

MINUTES
PLANNING & ZONING COMMISSION
Special Meeting
Tuesday, January 28, 2020

A Subcommittee of the Planning and Zoning Commission conducted a special meeting on Tuesday, January 28, 2020 at 6:00 PM in the Harriet North Room, 2nd Floor, City Hall, 355 Main Street, West Haven, CT 06516.

Present: Commission Chairman Hendricks, Vice-Chairman Biancur, and Commission Alternate Milano (arrived 6:10 pm). Also present: Commissioners Gene Sullivan and Chris Suggs, Alternate Joseph Vecellio, Planning and Development Commissioner Messoro, Assistant City Planner Killeen and Zoning Enforcement Officer Conniff.

1. Call to Order
 - Chairman Hendricks called the meeting to order at 6:05 PM.
2. Approval of Minutes of Special Meeting of December 5, 2019

Motion was made by Vice-Chairman Biancur, seconded by Chairman Hendricks to approve the minutes of the special meeting of December 5, 2019, and passed.

3. Discussion of Implementation Schedule for Plan of Conservation and Development/Ranking of Priorities
 - a. Update on Status of Allingtown Plan
 - i. Plans for Upcoming Workshop February 6 (Feb. 13 snow date)

Mr. Killeen explained that a draft PowerPoint presentation had been circulated to members of the Subcommittee and the Commission. The Subcommittee had reviewed the presentation, and Commissioner Biancur went through the presentation during this meeting. He indicated that there were too many slides at 61, and he offered to review the presentation and combine slides where possible.

During the regular meeting later this evening, Mr. Killeen indicated he would review the format for the workshop and the small group sessions. The Subcommittee felt comfortable addressing this workshop at the regular meeting.

- b. Update on RPA Bicycle/Pedestrian Plan for West Haven

i. Review of Draft Scope of Work from BETA Group, Inc.

Subcommittee members had received a draft scope of work for the Bicycle/Pedestrian Plan by email prior to this meeting. The members discussed the elements of proposed scope and felt that it was a comprehensive approach to the Plan. The Commission noted that:

- The Police Department needs to be involved in the Bicycle/Pedestrian Plan
- The Subcommittee would like to see local education on bike safety.
- Chair Hendricks would like to see a public education and outreach program as part of this Plan

Motion was made by Alternate Milano to approve the proposed Scope of Work for the Bicycle/Pedestrian Plan as submitted by the BETA Group, with a request that a timeline be developed to accompany the work plan. Seconded by Commissioner Biancur and passed.

ii. Discussion of Complete Streets Policy

Subcommittee members discussed the draft Complete Streets Policy that had been developed previously. It was agreed that more work is necessary with City departments before it is presented to the City Council for public hearing and adoption. It was noted that Robin Parsons with the local Sustainable CT effort had asked the Commission to consider using the State’s Equity Tool Kit as the policy is adopted. Basically, this process would encourage the City to reach out to various stakeholders in the final development and adoption of this policy. Chair Hendricks noted that it will take some time to complete this step.

c. Review of “Making It Work” Matrix, Discussion of Upcoming Priorities (as time permits)

- i. Chair Hendricks asked members to review the Making It Work Matrix before the next special meeting of this committee.

4. New Business/Next Steps

5. Adjournment

There being no further business, the meeting was adjourned at 6:45 PM.