



# ESSEX PLANNING COMMISSION

## REGULAR MEETING

Thursday, December 17, 2015  
7:30 p.m.  
Essex Town Hall – Meeting Room A

### DRAFT MINUTES

1. **Call to Order and Seating of Members**

Chairman Tom Danyliw called the meeting to order at 7:31 p.m. In attendance were Members Alan Kerr, Ralph Monaco and George Sexton. Seated for Carla Feroni was Alternate Gary Riggio. Also in attendance was Town Planner John Guskowski.

2. **Approval of Minutes: November 12, 2015**

**Motion to approve minutes of November 12, 2015 as amended** by Alan Kerr, **seconded** by George Sexton. **Motion carried, with Ralph Monaco abstaining.**

3. **New Business**

Chairman Danyliw suggested moving the Election of Officers (Agenda Item #3c) to the end of the meeting.

**Motion to move Agenda Item #3c to end of meeting** by Ralph Monaco, **seconded** by Alan Kerr. **Motion carried unanimously.**

a. **Zoning Referral: Proposed map revision, extending Business District**

John Guskowski introduced the referral, which is a re-submittal of a proposal from 2013, extending the boundaries of the Business District, now primarily on Plains Road, to include several more parcels near the Route 9 interchange. The Business District was created in 2011, but the properties in question remained under the Limited Industrial District. He noted that the Planning Commission's comment in 2011 at the creation of the Business District included encouragement of mixed-use residential/commercial opportunities as well as increasing density and including provision for pedestrian connectivity. For the most part, these recommendations were not incorporated by the Zoning Commission in their final regulations. He suggested repeating these comments to the Zoning Commission on this referral.

Chairman Danyliw noted that we have a new Plan of Conservation & Development, and the new Plan strongly supports the intensification of development density, inclusion of mixed-use opportunities and interconnectivity between villages and development nodes. He noted that he was not pleased that these recommended elements were not included in the Zoning proposal. The Commission reviewed the list of allowed uses in the Limited Industrial District and those allowed in the Business District. Ralph Monaco noted that by converting these properties to a Business District, the potential uses were broadly expanded, which is a step in the right direction.

George Sexton stated that while the proposed changes did not fully comply with the recommendations and policies of the PoCD, the Planning Commission should not stand in the way of a potentially positive direction in regulation and development. Chairman Danyliw suggested that the Zoning Commission should be reminded that the PoCD strongly recommends that an overhaul of the Zoning Regulations should be a process that includes active participation from the Planning Commission.

By consensus, the Planning Commission decided to submit a comment to the Zoning Commission for the public record that neither endorses nor opposes the proposed map amendment and reinforces the need for the Zoning Commission to include Planning in regulatory changes.

**b. Zoning Referral: Proposed map revision, converting 3 lots on Pratt Street from Waterfront District to Village Residence District**

John Guskowski introduced this proposal, which was originally recommended by the 2005 Plan of Conservation & Development, and would convert three historic residential properties to Village Residence. Chairman Danyliw noted that the 2005 Plan had now been superseded by the 2015 Plan, which encourages mixed-use development. John Guskowski read from the 2015 Plan and noted that historic village context was also critical. The Commission discussed the concerns of potential expansion of the nearby boatyard facilities.

By consensus, the Planning Commission decided to endorse the proposed map change to better protect and safeguard the historic residential character of this portion of Pratt Street, and that the map revision was consistent with the 2015 Plan of Conservation & Development.

**d. Establishment of 2016 Meeting Schedule**

John Guskowski noted that with the significant turnover on the Planning Commission membership, it might be appropriate to revisit the question of best meeting night. Chairman Danyliw noted that he would be absent for a few months in early 2016 given the continued 2<sup>nd</sup> Tuesday schedule, but had no objections to continuing that calendar. He requested that John Guskowski research the question of whether Commissioners could participate in meetings via teleconference.

**Motion to establish the 2016 Planning Commission meeting schedule as every 2<sup>nd</sup> Tuesday of each month at 7:30 p.m. at Essex Town Hall** by Ralph Monaco, **seconded** by George Sexton. **Motion carried unanimously.**

e. **FY 2016-2017 Budget Discussion**

John Guskowski reviewed the line items of the current-year budget and noted that not a great deal is proposed to change in the next fiscal year. Printing costs are related to the new Plan of Conservation & Development. Chairman Danyliw suggested a \$1000 increase (approximately 2%) in the CME Associates contract line item.

**Motion to approve 2016-2017 Budget Request with the only change as a \$1000 increase to CME Associates line item, to \$49,000** by Alan Kerr, **seconded** by Ralph Monaco.  
**Motion carried unanimously.**

4. **Old Business**

a. **Foxboro Point Conservation Easement Area Maintenance Agreement**

John Guskowski presented the recently-submitted letter from Sciame Construction, the owners of the Foxboro Point subdivision, explaining the clearing and maintenance that occurred and pledging to coordinate with Town Staff in the future prior to future maintenance in the easement area. There was no further action proposed by the Commission at this time.

b. **Plan of Conservation & Development – Layout Update and Implementation**

John Guskowski stated that the final Plan had been posted on the Town website in an unformatted document, and that he was working with a layout team to complete the final document, which should be ready within a month or so.

5. **Report of Committees and Officers**

a. **Report from Inland Wetlands Representative**

The Planning Commission has no active representative to the Wetlands Agency.

b. **Report from RiverCOG Representative**

Alan Kerr reported that the RiverCOG meeting had been cancelled.

c. **Report from Economic Development Commission Representative**

With Bob Laundry's resignation, the Planning Commission has no active representative to the EDC.

d. **Chairman's Report**

Chairman Danyliw noted the receipt of a letter of resignation from Carla Feroni, and stated that he had discussed the makeup and membership of the Planning Commission with First Selectman Norm Needleman. He stated that he believed that the Commission should seek to add more female members and encourage younger residents to get involved with the Commission.

e. **Planner's Report**

John Guskowski stated that a multi-family application proposal was set to be received by the Zoning Commission that would add 52 new residential units, including 16 affordable units, at the current "Iron Chef" and Costa family properties on Plains Road. It was likely that a public hearing would take place in January.

6. **Correspondence & Invoices**

Chairman Danyliw noted the invoices from Tom Metcalf and Attorney Royston regarding the Hunters Trail Extension subdivision and other matters.

**Motion to approve payment of invoices** by Ralph Monaco **seconded** by Alan Kerr. **Motion carried unanimously.**

3. **New Business**

c. **Election of Officers**

**Motion to nominate Alan Kerr as Chairman and George Sexton as Vice-Chairman** by Tom Danyliw **seconded** by Ralph Monaco. There were no other nominations from the floor.

**Motion to close nominations** by Ralph Monaco, **seconded** by Alan Kerr. **Motion carried unanimously.**

**Motion to elect Alan Kerr as Chairman and George Sexton as Vice-Chairman carried unanimously.**

7. **Adjournment**

Chairman Alan Kerr thanked Tom Danyliw for his excellent service to the Commission.

**Motion to adjourn** by Tom Danyliw, **seconded** by Ralph Monaco. **Motion carried unanimously.** Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

John Guskowski  
Consulting Town Planner

RECEIVED FOR RECORD  
12/18 2015 at 2:20 p.m.  
Christina M. Royle  
ESSEX, CT TOWN CLERK *assist*