

MINUTES
PLANNING & ZONING COMMISSION
Special Meeting
Tuesday, April 23, 2019

A Subcommittee of the Planning and Zoning Commission conducted a special meeting on April 23, 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, and Assistant City Planner Killeen.

Meeting was called to order by Chairman Hendricks at 6:00 PM

1. Approval of Minutes of Special Meeting of February 26, 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 had circulated a revised set of draft regulations, based on the discussion that occurred at the February 26 meeting. She stated she would like to wait till the budget is adopted before the regulations are adopted, but she would like to prepare to move the Commission forward on this topic. The Subcommittee felt it was important that the staffing of this regulation be left to the Commissioner of Planning and Development, whether or not the budget is approved.

In the meantime, the Subcommittee wanted to begin preparing for a public workshop meeting on the Village District Regulations for sometime in June. She would like to check with Alan Olenick at the Chamber of Commerce to identify downtown merchants that could be affected by the proposed Village District Regulation. She also thought the City Council representatives from District 1 and 2 should be invited. The Subcommittee also asked Mr. Killeen to begin working on a draft PowerPoint presentation for that June meeting. Alternate Milano offered to send staff copies of photos and additional information that could be used in that presentation. They also felt the presentation should include a description of the Village District Regulations and the initial boundaries being considered. The Subcommittee agreed to review a preliminary draft of that presentation at their next special meeting, which they would like to schedule for 6:00 preceding the next regular Commission meeting on Tuesday, May 14.

Members discussed local photos they would like to see included in the draft regulation, such as the block between Gloria Jean's Dance Studio and Webster Bank and the Atwood development in the Allingtown Area. It was felt that these developments could help illustrate the concepts that the Regulation is seeking to achieve. Chair Hendricks asked staff to think about the treatment of residential applications in the District, how the application process would need to be changed, what the timeline for approval might look like, and any other "housekeeping items".

b. Update Reports

- i. Steering Committee for Allingtown – the Committee is scheduled to meet on Tuesday, May 21st, at which time the members would review the results of the April 1 Community Workshop and begin to develop a scope of work for the Allingtown Plan.
- ii. Review of "Making It Work" Spreadsheet – the Subcommittee made some general comments about areas on which they need to concentrate:
 1. Complete Streets
 2. Parking Zones
 3. Need to post a "2 Year Review" following adoption of the POCD
 4. The Subcommittee agreed to review the Spreadsheet and review it in greater detail at the next meeting on May 14.

3. New Business/Next Steps

- The next meeting will be May 14 at 6:00 PM preceding the regular Commission meeting that night.
- Staff will prepare a draft PowerPoint presentation on the proposed Village District Regulation for review at the May 14 special Subcommittee meeting.
- Members will identify businesses and individuals they feel should be invited to a workshop on the Village District Regulations in June.
- Members will review the "Making it Work" spreadsheet for further discussion at the May 14 Special meeting.

4. Adjournment

Meeting was adjourned at 6:55 PM.