

MINUTES
PLANNING & ZONING COMMISSION
Special Meeting
September 25, 2018

A Subcommittee of the Planning and Zoning Commission conducted a special meeting on September 25, 2018 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, Assistant City Planner Killeen, and Planning and Development Commissioner Messore (arrived around 6:40 PM).

Meeting was called to order by Chairman Hendricks at 6:07 PM.

1. Approval of Minutes of Special Meeting of September 11, 2018

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

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

a. Report on Meeting with Allingtown Coalition re: Allingtown Plan/Next Steps

Assistant Planner Killeen explained that he had worked with Council Chair Quagliani on some revisions to the proposed Steering Committee structure. They would like to recommend the following membership:

- 2 Residents (Chris Suggs, Robin Watt Hamilton)
- 2 Institutional Representatives (Lou Annino, UNH and one additional rep, preferably from the VA Hospital)
- 2 Business Representatives (Gary LeTendre, ACORN, and one additional rep, possibly the Lighting Quotient)
- 1 City Council Representative (Ron Quagliani, Chair, City Council and P&Z Council Liaison).

After some discussion, it was agreed that P&Z Chair Hendricks would bring this recommended membership to the full Commission for approval, leaving the vacant slots to be filled by Council Chair Quagliani and Assistant City Planner Killeen.

Mr. Killeen indicated he would like to hold at least one meeting of the Steering Committee and the public workshop before Thanksgiving, so that there would be time to work on research and planning documents during the holidays and early winter.

b. Report on Village District Regulations

Chairman Hendricks had forwarded to Alternate Milano a draft regulation she and ZEO Conniff had been working on, for his input. After reviewing the draft regulation for West Haven and comparing it with regulations from other communities, Mr. Milano offered a number of comments, which sparked discussion of the following items:

- Mr. Milano read through similar regulations for Westport, Hamden and Middletown.
- What will the boundaries for the overlay district be? There was discussion of a large district to encompass the commercial and residential districts roughly bounded by First Avenue, Elm Street, Savin Avenue and Captain Thomas Boulevard/Beach Street, but in the final analysis, the Subcommittee favored keeping the district boundaries small to start with the idea that the overlay could be expanded at anytime in the future. Generally, the Subcommittee agreed to focus on Campbell Avenue from Elm Street to Captain Thomas Blvd. and the West Haven Green area. Mr. Milano suggested there should be language in the proposed regulation to indicate the procedures for expanding the district.
- Graphics should be added.
- A definition for substantial rehabilitation should be included to clarify when the Village District Regulations becomes applicable to a specific project.
- The purpose statement should include a paragraph describing the historic character of the Village District to clarify what the Regulation is seeking to protect.
- The Regulation should cite the enabling legislation providing for Village Districting (Sect. 8-2j CGS)
- Reference should be made to the Plan of Conservation and Development.
- There should be some clarification of how the regulation would address roofs and solar panels.
- There should be a distinction in the regulation for treatment of residential, commercial and mixed-use properties.
- The review process/procedure should be clearly outlined. Determination as to whether applications go to the architect/design review group or the Planning and Zoning. The Subcommittee suggests that applications should come through the Planning and Zoning Commission at first so that the Commission can monitor the effectiveness of the Regulation.
- The Department's fee structure should be reviewed to determine appropriate fees for Village District applications.

Mr. Milano gave copies of his notes to Chair Hendricks.

c. Updated Version of Complete Streets Policy

Mr. Killeen had circulated a final version of the proposed Complete Streets Policy based on changes suggested during the Sept. 11 meeting. The Subcommittee will plan to discuss this in further detail at the next meeting.

3. New Business/Next Steps

The Committee agreed on the following action steps:

- a. Chair Hendricks and ZEO Conniff will continue to refine the draft Village District Regulation based on the input from Alternate Milano and the Subcommittee's discussion this evening.
- b. Council Chair Quagliani and Assistant Planner Killeen will plan to hold an organizational meeting of the Allingtown Steering Committee.
- c. The Subcommittee will meet again at 6:00 PM prior to the next regular P&Z meeting on October 23, 2018. The Committee is expected to receive an update on the Allingtown Steering Committee/Allingtown Plan; and continue its work on the Village District Regulations and the Complete Streets Policy.

4. Adjournment

There being no further business, meeting was adjourned at 6:55PM