

**DRAFT MINUTES  
BROOKFIELD ZONING COMMISSION  
SPECIAL MEETING  
THURSDAY – September 5, 2013 – 7:00 P.M.  
MEETING ROOM #209 – TOWN HALL, 100 POCONO ROAD**

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**1. CONVENE MEETING:**

Chairman R. Blessey convened the meeting at 7:00 p.m. and established a quorum of members.

**Present:** Chairman R. Blessey, Vice Chairman M. Grimes, Secretary F. Lollie, L. Miller (arrived at 7:06 p.m.), Alternate and Voting Member J. Cordisco, Alternate M. Frankel (arrived at 7:01 p.m.), Alternate J. Varda (arrived at 7:05 p.m.)

**Absent:** C. Lynch

**Also Present:** Community Development Director K. Daniel, Recording Secretary D. Cioffi

**2. TOWN CENTER DISTRICT**

Chairman Blessey discussed the examples of other towns' architectural guidelines and zoning regulations for incentive housing and town center districts. He pointed out that the Commission must determine if it will seek financial assistance in drafting regulations, and from what source it would come from and how it would be used. CDD Daniel noted that there are two potential funding sources: 1) remaining STEAP grant funds totaling \$290,000 that are designated for the engineering of a streetscape plan. The bid totaled \$110,000; and CDD Daniel is hopeful that the remainder will be used for realignment of travel lanes and cross walks; and 2) a grant awarded from Home Connecticut for developing design guidelines for the incentive housing zone so that properties approved as such can submit an application to the State for reimbursement.

There was discussion regarding having an outside consultant draft regulations. Chairman Blessey suggested that the Commission draft as many of the desired specifications as possible before turning the proposals over to a professional. CDD Daniel indicated her preference would be to use a "Draft Scope of Work", that she shared copies of with the Commission members. She would like to choose a few consultants to review that document. Commissioner Frankel suggested that draft sign regulations be included in the consultation.

CDD Daniel advised that the State's goal is to have towns have incentive housing regulations that assist developers in obtaining approval via site plan approval. There was discussion regarding the role of the economy and area median income in the rate and style of development.

Commission members advised that there were portions of many of the sample regulations that they found would be acceptable for Brookfield. CDD Daniel suggested that Carol Gould be consulted after the desired portions of the regulations are pulled from those samples. Commissioner Grimes recommended that two Commission members be part of that meeting. Commission members offered to each review some of the samples for the towns they found desirable, and/or all of the samples. Commissioner Varda noted that the Torrington regulations addressed signs well. CDD Daniel pointed out that she has provided her notes on all of the sample town regulations. Chairman Blessey indicated that the next work session would be a review of the desired portions of the samples. It was requested that this matter be put on the agenda for next regular meeting for September 26, 2013, at the end of the meeting. Chairman Blessey requested that the Land Use Office keep him advised of the content of the agenda for that meeting

There was brief discussion regarding lighted signs in the Town Center District, and the measure of “perceived output”. This item will be added to the October 10, 2013 meeting agenda.

Chairman Blessey and CDD Daniel encouraged Commission members to review the sample regulations of the towns that they found worthy of reviewing.

Commissioners Cordisco and Frankel will meet with Carol Gould after the review, and set clear parameters of the desired work and timeframe.

- 3. ADJOURN – Vice Chairman Grimes moved to adjourn the meeting at 7:53 P.M. Commissioner Cordisco seconded the motion, and it carried unanimously.**

**\*\*\*Next regular meeting scheduled for September 12, 2013\*\*\***