A - Number 7 regarding Residential Units and mixed-use. This is addressed in the current regulation changes.

There was discussion about square footage including minimum and maximum amounts. C. Gould explained why she was eliminating square footage requirements for residential development and specifying amount of bedrooms instead. The possibility of “luxury apartments” was discussed. Chairman Blessey said by limiting the number of bedrooms to two (2) would help keep the schools from becoming overloaded. Commissioner Frankel asked about adopting a minimum of 800 square feet for an apartment.

Chairman Blessey asked for an explanation of Appendix A, number 12. C. Gould suggested giving thought to home occupations. R. Blessey said one problem with that is that there cannot be a first floor apartment. You cannot have a business above a residence. C. Gould said a live-work space needs to be defined. There was discussion about offices on multi-levels of a building. Chairman Blessey said you can’t have live-work on the third floor of an apartment. C. Gould said they should consider having a noise regulation.

Chairman Blessey said for the next session they need to focus on “Design Review Standards”. Commissioner Miller said you can’t be too restrictive but it’s important to keep the character you want to have. C Gould suggested they look at Tolland’s booklet. R. Blessey would like to find an architect that would have the feel for what they want. There was discussion of a “Design Review Committee”. An engineer has been hired to work on “street scape requirements”. C. Gould said CDD K. Daniel has many photographs that might help with this process.

Appendix A number 16 – Design Criteria or Guidelines: This needs its own meeting for discussion.

- 3. Adjourn: Motion to adjourn made by M. Grimes 8:30 seconded by R. Blessey carried unanimously.**

*****Next regular meeting scheduled for April 11, 2013*****

*****Next special meeting scheduled for May 2, 2013*****