

**APPROVED MINUTES
BROOKFIELD ZONING COMMISSION
SPECIAL MEETING
THURSDAY – June 6, 2013 – 7:00 P.M.
MEETING ROOM #209 – TOWN HALL, 100 POCONO ROAD**

1. **Convene Meeting:** Chairman Blessey convened the meeting at 7:09 PM and established a quorum of members:
Present: Chairman R. Blessey, Vice Chairman M. Grimes, Commissioner L. Miller, Alternates J. Varda and M. Frankel
Also Present: ZEO A. Dew
Absent: Secretary F. Lollie, Commissioners C. Lynch, and Alternate J. Cordisco

2. **Discuss Town Center District Regulation Amendments - Discussion topics include but are not limited to:**
 - **Four Corners Brookfield Town Center District Revitalization Plan – prepared by FHI dated September 2012.**

Chairman Blessey Outlined a discussion for tonight's meeting which will concentrate on signs. He has pictures of Sandy Hook and New Milford to review with the Commissioners for their opinions.

1. Outline for meeting discussion will include:

- Signs – To obtain a general feel of what the Commission wants (photos). Then draft actual language.
- Pre-Amble (Mission Statement just for the TCD). This will give the Applicant some direction.
- Definitions: which were proposed by C. Gould
- Use Table:

Commissioner M. Frankel asked the group what do they think the Zoning Commission wants the Town to look like. Chairman Blessey said he envisions a mixture of Bank Street in New Milford and the South end of Main Street in Ridgefield. Commissioner Frankel questioned the allowance of three story buildings in the TCD. Discussion ensued on this topic.

Commissioner Frankel stated that she feels the Regulations should be changed to require a "Special Permit". She also feels the Zoning Commission should write resolutions. Chairman Blessey said serious consideration would be given to this. He feels this would give the staff and the Commission the ability to know exactly what would and would not be allowed. It would be black and white. Chairman Blessey feels the TCD Regulations are the ones that need the most work of all of the Regulations. He feels the pre-application approval process works extremely well. Chairman Frankel said the Commissioners should be informed whenever there was a pre-application meeting to make them aware of the fact that the Zoners' had already reviewed the application.

Signage Discussion: Photographs were reviewed and there was discussion of what the Commissioners liked and disliked about the particular signs shown in the photographs. Commissioner J. Varda expressed a liking for the signs on Bank Street in New Milford and setbacks for signs were discussed.

The size of building signs were discussed for Regulations. Commissioner Miller said the sign should be fifty percent of the size of the store front for the building sign. The Commissioners also suggested a cap should be put on this sign size in case of an extremely large building. Also discussed was sidewalk

hanging signs and roadside signs. ZEO A. Dew read some of the current sign size regulations from other towns. Commissioner L. Miller mentioned parking lot signs. Vice Chairman M. Grimes bought up parking lot signs for designated parking spaces. There was also much discussion about signs on the side of buildings. Free-standing signs would be one per building. Chairman Blessey wants to draft something specific for the Regulation on these Road Side Signs. He will put a restriction on height and how low the sign can hang to not encroach on the sidewalk area. There was discussion of Roadside sign setbacks.

Some points made during discussion:

- The new regulation draft will have to be specific referencing distance to sidewalk for setbacks
- Reference to the “legal” side of the road (white line).
- Hanging signs not to exceed 4 square feet – no higher than 10 feet and no lower than 7.5 feet.
- If you are closer than 15’ to the sidewalk, you have to have a hanging sign. There will either be a hanging sign or a store building sign, (not both).
- Free standing roadside sign – no closer than 15’ from the side of the road.
- Maximum distance for a sign to hang out from side of building will be 12”
- No internally lit signs

There was discussion of possible names for the downtown area. One suggestion was “Ironworks District”. Commissioner Grimes likes “North Brookfield” or possibly “Brookfield Borough” for a name.

Chairman Blessey said they should soon receive quotes for the “streetscape design specs”. These specs will include: curbing, sidewalk types, benches, garbage cans, bike racks, pedestrian crosswalks, curb cuts etc. All the details is yet to be determined. There was discussion about bonding for the streetscape.

Chairman Blessey asked Commissioner Frankel to work on a Regulation draft.

5. Adjourn – Vice Chairman Grimes made a motion to adjourn at 8:20 PM. Chairman Blessey seconded the motion, and it carried unanimously.

*****Next regular meeting scheduled for June 13, 2013*****