

MIDDLEFIELD PLANNING & ZONING COMMISSION
405 Main Street
Middlefield, Connecticut 06455

Minutes of the October 28, 2020 Regular Meeting

Jan Wojas, called the meeting to order at 6:34 PM.

Attendance:

Members		Alternates	
A	Brown, Jay	A	Warner, Bill
A	Ekblade, Eric		
X	Hinsch, Ken		
X	Pizzo, Paul	Others	
X	Wojas, Jan	X	Newton, Robin
		A	Curtis, Brian
		A	Russ, Jerry
		A	Bailey, Ed, <i>ex officio member</i>

A=Absent

X=Present

Bill Warner was seated on the Commission.

Public Comment

Commission member Paul Pizzo indicated that resident, Marianne Corona had reached out to him to indicate she had no way of joining the Planning and Zoning Commission meeting and participating in public comment. Town Planner Newton noted that Ms. Corona is on the agenda email distribution list and that the agendas are posted on the website. The agenda contains the link to be able to join the meeting.

Commissioner Pizzo indicated Marianne Corona also requested copies of the draft regulations from him and was looking for guidance on distribution of the drafts to the public. Ms. Newton indicated that Ms. Corona was already provided the answer to this request through the Clerk's office. Working draft documents are not released for public review. When the draft regulation changes are in final form and ready to be referred to RiverCog for review and set for a public hearing, the drafts will be made available to any member of the public who would like them.

Ms. Newton indicated she would email Ms. Corona directly to ask if she was not receiving the emails with the agenda information and zoom link and would further explain the draft regulations and review.

Public Hearing

None

Old Business

a. Zoning Regulation Workshop- Non-Conformities, Flood Regulations, Interior Lot Regulations

Town Planner Newton went through the drafts that were sent out to the commission members. Ms. Newton indicated there was no feedback on the Non-conformities draft and asked if there were any comments from the commission. There were none. Ms. Newton indicated this particular regulation would be sent to the PZC attorney for review with compliance to the statute since there have been changes over the last couple years.

Ms. Newton next reviewed the Flood Regulations with the Commission. It was stated that this draft is strictly the model regulations from DEEP with the Town of Middlefield inserted. There was no comment on these regulations.

Interior Lot regulations were reviewed. Specifically, lot area was discussed with a change being made back to the original wording in the current regulations allowing for the lot to have the lot area currently allowed in the zone. Next the commission reviewed the grade requirements for the driveway. Changes were approved in accordance with the recommendations that had been received from the Town Engineer changing the residential grade to 15% and the industrial driveway grade to 10%, with anything over 10% being paved.

New Business

NONE

Report of the ZEO

NONE

Report of the Town Planner

Town Planner Robin Newton advised the Commission that a firm had been hired to complete an Affordable Housing Plan for Middlefield. Ms. Newton indicated that the Town had been awarded a grant for the completion of this document which is required by State Statute. Commission member Pizzo asked how the firm was hired. Ms. Newton indicated that an RFQ was out. Commission member Pizzo asked how many firms responded, Ms. Newton indicated one. Ms. Newton stated the Commission could look at the Town of Essex as an example of the firm, CHA Companies, has completed.

Commission member Pizzo inquired as to whether a memo that was presented in July for the Pogmore property could be released to the public. Ms. Newton indicated the memo is public information and may be requested.

Chairman's Report

Chairman Wojas gave a brief report regarding the updating of the commission members on the Town's website. Chairman Wojas indicated he reached out to Ms. Newton and she followed up quickly on getting the issue addressed.

Chairman Wojas thanked the Town Planner for her work on the regulations and reaching out to the Town Engineer on the driveway portion of the Interior Lot regulation.

Approval of Minutes – July 22, 2020

Paul Pizzo made a motion to approve the minutes of the July 22, 2020 meeting, as presented. Ken Hinsch had one revision. He indicated under Adoption of By-laws, that a sentence be added regarding the answer to his inquiry about participation by alternates. The following sentence will be added, "Ms. Newton indicated that during a public hearing all members including alternates may participate and ask questions. Once the hearing has closed alternates may not participate in deliberations."

Scheduling of Hearings

Regulation updates- Special Meeting, December 21, 2020.

Adjournment

Jan Wojas made a motion to adjourn the meeting. Paul Pizzo seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Robin Newton

Robin Newton, AICP, CZEO
Town Planner