

MINUTES
PLANNING & ZONING COMMISSION
Special Meeting
Tuesday, February 26, 2019

A Subcommittee of the Planning and Zoning Commission conducted a special meeting on February 27, 2019 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, Commission Alternate Milano, Zoning Enforcement Officer Conniff and Assistant City Planner Killeen.

Meeting was called to order by Chairman Hendricks at 6:10 PM

1. Approval of Minutes of Special Meeting of January 8, 2019 Meeting

Motion was made by Vice-Chairman Biancur, seconded by Alternate Milano and passed.

2. Discussion of Implementation Schedule for Plan of Conservation and Development/Ranking of Priorities

- a. Discussion of Amendments to Proposed Village District Regulations

Chairman Hendricks stated that she would like to wait on the regulations till the budget is decided, since the administration of this regulation depends on funding to engage an architect to conduct an independent review of proposed projects within the Village District Overlay boundaries. Commissioner Messoro has submitted a request for funding in the upcoming budget, but Chairman Hendricks is concerned that the budget will be pretty much restricted by the recent approval of a 5-year budget plan by the City Council and the MARB. She said other departments will be requesting new funding, but she doesn't think there will be much room for new expenses.

After some discussion, the Committee decided they would like to wait to see what happens with the budget. Meanwhile, they would like to see the department pursue flexible options for covering these expenses. Committee member Milano suggested that maybe the fees could be charged to the applicant as part of the application process rather than being paid on a retainer by the City. The Committee also discussed the possibility of having two or three Architects sit on a panel that would take turns on a rotating basis in conducting the review of projects received within the Village District Overlay.

The Committee briefly reviewed the document prepared by Staff, "Suggested Modifications to the Initial Village District Draft Dated December 28, 2019". The Committee reviewed the draft map for the Village District Overlay, dated January

8, 2019, and agreed it was a good starting point. They would like to see it expanded but felt that expansion could be a future action. They wanted to make sure the boundaries included properties on both sides of the street for the areas that would be included in the Village District.

Chairman Hendricks agreed to amend the original regulation to include some of these modifications and other comments made by the Committee. She will prepare a rewrite and forward it to the Committee for further consideration. She asked staff to see if they could obtain additional or different graphics to use in the proposed regulation. She agreed to look for more graphics as well. In the meantime, staff will update the Committee on future developments with the proposed budget.

b. Update Reports

- i. Steering Committee for Allingtown Plan—Next Meeting on January 31; Community Workshop set for Monday, April 1.

Mr. Killeen updated the Committee on the status of the Allingtown Plan. The Committee reviewed the draft flyer and the draft questions to be used for small group discussions at the Community Workshop scheduled for Monday, April 1. Staff explained that we are still in need of facilitators for the small group sessions, and the members of the Committee agreed they could be available to serve as facilitators, and the full Commission can be asked to serve at the upcoming meeting on March 12. The Committee then reviewed the list of invitees for the Workshop and made the following suggestions:

1. The Council members of the affected Districts in Allingtown should be invited (District 4, 5, 6 and 7 – and part of District 8 is also located in this area.)
2. All State Senators should be invited (Maroney and Winfield)
3. State Representatives should be notified of the workshop, though it should be noted that Allingtown is outside of some of their districts (Borer and Ferraro).
4. The Board of Education should be contacted to identify representatives of the administration for the schools located in or having students within Allingtown. Chairman Hendricks suggested Rosie Russo, Chairman of the Board of Education as a resource and provided her contact information to the staff.
5. Contacts at Yale University and Yale School of Medicine should be added to the list, since Yale has its athletic facilities in Allingtown and Yale School of Medicine is developing the new Regional Medical Operation Center in Allingtown.

6. Someone from CT Transit should be invited since the transportation company serves this area.

- ii. Outline and Potential Funding Sources for Bicycle-Pedestrian

Mr. Killeen discussed the draft outline of a Bicycle-Pedestrian Plan that he developed for West Haven a couple of months ago and reviewed some notes of conversations he had with various individuals and groups involved in bicycle-pedestrian planning and implementation of Complete Streets Policies. He explained that:

1. Consultants estimated the cost for a Bicycle-Pedestrian Plan in the range of \$40,000 to \$60,000.
2. The City has submitted a request for the West Haven Bicycle-Pedestrian Plan to be included in the Regional Planning Agency's (SCRCOG) current Unified Work Plan in the amount of \$50,000. This request was submitted through Technical Committee member and City Engineer Abdul Quadhir in January, and it has been included with the Agency's pending requests. Now, the City will need to wait to see when funding might be available for this study (such as alternative transportation grants, etc.).
3. Commissioner of Planning and Development Messoro and Mr. Killeen have met with representatives of New Haven (City Plan Department), and they are also interested in pursuing a possible greenway along Marginal Drive. According to the Regional Planning Agency representatives, one or both of the municipalities would probably have to come up with matching funds for this project since it wouldn't be looked at as an alternative transportation project (it would probably be considered 90% recreational).
4. Ray Willis from the New Haven Office of Transportation, Traffic and Parking offered guidance on a project of this type and suggested the City reach out to the Elm City Cycling group for support. The advocacy group was instrumental in supporting the development of a Bicycle Plan for New Haven in 2010, and had previously indicated an interest in expanding into West Haven. Committee members felt it would be a good idea to try to connect with the Elm City Cycling group to see if they could help with this Plan.
5. Chair Hendricks suggested that staff reach out to Lou Annino at the University of New Haven to see if the Bicycle/Pedestrian Plan could be developed with student interns, a student's independent study or through

involvement of professors or groups affiliated with the University.

3. New Business/Next Steps

- Chair Hendricks will work on a revision to the draft Village District Regulations to reflect comments from the last meeting, draft recommendations from the staff and the discussion this evening. There will not be a meeting of the subcommittee before the next Planning and Zoning meeting on March 12, but Chair Hendricks will try to have this revision available to hand out to members at that meeting.
- Staff will work on sending out notices for the upcoming Community Workshop on April 1. The full Planning and Zoning Commission will be updated on this workshop at their meeting on March 12. At that time, other Commissioners will be asked if they would like to also be available to serve as facilitators for the Community Workshop.
- Following the meeting on March 26, staff would be available to provide an overview of the workshop process and the role of facilitators for anyone who is interested.

4. Adjournment

Meeting was adjourned at 7:35 PM, and the Subcommittee agreed not to schedule a meeting for March 12.