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To: SimsburyCT\_PlanMin  
Cc:

ADOPTED

PLANNING COMMISSION MEETING  
December 8, 2009  
REGULAR MEETING

I. CALL TO ORDER

Chairman John Loomis called the regular meeting of the Planning Commission to order at 7:08 p.m. in the Main Meeting Room of the Simsbury Town Offices. The following members were present: Gerry Post, Mark Drake, Ferg Jansen, Carol Cole, Sean Askham, Michael Paine and Tina Hallenbeck. Also in attendance were Hiram Peck, Director of Planning, as well as other interested parties.

II. WELCOME OF NEW PLANNING COMMISSIONERS

Chairman Loomis welcomed new Planning Commissioners Michael Paine, Tina Hallenbeck and Sean Askham to the Commission.

III. SEATING OF ALTERNATES

Chairman Loomis appointed Commissioner Cole to serve in the absence of Commissioner Houlihan.

Commissioner Post made a motion to move the Capital Projects discussion next on the agenda. Commissioner Jansen seconded the motion, which was unanimously approved.

IV. CAPITAL PROJECTS – RICHARD SAWITZKE

Mr. Sawitzke stated that, under the State Statutes, the Planning Commission reviews the Capital Improvement Projects. This Commission likes to discuss the upcoming projects prior to getting the bonding language. Generally, the overall program adheres to the debt policy, which states that principal and interest should not exceed 7% of the budget.

Mr. Sawitzke stated that the school department has put their program

together, utilizing the alternate year approach, which is what they have been doing for many years. The school brings projects one year and the Town brings projects on alternate years. He stated that the school proposals have been updated and broken down into capital maintenance projects and capital improvement projects; however, they all meet the criteria. He stated that most of the projects in this program will be bonded, although the smaller amounts will not.

Mr. Sawitzke distributed information regarding the School Department projects. For FY 10/11, there are three projects, two of which are roof projects. He stated that the Town uses a professional roofing company that assesses the roofs yearly. Latimer Lane School has a roof that is approximately 20 years old; it is due for replacement. Central School needs replacement for the flat roofs of the school. Mr. Sawitzke stated that the District Network Infrastructure is for upgrading the capital aspects of the computer systems. This year's proposal totals \$2.5 million, although after State reimbursements, it will total \$1.9 million.

Regarding FY 11/12, Mr. Sawitzke stated that there are no items. For FY 12/13, the following are being proposed: District Network Infrastructure; Henry James main office and Media Center relocation and renovations. He stated that they will also be sprinkling the balance of the school; the newer additions have already been done. The main offices are being shifted in all of the schools to the main entrance. This is for security reasons.

During FY 14/15, Mr. Sawitzke stated that the main office at Latimer Lane School will be reconfigured as well as the Media Center. They will also be removing some modular classrooms.

Regarding the Town side, Mr. Sawitzke stated that these projects have not been updated as of yet. Economic stimulus funding is being applied for for several different projects. Regarding the projects for FY 10/11, the Simsbury Farms Access Road and Firetown Road Bridge – STC construction will go forward; the Town received a grant for these projects. The GIS Implementation project, which has been done in pieces, may not go forward. The biggest piece done was the base mapping. The next step is to update it. The water and sewer extensions require authorization, although they are paid out of special reserve funds. The other engineering projects include the fiber communication/data lines; Tariffville Connection Greenway; and restoration Greenway section, which will only happen if a grant is received. The other projects that will go forward only if they get additional funding or grants include: Simsbury Meadows backstage/parking/lighting; highway paving management; WPCA rehabilitation of Wolcott pump station and WPCA Pine Hill/Woodland Street sewer – design/survey.

Mr. Sawitzke stated that the Simsbury Farms Main Building renovation is a

project that will be considered this year. He stated that the Culture Parks & Recreation did a needs assessment. Their first priority will be a Main Building, which is approximately 35 years old. The current building is not energy efficient nor is it handicapped accessible.

Regarding FY 11/12, Mr. Sawitzke stated that many of these projects depend on external funding, including the following projects: Engineering – Rt. 10 Hoskins/Ely Intersection STP-CR, Engineering – energy conservation improvements; WPCA – replace Tunxis Pump Station, modify grit washing station, and Hopmeadow Street – Center area repairs – design/survey.

Regarding Ethel Walker Phase 2A in FY 12/13, Mr. Sawitzke stated that when this program was approved, certain parcels of land were purchased with an option for Phase 2A and 2B. This is something that the Town will have to look at. He stated that the Farmington River Trail project will depend on Federal and State funding. This is the link on the trail that is between West Mountain Road and Canton/Collinsville.

Regarding FY 13/14, Mr. Sawitzke stated that the Nod Road/Rte 185 project is dependent on Federal and State funding.

Chairman Loomis stated that the Planning Commission will need to take action on the bonding language at the appropriate time for several of these projects.

#### V. POSSIBLE APPROVAL OF MINUTES from the November 24, 2009 meeting

Several edits were made to the minutes.

Commissioner Post made a motion to approve the November 24, 2009 minutes as amended. Commissioner Cole seconded the motion, which was approved. Commissioner Paine abstained.

#### VI. INITIATION OF REVIEW AND REVISION OF SUBDIVISION REGULATIONS

Chairman Loomis stated that the Subdivision Regulations have needed attention for several years. He stated that the Commission can review this Regulation between now and mid January and can create their own comments and recommendations. He asked that each Commission member, prior to the second meeting in January, review the Regulations and write a paper regarding what needs to be addressed and to share this with each other. This Commission will be working closely with Mr. Peck throughout this process. Commissioner Post volunteered to distribute all of the papers, if sent to him, with the rest of the Commission members.

Chairman Loomis stated that after all papers are received, Mr. Peck can then outline the issues in a clear manner. They can then bring the Town Attorney in at that point in order to go into a drafting mode.

Mr. Peck stated that the views and perceptions of the new members are very important and valuable to the Commission.

The Commission quickly reviewed the Subdivision Regulations, which were last amended in 1995. Several of the issues that need to be discussed at a later time included: definitions; general provisions regarding public open space, parks or playgrounds; and 2/3 vote versus 3/4 vote. Mr. Peck stated that the Commission needs to discuss sustainability; this will have a big impact on how these regulations are revised.

Mr. Peck stated that the Subdivision Regulations are quite limited, under the Statutes, in terms of what can and cannot be done. The Commission can only do what the Statutes allow. The Commission needs to keep this in mind as changes are made to the Regulations. Also, they need to make sure that these Regulations coordinate with the other appropriate agencies.

#### VII. THE TOWN CENTER CHARRETTE NEXT STEPS

Mr. Peck stated that Code Studio will be back with the Town Center draft Code in January. He is hopeful that they can bring the consultant back to Simsbury 1-2 more times before the regulation gets adopted. He stated that he is looking for extra grant money to do this. He stated that the first visit by the consultant will be to explain the draft code at a meeting with all of the Land Use Commissions. The second visit will be when the consultant comes back with revisions to that draft. Mr. Peck stated that the Town also needs to make sure that the regulation legally complies with the State Statutes.

Mr. Peck stated that the Charrette draft report is currently on the Town's website. He asked that if any Commission member has comments to e-mail them to him. He will then forward those comments to the consultant.

#### VIII. STATUS OF THE INCENTIVE HOUSING ZONE STUDY

Mr. Peck stated that the consultant's contract will be finished at the end of December. The consultant has provided the initial report on studying the sites and also a final report. They are now putting together the zoning regulation that the Town will consider adopting. He stated that the zoning regulation has to have design guidelines for the Incentive Housing Zone; these are higher density residential zones. He stated that seven sites in Town were considered. Design guidelines that the Town wants, now

need to be plugged into those seven sites.

#### IX. STATUS OF THE PROPOSED PLANNED AREA DEVELOPMENT (PAD) ZONE

Mr. Peck stated that the PAD Regulation will be discussed at the December 14th Zoning Commission meeting. If they go forward with a public hearing, all of the Boards and Commissions will be able to make comments on the regulation.

Chairman Loomis stated that some members of the Subcommittee wanted more standards than others. This issue has never been resolved. Mr. Peck stated that modification will probably be made to the regulation as they move forward.

#### X. STAFF REPORT(s)

Mr. Peck welcomed the new members of the Planning Commission. He stated that he is looking forward to working with everyone. Also, he feels that this is a great time to revise the Subdivision Regulations; there are not many other issues or applications pending at this time.

#### XI. COMMUNICATIONS AND ADMINISTRATIVE BUSINESS

The Planning Commission's "Rules and Procedures"

Chairman Loomis asked that the Commission members review the Rules and Procedures. He would like the Commission to review this document in January.

Commissioner Jansen made a motion to put notice on the next two agendas for the election of officers, in order to have elections after the first of the year. The motion was not seconded.

#### XII. ADJOURNMENT

Commissioner Jansen made a motion to adjourn the meeting at 8:47 p.m. Commissioner Post seconded the motion, which was unanimously approved.

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Gerry Post, Secretary