

MINUTES  
PLANNING & ZONING COMMISSION  
Special Meeting  
Tuesday, May 14, 2019

A Subcommittee of the Planning and Zoning Commission conducted a special meeting on May 14, 2019 at 6:00 PM in the Harriet North Room, 2<sup>nd</sup> 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

- Approval of Minutes of Special Meeting of April 23, 2019 Meeting

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

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

a. Discussion of Amendments to Proposed Village District Regulations

The Committee members discussed their interest in scheduling a workshop for presenting the Village District concept to property owners and businesses in the proposed Village District boundaries, with a focus on downtown businesses. Chairman Hendricks had circulated a revised set of draft regulations, based on previous meetings, with some local photos added.

The Committee members decided they would like to have a separate meeting for this workshop and not schedule it the same night as a regular Planning and Zoning Meeting. After some discussion, it was decided that Tuesday, June 18 at 7:00 PM was a good target date/time for holding this workshop.

The Committee then discussed a draft PowerPoint presentation that had been prepared by staff for use at the upcoming workshop. The Committee had the following observations:

- The presentation should include a list of communities that already have Village Districts
- We should define the Architectural Review process, indicating there is a report to the Commission from an independent architect(s)
- In addition to “protecting the character of West Haven Center”, the presentation should explain that a goal of the regulations is to “Guide Future Growth and Development”.

- The Committee members felt that some aspects of the draft presentation were too detailed. They wanted to give downtown property owners a sense of how the regulations would work, but not to give too much detailed information. They want it to help generate discussion. The members agreed to take a copy of the PowerPoint, recommend edits, and circulate comments to the Committee members and staff.

Regarding the Workshop itself, it was also decided that:

- Staff would prepare a draft flyer/announcement to go out to property owners within the proposed overlay district for consideration by the Committee.
  - Staff would begin assembling a list of affected property owners for a mailing.
  - The Committee would reach out to the Chamber of Commerce and any other merchant groups to help advertise the workshop.
  - The Committee asked staff to prepare a press release for the workshop.
  - Copies of the proposed regulation would be sent out after the workshop. The Committee might consider a two-part workshop, where the second workshop would focus on the text of the proposed regulation.
  - The workshop would be held somewhere at City Hall.
- b. Review of “Making It Work” Spreadsheet – the Subcommittee made some general comments about areas on which they need to concentrate next. The Committee would like to revisit strategies for Route 1, the Train Station, and the Beach and Beachfront areas.
- c. Update Reports
- Steering Committee for Allingtown – the Committee is scheduled to meet on Tuesday, May 21<sup>st</sup>, 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.
- New Business/Next Steps
    - a. Preparation for Workshop on Village District Regulations
    - b. Members will continue to review the “Making It Work” Spreadsheet to identify priorities to address after the Village District Regulation is adopted.
  - Adjournment

Meeting was adjourned at 6:55 PM.