

## **Subject to Approval**

### **MADISON PLANNING AND ZONING COMMISSION MEETING MINUTES February 2, 2023**

The Regular Meeting of the Madison Planning and Zoning Commission was conducted Thursday, February 2, 2023, at 7 p.m., remotely, using Zoom Videoconferencing. The public was invited to participate remotely by joining the meeting through a Zoom webinar link password, telephone call-in number, and a webinar identification number. Log-in and call-in details were posted to the Town of Madison website (<https://www.madisonct.org/>), prior to the meeting.

#### **MEMBERS PRESENT**

Carol Snow, Elliot Hitchcock, John Dusza, Robert O'Connor, Robert Reinhart, John Morgan and Janet Peckinpaugh

#### **ALTERNATES PRESENT**

Michael Bugda

#### **MEMBERS ABSENT**

None

#### **OTHERS PRESENT**

Town Planner Erin Mannix and John Guskowski and Steve Hnatuk from Tyche (PPG). The meeting was recorded via Zoom Videoconferencing software for You Tube viewing.

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**The Meeting of the Madison Planning and Zoning Commission was called to order at approximately 7:00 p.m. by Chairman Carol Snow.**

#### **PLAN OF CONSERVATION & DEVELOPMENT UPDATE**

1. Continue discussion regarding themes of Plan
2. Begin discussions on Introduction section
3. Next Steps

John Guskowski reviewed the vision statement and the core themes of the Madison POCD draft update with the commissioners. As the draft was reviewed and discussed, changes were made throughout the document. All commissioners agreed the draft is a working document and changes / revisions could be made during this process.

Steve Hnatuk reviewed what is a POCD and the statutory basis and state plan. He states the POCD is an advisory document which provides the blueprint for the future of a municipality; it prescribes its goals and guide its future action for the next 10 years and beyond. The Connecticut General Statutes Chapter 126, Section 8.23 mandates that Connecticut Municipal Planning Commissions prepare or amend and adopt a Town POCD and this responsibility falls on the P&Z commission.

The State of Connecticut office of policy and management prepares the State Plan of Conservation and Development every five years which is required to be consistent with the Growth Management Principles identified in the 2018-2023 State of Connecticut State Plan which became effective May 3, 2022. The six growth Management principles were reviewed and identified for the 1 - *Madison Planning and Zoning Commission, Regular Meeting, February 2, 2023*

commissioners. Chairman Snow noted that the Regional plan of Conservation and Development should also be mentioned in this statutory introduction.

Commissioner Reinhart noted that the six growth management principles should be reflected upon at the completion of the POCD and the commission should build this POCD with that concept in mind.

Lastly, Mr. Hnatuk reviewed the history of the POCD in Madison and the background demographics / population profile for the commission. As for demographics, the draft plan included the 2020 census population data. Commissioner Morgan asked if that data included seasonal populations. After discussions, the commissioners agreed that more information was needed on the calculation of residents in Madison and other factors should be included in the population such as ACS rental numbers, Hammonasset campground residents and / or statistics information from the assessor's office etc.

For the next steps Mr. Guskowski asked how should the commission begin to introduce stakeholders. Mrs. Mannix states a prior list (of stakeholders) has been created and an appropriate time to reach out should be determine.

Lastly, Chairman Snow would like a timeline for the POCD to be reviewed or updated to have a better understanding of where the commission stands on their plan and to determine further steps to be taken.

## **PENDING**

**22-33. Applicant:** Frasher Lulaj, Petition for Regulation Amendment to Madison Zoning Regulations Section 32 Planned Development District. ***(Public hearing continued to 2/16/23)***

**22-31. 155 New Rd.** Map 60, Lots 9, 10, 11, RU-2 Zone; Petitioner: Hammonasset Commons, LLC, Property Owner: 155 New Road Madison LLC; Petition for Zone Boundary Change, Planned Development District per Section 32 to construct forty-five dwelling units and associated site improvements in a two-phase development ***(Public hearing scheduled for 2/16/23 meeting)***

**23-03+CSP. 9 Neck Rd.** Map 24, Lot 41, R-3 Zone, Applicant: Mady Devel III LLC, Owner: Watrous Realty LLC, three (3) lot subdivision; application includes coastal site plan ***(Received 1/18/23 table to 2/16/23 meeting)***

## **RECEIPTS**

**23-04. 885 Boston Post Rd.** Map 39, Lot 20, D-District; Downtown Village District Major Alteration and Special Exception Permit Application per Section 6.2.2.2, 6.15.9, and 6.2.4 to demolish existing mixed-use building and construct a new two story 5,900 sq.ft. mixed use building with restaurant on first floor and two residential units on second floor, on-site parking and associated site improvements. ***(Public Hearing Scheduled for 2/16/23 meeting)***

**23-05. 14 New Rd.** Map 49, Lot 26, LI – Light Industrial Zone, Owner/Applicant: Precision X-ray, Inc., application for Site Plan modification to construct a 4,170 sq.ft. addition to existing manufacturing building with associated site improvements. ***(Table to 3/16/23 meeting)***

**APPROVAL OF MINUTES:** January 19, 2023

**VP Hitchcock made the motion to approve the minutes of January 19, 2023; seconded by Commissioner Peckinpaugh.**

Per Secretary Dusza on page 2, change has to have. On Page 7, change wishes to wish.

IN FAVOR: Carol Snow, Elliot Hitchcock, John Dusza, Robert O'Connor, Robert Reinhart, John Morgan, Michael Bugda and Janet Peckinpaugh

OPPOSED: None

ABSTAINED: None

**REMARKS:**

**Commission Chair –**

Chairman Snow asked commissioners to give a brief summary or introduction of themselves as new members recently joined the commission.

**Town Planner –**

Mrs. Mannix states public act 21-29 which became effective January 1, 2023 requires each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals to complete at least four hours of continuing education training.

The 2023 CT Land Use Law for Municipal Land Use Agencies, Boards, Commissions will be on March 11, 2023 – virtual meeting. It is a \$45 fee –she encouraged commissioners to attend as it will also satisfy the continuing education requirement.

Mrs. Mannix states after the last meeting a switch to zoom only was made in an effort to accommodate requests from both Commissioners and the public. Meeting Room A presented technical challenges with the Owl Camera picking up sound throughout the room which made it hard for virtual attendees to hear all discussions. It was also a challenge for some commissioners to see the screens in the room which led to Commissioners' requests to use personal computers during the meeting. The land use attorney advised against using personal tablets or computers for in-person meetings as there is no way for the public to know what each commissioner is looking at. She further states anything that is entered into the record needs to be accessible to the applicant (for the ability to review or counter) and the public should have the same access to meeting materials as the Commission.

After discussions, the board agreed they will continue to look into ways to enhance hybrid methods / fix technical issues as hybrid method is beneficial for both commissioners and the public.

**ADJOURNMENT**

**Secretary Dusza made the motion to adjourn at 9:29p.m.; seconded by Commissioner Morgan and unanimously approved.**

Respectfully submitted,  
Racquel Stubbs