



ESSEX PLANNING COMMISSION

REGULAR MEETING

Thursday, September 10, 2015

7:30 p.m.

Essex Town Hall – Meeting Room A

DRAFT MINUTES

1. Call to Order and Seating of Members

Chairman Danyliw called the meeting to order at 7:30 p.m. In attendance were Members Carla Feroni, Alan Kerr, George Sexton, Ralph Monaco, and Alternate Robert Laundry. Also in attendance were Town Planner John Guskowski, Alternate-appointee John Bairos, Bob Doane, and Ed Cook.

2. Approval of Minutes: July 9, 2015

Motion to approve Minutes of July 9, 2015 by Alan Kerr, seconded by Carla Feroni. Motion carried unanimously.

3. New Business

a. Receipt of Subdivision Application: Ed Cook, Hunter's Trail Extension

John Guskowski introduced the application, stating that this was a re-submission of a subdivision that was approved in 2008 but never filed, thus it had expired. This is an eight-lot subdivision proposed at the end of Hunter's Trail, abutting the Town of Old Saybrook as well as Viney Hill Brook Park. There is a piece of open space proposed to be deeded to the Town and merged with the Park. There are no changes presented from the plan set that was approved in 2008. John Guskowski reviewed the changes to the Town's procedures since 2008, which included the adoption of a revised Fee Ordinance, the requirement that fire protection cisterns be 30,000 gallons, and the establishment of a conservation land hierarchy for protection. None of these changes would require a change of the application details. Engineer Bob Doane on behalf of the applicant confirmed that all details of the application were identical from the plan that was previously approved, which included a 30,000 gallon fire-protection cistern.

John Guszkowski also noted that because Mr. Cook had paid post-approval inspection fees in the amount of \$3200 which was deposited with the Town but not employed because no inspections had been needed, it would be appropriate to draw against this deposit for this re-submission's fees. He recommended that the Commission formally receive the application, and refer it to Tom Metcalf for engineering review and Attorney Royston for legal review, with a plan to consider the application at the October 8 meeting.

Motion to receive the subdivision application and refer to Metcalf and Royston for technical review in advance of October 8, 2015 meeting by Ralph Monaco, seconded by George Sexton. Motion carried unanimously.

4. Old Business

a. **Plan of Conservation & Development – Public Hearing & Implementation**

John Guszkowski reminded the Commission that the Public Hearing for the Plan will be October 8. He requested some additional input on the proposed Conservation Policy map, and whether generally-defined “conservation corridors” should be incorporated similar to the development node areas in the Land Use Policy map. Bob Laundry suggested that a more general shape would create confusion relative to the Open Space Tax Abatement policy. The Commission discussed the content of the Plan relative to conservation corridors and land protection, and determined that the Conservation map should remain as-is for now. John Guszkowski then requested that the Commission review the Implementation Matrix and fill in the priority levels for each item for compilation prior to the Public Hearing. The Commission discussed the purpose of the Implementation Matrix and the responsibility of the Planning Commission to set tasks and priorities for other entities in Town. Chairman Danyliw stated that the Plan should be a strong and clear vision for the Town, and the Commission should be in the role of establishing priorities and communicating and encouraging their implementation. John Guszkowski stated that the Plan also established work tasks for the Commission and staff. The Commission agreed to retain the implementation priorities, but eliminate a strict timeframe from the matrix.

b. **Ivoryton MSIF Grant Update**

John Guszkowski stated that work was substantially complete and there was a ribbon-cutting ceremony scheduled for Thursday, September 17 at 5:00 p.m. He stated the seal/artwork issue is still unresolved, but that this was an excellent example of implementation of priorities established by the Plan of Conservation & Development.

5. Report of Committees and Officers

a. **Report from Inland Wetlands Representative**

The Commission has no active representative to Inland Wetlands

b. **Report from RiverCOG Representative**

Representative Alan Kerr stated that the COG had not met. John Guszkowski noted that the RiverCOG, as part of its Economic Development study, is undertaking a number of

outreach and forum events entitled GrowSMART Region.

c. Report from Economic Development Commission Representative

Representative Bob Laundry had no report.

d. Chairman's Report

Chairman Danyliw had no report.

e. Planner's Report

John Guskowski reported that he had been working with the DOT, Doane-Collins, and the Selectman's office on the Walnut Street and Ivory Street bridge projects, as well as the Safe Routes to School sidewalk project. Carla Feroni asked about follow-up on the Foxboro Point subdivision conservation easement question. John Guskowski stated that he had not received any written communication from Attorney Lomme concerning the clearing that had been done and a formalization of his verbal statement to the Commission that his client would coordinate with Town Staff (Guskowski and Budrow) prior to future landscape maintenance in the easement area. He will follow up with Attorney Lomme to acquire this written statement.

6. Correspondence and Invoices

Chairman Danyliw noted that there was correspondence from Connecticut Conference of Municipalities and an invoice from CME Associates. John Guskowski clarified that several projects were included on the CME invoice, including structural engineering on the Ivory Street bridge and civil engineering on the Safe Routes to School project. Chairman Danyliw stated that he confirmed with the Finance Director that he did not need formal Commission action to proceed with payment of invoices.

7. Adjournment

Motion to adjourn by Ralph Monaco, seconded by George Sexton. Motion carried unanimously.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

John Guskowski
Consulting Town Planner

RECEIVED FOR RECORD
09/11 2015 at 12:25 PM
Yvonne M. Bozard
ESSEX, CT TOWN CLERK *assist*