



# TOWN OF ROXBURY CONNECTICUT

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Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING JANUARY 8, 2015

### CANCELLATION NOTICE

MEMBERS PRESENT: Members Peter Filous and Gary Steinman

OTHERS PRESENT: Selectman James Conway and two members of the public for student observation.

Peter Filous, Chairman, determined that this meeting would not go forward due to a lack of quorum at 7:47 PM.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary



# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION SPECIAL MEETING JANUARY 29, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:38 PM.  
Members Present: Peter Filous, Pauline Kroffsik and Bob Munson.

#### APPROVAL OF MINUTES

Regular Meeting - November 13, 2014 and Regular Meeting - December 11, 2014

MOTION: To approve the minutes of the 11/13/14 and 12/11/14 Regular Meetings. Motion by Peter Filous, seconded by Bob Munson and approved unanimously.

January 8, 2015 (cancelled due to lack of quorum)

The cancellation notice for the 1/8/15 Regular Meeting due a lack of quorum was acknowledged.

#### OLD BUSINESS

N/A

#### NEW BUSINESS

Zoning Commission referral of proposed text amendments to the zoning regulations regarding Portable Storage Containers, Land Filling, Meter Pods and Yard Definition

The group reviewed the proposed text amendments. The possible uses for storage pods were discussed. Membrane structures were also considered. Copies of Sections 4.4.2 and 4.4.3 that were referenced in these regulations were requested. Chairman Filous agreed to request that these regulations be distributed via e-mail. The members were agreement with the changes noted pending review of 4.4.2 and 4.4.3.

MOTION: To respond in the affirmative to the text amendments to the zoning regulations regarding Portable Storage Containers, Land Filling, Meter Pods and Yard Definition subject to review of Sections 4.4.2 and 4.4.3. Motion by Peter Filous, seconded by Pauline Kroffsik and unanimously approved.

#### CHAIRMAN'S REPORT

The Voices news article dated January 5, 2015 was reviewed. It was noted that Barbara Henry was incorrectly quoted that the Smart Growth Committee continues its work. The Smart Growth Committee was dissolved. The Planning and Zoning Commission will be taking on such topics.

Peter Filous reported that he understands that the Conservation Commission has asked to have put on the Board of Selectmen's agenda an educational proposal to research and propose the building of small green homes. The Commission agreed table discussions regarding this proposal until next the meeting.

It was confirmed that the members present have copies of the Subdivision Regulations. This Commission will begin to review regulations for any updates required.

#### COMMUNICATIONS

- Planning Meeting schedule for 2015
- Planning & Zoning Newsletter

Available on-line

Minutes– Zoning Commission Meetings

Minutes – Wetlands Commission Meetings

**ADJOURNMENT**

MOTION: To adjourn the meeting at 8:12 PM, motion by Bob Munson, seconded by Pauline Krofssik and unanimously approved.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

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Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING FEBRUARY 12, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Roxbury Planning Commission which was scheduled for Thursday, February 12, 2015 has being cancelled due to a lack of business to come before the Commission.

The next Regular Meeting of the Commission will be held on March 12, 2015.

Respectfully submitted,

*Karen S. Eddy*

Karen S. Eddy

Land Use Administrator

Cc: Town Clerk

Dated: February 6, 2015



# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING MARCH 12, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:35 PM.

Members Present: Peter Filous, Pauline Kroffsik, Bob Munson, Gary Steinman and Alternate Jim Hagen.

#### APPROVAL OF MINUTES

Special Meeting --- January 29, 2015

MOTION: To approve the minutes of the 1/29/15 Special Meeting. Motion by Pauline Kroffsik, seconded by Bob Munson and approved unanimously. Gary Steinman abstained.

Regular Meeting --- February 12, 2015

Cancelled

#### OLD BUSINESS

N/A

#### NEW BUSINESS

Review of Subdivision Regulations for possible updates

Peter Filous confirmed that the members have copies of the Subdivision Regulations and requested their review for further discussion at a later date.

#### CHAIRMAN'S REPORT

Review of meeting procedures

Peter Filous reported that he attended an educational seminar presented by the Northwest Hills Council of Government regarding land use procedures. Land use begins with Planning. All housing and land use matters should go to the Planning Commission first. This should include recommendations regarding open space. A fact sheet provided by the Land Use Academy was included in the members packets.

Discussion of Conservation Commission's Educational Program regarding smaller, energy efficient homes

The letter dated 1/15/15 from the Conservation Commission to First Selectman Barbara Henry regarding a proposed educational program was reviewed. Peter Filous explained that it would be beneficial for the Conservation Commission to work with Planning on this, as it falls in line with Smart Growth.

Impact/benefit of the Conservation Commission's Education Program on the 2010 POCD

Peter Filous made reference to page 16 of the Plan of Conservation and Development with regard to Smart Growth.

Gary Steinman explained that he was instructed by the Conservation Commission to write the 1/15/15 letter with regard to an idea that was presented by member Ron Faanes. The Conservation Commission is an advisory commission to the Board of Selectmen; therefore, the letter was directed accordingly and the Planning Commission was copied. The program was not intended to be about land use. The intent was with regard to the architectural design of small houses. The motivation was with regard to the Conservation Commission's charge for energy conservation. They did not perceive any conflict with Planning. This program is about individual homes and not communities. Planning is not involved in design of individual homes. This is about making use of small space.

Peter Filous noted that this is clearly part of what Planning is trying to do. He suggested that the Commissions work together. He explained that it would be great to incorporate energy efficiency with the Plan of Conservation and Development and Smart Growth. Gary Steinman reviewed the process of organizing such a program.

Peter Filous explained that going forward he would like a better flow of communication between all commissions. Gary Steinman agreed, noting that one of the charges of the Conservation Commission is with regard to town character. Any matters that may affect this should be referred to the Conservation Commission.

Gary Steinman confirmed with Planning that they have no conflicts with the proposed program going forward. He agreed to pass along the information that is learned.

Bob Munson explained that he would like Planning to have the opportunity to work together with the Conservation Commission. Jim Hagen suggested that Planning continue to consider the cost of land in an effort to create lower costs for Smart Growth. The Conservation Commission can work with the design of small houses and disseminate this information via Gary Steinman as he is on both Commissions.

The group agreed to move forward in a collaborative effort.

#### **COMMUNICATIONS**

Planning Commission Roles and Responsibilities

##### Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

#### **ADJOURNMENT**

MOTION: To adjourn the meeting at 8:35 PM, motion by Bob Munson, seconded by Pauline Krofssik and unanimously approved.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

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Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING APRIL 9, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Roxbury Planning Commission scheduled for Thursday, April 9, 2015 has being cancelled due to a lack of business to come before the Commission.

The next Regular Meeting of the Commission will be held on Thursday, May 14, 2015.

Respectfully submitted,  
*Karen E. Fddy*  
Land Use Administrator

Dated: April 2, 2015

Cc: Town Clerk



# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING MAY 14, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:35 PM.

**MEMBERS PRESENT:** Members Peter Filous, Gary Steinman and Alternate Sheila Gross. Sheila Gross was seated for Pauline Krofssik. Others Present: Peter Mariano

#### APPROVAL OF MINUTES

Regular Meeting --- March 12, 2015

MOTION: To approve the minutes of the 3/12/15 Regular Meeting. Motion by Gary Steinman, seconded by Peter Filous and approved unanimously.

#### OLD BUSINESS

N/A

#### NEW BUSINESS

MOTION: To add to the agenda proposed text amendments to Roxbury's Zoning Regulations; Accommodations for the Disabled- Section 4.2.11 and Establish Special Permit Use in Business Zone D for Craft Breweries, Distilleries and Wineries - Sections 4.9, 4.7.6, 13.2 and Definitions. Motion by Gary Steinman, seconded by Sheila Gross and approved unanimously.

Accommodations for the Disabled- Section 4.2.11 and Establish Special Permit Use in Business Zone D for Craft Breweries, Distilleries and Wineries - Sections 4.9, 4.7.6, 13.2 and Definitions.

The members reviewed the proposed text amendment entitled Accommodations for the Disabled - Section 4.2.11 and upon discussion found no objections to this proposal

**MOTION: To respond in the affirmative to the proposed text amendment Accommodations for the Disabled- Section 4.2.11. Motion by Sheila Gross, seconded by Gary Steinman and approved unanimously.**

The members reviewed the proposed text amendment entitled Establish Special Permit Use in Business Zone D for Craft Breweries, Distilleries and Wineries - Sections 4.9, 4.7.6, 13.2 and Definitions. Gary Steinman reported that Elliot Davis met with the Conservation Commission regarding his proposal. Peter Filous explained that he asked that Elliot Davis not be present at this meeting because this Commission should not be considering a referral based upon one particular proposal. The Commission members reviewed this text amendment and found no objections upon discussion.

MOTION: To respond in the affirmative to the proposed text amendment Establish Special Permit Use in Business Zone D for Craft Breweries, Distilleries and Wineries - Sections 4.9, 4.7.6, 13.2 and Definitions. Motion by Gary Steinman, seconded by Peter Filous and approved unanimously.

Review of Subdivision Regulations for possible updates

This discussion was tabled until more members could be present.



## **CHAIRMAN'S REPORT**

### Meet Peter Mariano for consideration as an alternate member

Chairman Filous introduced prospective alternate member Peter Mariano. Mr. Mariano explained that this would be his first experience as a Zoning or Planning member. He discussed his background and advised that he is up to date with the development process. The Commission thanked him for his interest and entered into executive session to discuss his appointment.

MOTION: To enter into executive session at 7:59 PM to consider the appointment of Peter Mariano to the Planning Commission. Motion by Peter Filous, seconded by Gary Steinman and approved unanimously.

MOTION: To exit executive session at 8:00 PM Motion by Peter Filous, seconded by Gary Steinman and approved unanimously.

MOTION: To appoint Peter Mariano as an Alternate Member of the Planning Commission. Motion by Sheila Gross, seconded by Gary Steinman and approved unanimously.

### Discussion of Conservation Commission's Educational Program regarding smaller, energy efficient homes

Gary Steinman updated the Planning Commission on the Conservation Commission's program on how to live well in smaller spaces. They have been reviewing potential speakers and will try to limit the discussion to traditional living spaces. The Library has agreed to co-sponsor this program.

Peter Filous noted that this sounds like a great program and welcomed Gary Steinman to share the Conservation Commission's findings with Planning as this program progresses.

### Discuss and make suggestions as to the future role of the Planning Commission in reference to Smart Growth

Peter Filous noted that proposed concepts brought to the Board of Selectmen should be referred to the Planning Commission to review effects on regulations and the Plan of Conservation and Development.

## **COMMUNICATIONS**

### Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

## **ADJOURNMENT**

MOTION: To adjourn the meeting at 8:37 PM, motion by Gary Steinman, seconded by Sheila Gross and unanimously approved.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING JUNE 11, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:30 PM.

Members Present: Peter Filous, Gary Steinman, Pauline Kroffsik and Alternates Jim Hagen and Peter Mariano.

Others Present: Jay Keillor and Liam King

Alternates Jim Hagen and Peter Mariano were seated.

#### APPROVAL OF MINUTES

##### Regular Meeting – May 14, 2015

MOTION: To approve the minutes of the 5/14/15 Regular Meeting. Motion by Gary Steinman, seconded by Peter Filous and approved. Kroffsik and Munson abstained.

#### OLD BUSINESS

N/A

#### NEW BUSINESS

##### Preliminary discussion of alternative housing plans

Chairman Filous explained that the Planning Commission has been asked to review a preliminary proposal for the property where the cell tower is located on Southbury Rd. This preliminary proposal has been presented to the Zoning Commission as well.

Liam King, representative for the Niewenhous family, came forward with Jay Keillor. Mr. Keillor reviewed his professional resume. They reviewed the concept plan for a community development not visible from the state road to be accessed by the cell tower road. The concept is for 40 two story single family detached 1200 square foot houses on the site. Some with 2 car garages. The sale price would be between \$300,000 and \$400,000. They noted that the economics of the proposal are difficult. Duplexes and mixed size units may be a consideration. Association's fees have not yet been considered.

Peter Filous pointed out the issue with egress with regard to exiting the development with units 2000 feet away from the main road. Peter Mariano explained from experience that there is not enough room in 1200 square feet for a young family.

Mr. Keillor noted that the entire site is 96 acres and the proposed development would be on 40 acres. Common septic, on site wells and fire tanks will be considered. Additional basins would need to be added to the roadway to meet subdivision regulations. Liam King explained that they would expect to complete this project in phases over 10 years.

Peter Filous explained that several Planning and Zoning regulations would have to be addressed with this plan. Jay Keillor explained that an entire new section of the regulations would be proposed. He distributed copies of a hand-out entitled Highlights of Regulatory/Design Concept. He asked that the Commission review and advise feedback. Gary Steinman noted that a regulation change would require town approval. Large projects and changes are generally not welcomed by the townspeople.

It was explained that the economics of this concept are not within the purview of the Planning Commission; however, the Commission would want to know that the project will be completed. Bonds would be required for this purpose. The Planning Commission will want to know that this concept fits within the Plan of Conservation and Development. For example, the development would serve young families and seniors.

Pauline Kroffsik noted that she found the roadway troubling. The 12% grade may be unsafe for school busses and seniors.

The Planning Commission's consensus opinion was that this proposal would not be affordable to properly access. Bonding would be required to confirm completion. Peter Filous noted that this may be the only site in town which would receive the least amount of opposition from the townspeople for such a large development.

#### Review of Subdivision Regulations for possible updates

Gary Steinman reported on his review of the Subdivision Regulations for suggested updates. He agreed to type up a memo including suggestions for review at the Planning Meeting.

#### **CHAIRMAN'S REPORT**

##### Discuss and make suggestions as to the future role of the Planning Commission in reference to Smart Growth

Peter Filous noted that the Planning Commission will continue to look for ideas to be brought forward. Gary Steinman reported on the Conservation Commission's progress with putting together the co-sponsored program with the Library entitled "The Town Wants to Know" regarding the topic of sustainable housing.

#### **COMMUNICATIONS**

##### Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

#### **ADJOURNMENT**

MOTION: To adjourn the meeting at 9:00 PM, Motion by Peter Filous, seconded by Bob Munson and unanimously approved.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

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29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING JULY 9, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Roxbury Planning Commission which was scheduled for Thursday, July 9, 2015 has been cancelled due to a lack of business to come before the Commission.

The next Regular Meeting of the Commission will be held on August 13, 2015.

Respectfully submitted,  
*Karen S. Fddy*  
Land Use Administrator

Cc: Town Clerk

Dated: July 2, 2015



# TOWN OF ROXBURY CONNECTICUT

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING AUGUST 13, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:30 PM.

Members Present: Peter Filous, Bob Munson, Gary Steinman, Pauline Kroffsik and Alternate Peter Mariano.

Others Present: Diedre Daly

Alternate Peter Mariano was seated.

#### APPROVAL OF MINUTES

Regular Meeting – June 11, 2015

**MOTION:** To approve the minutes of the 6/11/15 Regular Meeting. Motion by Gary Steinman, seconded by Pauline Kroffsik and unanimously approved.

#### OLD BUSINESS

N/A

#### NEW BUSINESS

Preliminary discussion of alternative housing plans

Gary Steinman distributed an example of a potential property for a housing trust. It was noted that a databank of property is currently being maintained by the Clerk's Office, which can be searched by criteria.

He reported that at the next meeting of the Conservation Commission Council on Aging representatives will discuss the current thinking of the aging population. Additionally, three architects involved in downsizing will be invited to discuss this matter.

Review of Subdivision Regulations for possible updates

Gary Steinman distributed his notes for suggestion regarding text amendments. He recommended the mention of active solar and that the Street Trees Regulations should be integrated with the State policy. He suggested that the Commission consider the fact that there is no place to convey a conservation easement if not accepted by the Land Trust. Additionally, the definition of open space with regard to taxation should be considered. In the future, Planning should approve open space and this should follow through to the Tax Assessor.

Peter Filous agreed to retain these notes and include the changes in the large scale revision which will ultimately occur.

#### CHAIRMAN'S REPORT

Discuss and make suggestions as to the future role of the Planning Commission in reference to Smart Growth

Peter Filous explained that there is no specific plan at this time; however, all land use commissions should strive to continue to keep educated regarding Smart Growth. Gary Steinman added that it is also important to educate the population and to be receptive of ideas.

Diedre Daly noted that she found that the housing costs over the state were somewhat the same; however, taxes in Roxbury are much lower. Some of the problems with drawing young families may be a marketing issue. Roxbury

should be marketed as a family community where something such as a carriage house can be built on your property to allow for an in-law to live near their grandchildren.

Peter Mariano agreed and added that more people should be aware of the quality of education in Roxbury. Gary Steinman noted that another wonderful asset to market is the option of a home business. There are approximately 125 households with home businesses in Roxbury.

#### New Planning Commission members

Chairman Filous reported that member Damien St. James has resigned from the Commission, which leaves an open position for a regular member. Sheila Gross and Jim Hagen declined this position due to their busy schedules. Alternate Peter Mariano agreed to step forward as a regular member. Diedre Daly has volunteered to come forward and fill Mr. Mariano's alternate seat.

**MOTION:** To move Peter Mariano to a Regular Member of the Planning Commission. Motion by Bob Munson, seconded by Gary Steinman and unanimously approved.

**MOTION:** To appoint Diedre Daly as an Alternate Member of the Planning Commission. Motion by Pauline Kroffsik, seconded by Bob Munson and unanimously approved.

Peter Filous reported that Pauline Kroffsik, Jim Hagen, Peter Mariano, Diedre Daly and himself will all be on the ballot in November.

#### **COMMUNICATIONS:**

##### P & Z Newsletter- Distributed

NHCOG Forum Report – “Shaping Livable Communities” (handouts)

Chairman Filous distributed a hand-out from this NHCOG forum he attended. The group reviewed the Planning and Zoning as well as the housing aspects and found it mirrors what is in the Plan of Conservation and Development. The Commission agreed that they will continue to work on such matters.

##### Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

#### **ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:35 PM, motion by Gary Steinman, seconded by Bob Munson and unanimously approved.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING SEPTEMBER 10, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:34 P.M.

Members Present: Peter Filous, Bob Munson, Gary Steinman, Deirdre Daly and Peter Mariano.

Others Present: Doug DiVesta, Mrs. Schapiro, and Attorney Rob Shaver

Alternate Deirdre Daly was seated.

#### APPROVAL OF MINUTES

Regular Meeting --- August 13, 2015

MOTION: To approve the minutes of the 8/13/15 Regular Meeting. Motion by Gary Steinman, seconded by Peter Mariano and unanimously approved.

#### NEW BUSINESS

Shapiro - 179 & 187 Painter Hill Road – Lot Line Revision

Jane Shapiro came forward with a plan entitled Jane S. G. Shapiro and Robert I. Shapiro dated December 1994 and explained they would like to sell 179 Painter Hill Road and are requesting a lot line amendment. The lot line revision is to allow for the buffer between properties. Both properties meet road frontage requirements. The septic line was discussed and confirmed by Mrs. Shapiro to be verified by Michael Alex. Bob Munson requested that the septic information be indicated on the maps. The final acreage for 179 Painter Hill Road will be reduced from 5.19 acres to 4.6 acres. Mrs. Shapiro confirmed that there are no wetlands on these properties.

Peter Filous advised that Mrs. Shapiro return to the next meeting with the two maps that are required for the file with the delineation of septic systems, tanks and fields on these maps.

Kovac - Moosehorn Road & Forest Farm Drive – Feasibility study for conservation easement

Attorney Rob Shaver came forward with an application and letter of representation from Kovac. He presented a map dated 8/20/15 entitled Proposed Conservation Easement and a Lot Line Revision map. He explained that parcel 3 is one of the eight lots from the original Forest Farm subdivision approved in the late 80s. The Kovac property was conveyed as 5 parcels when purchased in April 2015 totaling 45 acres.

Doug DiVesta explained that in 2005 it was requested to combine three lots to build one house for which wetlands approval was received. The purpose of this application is to have four lots approved as buildable for a conservation easement. Kovac would like to take a tax deduction for a total of four lots for the easement. It was noted that a conservation easement to the Land Trust is currently on parcel 3.

Peter Filous questioned whether this is currently a subdivision now and noted that this may require subdivision approval. Gary Steinman explained that if a subdivision is required, then an open space requirement must be met. It was noted that only three tax bills are received for the property.

Attorney Shaver reported that a meeting will be held September 19th with the Forest Farm Land Owners Assoc. as it is necessary to receive their unanimous approval to use the 0.43 lot for a driveway access for one of the proposed lots. Attorney Shaver confirmed that there is a legal description for each of five parcels deeded to Kovac

divided into 17.22, 13, 8 and 6 acre parcels. Peter suggested that maps referenced in legal description be presented at the next Planning Meeting as confirmation that this is a pre-existing subdivision.

Attorney Shaver presented letter from Land Trust acknowledging interest in this proposal. Doug DiVesta reported that the Inland Wetlands Commission approved this proposal on 8/28/15. It was noted that information from Health Dept. confirmation of feasibility for this plan is required.

The application submitted will be for a lot line revision to access lot 18 from Moosehorn. At the next meeting Attorney Shaver agreed to present the Homeowners Assoc. approval, maps referenced in the legal descriptions for each lot, an understanding of the Assessor's method for taxing, and Health Dept. approval.

#### **OLD BUSINESS**

Preliminary discussion of alternative housing plans

Tabled

Review of Subdivision Regulations for possible updates

Tabled

#### **CHAIRMAN'S REPORT**

Discuss and make suggestions as to subdivision regulations to accommodate Smart Growth as per Plan of Conservation and Development

Gary Steinman reported that the Conservation Commission met with the Council on Aging and Elaine Urban regarding the plan for the sustainable housing program presentation.

Peter Filous explained that the cost savings for smaller lots are due to common roads and the sharing of septic systems in the common interest ownership concept for which the town was mostly opposed. Gary Steinman noted that the Zone a concept might be the most welcomed concept.

It was agreed that at the next Planning meeting the Commission would go back to basics and look at small scale subdivisions. Peter Filous will bring a more condensed version of a common interest ownership subdivision. The Conservation Commission will look into home types that would fit into this kind of subdivision.

New Planning Commission members (term renewals letters)

Distributed

#### **COMMUNICATIONS**

NHCOG Memo regarding "Referral submission Process" - distributed

#### **Available on-line**

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

#### **ADJOURNMENT**

MOTION: To adjourn the meeting at 9:02 PM, motion by Gary Steinman, seconded by Bob Munson and unanimously approved.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*





# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING OCTOBER 8, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:30 PM.

Members Present: Peter Filous, Bob Munson, Gary Steinman, Pauline Kroffsik, Peter Mariano and Alternate Deidre Daly. Others Present: Doug DiVesta, Attorney Rob Shaver, and Mrs. Shapiro

#### APPROVAL OF MINUTES

Regular Meeting --- September 10, 2015

Under Chairman's Report it was clarified that the Conservation Commission met with "a representative from" the Council on Aging.

MOTION: To approve the minutes of the 9/10/15 Regular Meeting as amended. Motion by Gary Steinman, seconded by Bob Munson and unanimously approved.

#### OLD BUSINESS

Kovac - Moosehorn Road & Forest Farm Drive – 2 Lot Line Revisions

Attorney Shaver and Doug DiVesta came forward. Attorney Shaver explained that since the last meeting he confirmed with tax assessor that this property has been taxed as 3 parcels. He brought forward a deed for 5 parcels and confirmed he has legal descriptions for each parcel.

Peter Filous reported that a lot line revision was approved in 2006 creating three lots. The applicant is currently asking to return to the original subdivision. Attorney Shaver asked that the Commission rescind and restore line ABC, rescind E to D and revise D to F to allow for a driveway to the land locked parcel. They are awaiting approval from Forest Farm to gain access from the lot noted as "reserved for future road".

Peter Mariano noted that the purpose of this application is for only tax purposes. Attorney Shaver asked that it is careful how this is recorded because that is the intent; however, they make no promises regarding that issue. Peter Filous advised that it is not within the Planning Commissions purview regarding what is done once this is approved.

It was confirmed that a letter is in the file from the Health Dept. confirming the feasibility of this proposal.

Peter Filous clarified that a motion is needed to approve this lot line revision that is an amendment to the original lot line revision approved December 14, 2006.

MOTION: To rescind December 14, 2006 lot line revision and reapprove original lot lines for 179 & 187 Painter Hill Road. Motion by Peter Filous, seconded by Munson and unanimously approved.

Shapiro - 179 & 187 Painter Hill Road – Lot Line Revision

Mrs. Shapiro came forward with a map noting that the septic, leaching fields and reserve have been located on the maps. It was noted that the existing leaching fields are within the setbacks. It was discussed that the current codes must be met when a lot line revision is being requested. Peter Mariano and Deidre Daly suggested that the lot line be moved to accommodate the setback. Mrs. Shapiro advised that this will interfere with the pool area fencing and landscaping. She would prefer to relocate the fields.

Peter Filous explained that the new land owners will need permission for building on the lot. There may be a problem with conveyance of the land as proposed due to the location of the leaching fields. Mrs. Shapiro noted that the buyers she is in contract with have this information.

The Commission agreed that either the lot line or septic fields must be moved before this proposal can be considered for approval.

It was further determined that the pool equipment is within the setback line. It was noted that the Building Department will have on file whether a permit was pulled to move the pool equipment. Additionally, the location of the propane tanks within the setback was discussed.

Gary Steinman summarized that there are now three issues; the septic lines, the pool equipment and whether this was permitted in the first place. The choices are the same; either move the offending object or move the property line.

Mrs. Shapiro agreed to contact Brian Neff for his advice.

#### Preliminary discussion of alternative housing plans

Peter Filous distributed a Smart Growth Subdivision hand-out and discussed the bullet points listed. He suggested that the Commission start again moving forward on this topic. Additionally, meetings of Commission Chairs should resume to allow for continuity in the process.

Peter Mariano noted that the vote regarding the Agriscience program will have an effect on the young family population. It was agreed there are two separate issues in town that require two separate solutions. Both the young families and the aging population must be considered.

#### Review of Subdivision Regulations for possible updates

Tabled

### **CHAIRMAN'S REPORT**

Discuss and make suggestions as to subdivision regulations to accommodate Smart Growth as per Plan of Conservation and Development

#### NHCOG Article

The article included in the packet was discussed. Peter Filous reviewed the concept of smaller homes on smaller lots incorporating a shared infrastructure. Deidre Daly noted that people are not aware that something such as a carriage house is allowed and can solve some of the housing issues. Gary Steinman noted that on October 25th this will be talked about during the Living Well in Small Spaces discussion.

Peter Filous suggested the consideration of changes to subdivision regulations regarding building smaller homes on smaller lots. Pauline Kroffsik wondered if eventually the government will mandate affordable housing if nothing is done.

### **COMMUNICATIONS**

N/A

#### Available on-line

Minutes– Zoning Commission Meetings

Minutes – Wetlands Commission Meetings

### **ADJOURNMENT**

MOTION: To adjourn the meeting at 9:13 PM, Motion by Gary Steinman, seconded by Bob Munson and unanimously approved.

Respectfully submitted,  
**Jai Kern**  
Tai Kern, Secretary

*These motions are not considered official until approved at the next Regular Meeting of the Roxbury Planning Commission*



# TOWN OF ROXBURY CONNECTICUT

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING NOVEMBER 12, 2015

### MINUTES

#### CALL TO ORDER

Peter Filous, Chairman, called the meeting to order at 7:30 PM.

Members Present: Peter Filous, Gary Steinman, Pauline Krofssik, Peter Mariano and Alternate Sheila Gross. Sheila Gross was seated as a regular member.

Others Present: Mr. & Mrs. Shapiro and a member of press.

#### APPROVAL OF MINUTES

Regular Meeting – October 8, 2015

MOTION: To approve the minutes of the 10/08/15 Regular Meeting. Motion by Gary Steinman, seconded by Pauline Krofssik and unanimously approved.

#### NEW BUSINESS

Zoning text amendment referral regarding sheds

The group reviewed the memo dated 10/21/15 regarding a proposed text amendment to the Zoning Regulations Section 18.2.4 to eliminate permit fees for sheds under 200 square feet.

MOTION: To respond in the affirmative to the proposed text amendment to Section 18.2.4 of the Zoning Regulations. Motion by Gary Steinman, seconded by Peter Mariano and unanimously approved.

#### OLD BUSINESS

Shapiro - 179 & 187 Painter Hill Road – Lot Line Revision

Jane Shapiro came forward and the group reviewed the map submitted to the Land Use Office stamped received 11/12/15. Chairman Filous noted that an approval from the Health Department has not yet been received. Additionally, the structures in question have been removed; however, the Mylar does not indicate this information. He suggested that the Commission approve this application and allow 10 days for the surveyor to update and submit the Mylar map indicating that these items have been moved. Additionally, the Health Department sign-off shall be submitted within 10 days. If this information is not submitted within the 10 days the approval will be rescinded.

Gary Steinman questioned the status of the septic. Peter Filous advised that the septic line being within the setback is not an issue.

MOTION: To approve the application of Shapiro - 179 & 187 Painter Hill Road – Lot Line Revision contingent upon a surveyor submitting a Mylar certifying that structures extending over lot line have been removed and also contingent upon Health Dept. approval within 10 days of this approval. Motion by Peter Filous, seconded by Gary Steinman and unanimously approved.

Preliminary discussion of alternative housing plans

Tabled

Review of Subdivision Regulations for possible updates

Tabled

## **CHAIRMAN'S REPORT**

### Discuss and make suggestions regarding subdivision regulations to accommodate Smart Growth as per Plan of Conservation and Development

Gary Steinman updated the Planning Commission on a presentation provided by the Conservation Commission entitled Living Well in Small Spaces. He noted that they learned that the use of a Housing Trust eliminates the cost of land; thereby, reducing the overall cost which is one of the driving forces of Smart Growth. He agreed to share photo examples of this concept in Litchfield.

The group further discussed Smart Growth and the different needs for Roxbury. Peter Filous noted that Planning should work on creating an atmosphere within the Regulations where these needs can be addressed.

Peter Filous distributed a bullet point list entitled Smart Growth Subdivisions and reviewed it with the Commission. Gary Steinman suggested that each point should be allocated to the need it will address. Peter Filous added that costs should also be associated to each idea. It was agreed that the thought process must be further developed and this will be addressed at each Planning Meeting.

Peter Mariano discussed the AgSTEM possibility for Region 12 and its potential impact with regard to Planning and the need for housing in Roxbury.

## **COMMUNICATIONS**

P&Z Quarterly Newsletter

### Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

## **ADJOURNMENT**

MOTION: To adjourn the meeting at 8:35 PM, motion by Gary Steinman, seconded by Pauline Krofssik and unanimously approved.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

Planning Commission

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY PLANNING COMMISSION REGULAR MEETING DECEMBER 10, 2015

### MINUTES

#### CALL TO ORDER

Bob Munson, Acting Chairman, called the meeting to order at 7:30 P.M.

Members Present: Bob Munson, Gary Steinman, Pauline Krofssik, and Peter Mariano. Alternates Jim Hagen and Deirdre Daly. Jim Hagen was seated as a regular member.

Others Present: Rob Horrigan.

#### APPROVAL OF MINUTES

Regular Meeting --- November 12, 2015

MOTION: To approve the minutes of the 11/12/15 Regular Meeting. Motion by Gary Steinman, seconded by Pauline Krofssik and unanimously approved.

#### NEW BUSINESS

Election of Officers for 2016

- Chairman: Bob Munson nominated Peter Filous as Chairman; the nomination was seconded by Pauline Krofssik.
- Vice Chairman: Gary Steinman nominated Bob Munson as Vice Chairman; the nomination was seconded by Peter Mariano.
- Secretary: Bob Munson nominated Gary Steinman as secretary; the nomination was seconded by Peter Mariano.

MOTION: To close nominations for the Election of Officers for the 2016 Planning Commission. Motion by Pauline Krofssik, seconded by Peter Mariano and unanimously approved.

MOTION: To elect the nominated Slate of Officers for the 2016 Planning Commission. Motion by Pauline Krofssik, seconded by Peter Mariano and unanimously approved.

Schedule of Planning Meetings for 2016

MOTION: To approve the Schedule of Regular Planning Meetings for 2016. Motion by Pauline Krofssik, seconded by Gary Steinman and unanimously approved.

#### OLD BUSINESS

Preliminary discussion of alternative housing plans

Gary Steinman distributed photo examples of the Litchfield Housing Trust sites as discussed at the last Planning meeting. The group discussed how the Housing Trust concept is handled in Litchfield.

Deirdre Daily was seated at 7:36 PM.

Review of Subdivision Regulations for possible updates - Tabled

## **CHAIRMAN'S REPORT**

Discuss and make suggestions regarding subdivision regulations to accommodate Smart Growth as per Plan of Conservation and Development \*Review of "Smart Growth Subdivision" memo

The group reviewed a revised hand-out regarding Smart Growth Subdivisions prepared by Peter Filous. Bob Munson noted that this is a starting point to look at different alternatives in an effort to start the discussion. He noted that the Zoning Commission will be the driving force with regard to Smart Growth.

Gary Steinman discussed whether a survey was ever taken regarding the townspeople's needs and desires. He noted that the Conservation Commission has a good relationship with the Council on Aging and can implement an active survey in co-sponsorship with Planning. Jim Hagen suggested that the general population be polled as well. He would like to know what percentage of the townspeople would meet Smart Growth with opposition as in the past. He would also like to know how many residents would take advantage of a Smart Growth plan. A mission statement or objective could be developed to keep the project on track.

Bob Munson reported that Peter Filous has discussed with First Selectman Barbara Henry the idea of having quarterly meetings again with Chairs and Vice Chairs of each Land Use Commission.

Peter Mariano spoke about potentially soliciting property owners whose property will fit within the criteria of the concept that is ultimately laid out. He agreed that the Land Use Commissions should come up with a joint mission and then go to the Town with it.

The Commission welcomed comment from public:

Rob Horrigan of Bacon Rd. explained that the majority of the townspeople are happy with the way things are. He noted townspeople usually do not have an opportunity to comment until a proposal is in place.

Gary Steinman questioned whether the townspeople will like the consequences of keeping things the way things are. He explained that the Town is dangerously close to having to hire emergency services personnel due to the lack of young volunteers. Rob Horrigan noted that his research shows there are plenty of volunteers for services and plenty of houses on the market within an affordable price range.

The group discussed affordable housing and the fact that Smart Growth would most likely not fit the criteria to be considered affordable housing.

Deirdre Daly agreed with the idea of polling the community. She suggested meeting with local realtors as to why the houses are not selling. She feels it is a marketing problem. Most people in town do not know they can put a carriage house on their property. Bob Munson disagreed with regard to the need for marketing. This information is more available to people than ever before.

Jim Hagen reminded the group of a point that had been brought up in the past of letting the market dictate prices rather than trying to manipulate the market with such proposals. He noted that now the market has come down and houses are getting more affordable.

## **COMMUNICATIONS:**

Available on-line

- Minutes– Zoning Commission Meetings
- Minutes – Wetlands Commission Meetings

## **ADJOURNMENT**

MOTION: To adjourn the meeting at 8:28 PM, motion by Gary Steinman, seconded by Pauline Krofssik and unanimously approved.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

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