

## TOWN OF WOODBURY

Planning Commission  
281 Main Street South  
Woodbury, CT 06798-0369  
(203)263-3467 ~ www.woodburyct.org

### SPECIAL MEETING MINUTES

Wednesday, February 14, 2018

7 P.M. SHOVE BUILDING, 281 MAIN ST. SOUTH

#### MEMBERS PRESENT:

Andrew Chapman  
Mary Connolly  
Ruth Melchiori  
David Schultz  
Katy Sherer, Chairman

#### ALTERNATES PRESENT:

Joann King

#### MEMBERS ABSENT:

#### ALTERNATES ABSENT:

Andrew Lampart

**ALSO PRESENT:** Joanna Rogalski, Naugatuck Valley Council of Governments, Maryellen Edwards, Town Planner and Mike Preato, *Voices*

#### 1) REGULAR MEETING – 7:00 P.M.

**A) Call to Order** – Chairman Sherer convened the Regular Meeting of the Woodbury Planning Commission at 7:04 p.m. Seated for the meeting were Regular Members Connolly, Melchiori, Schultz and Sherer and Alternate Lampart.

**B) Conflict of Interest** - Reference was made to Section 8-21, Connecticut General Statutes, and Section 901 of the Woodbury Town Charter, Conflict of Interest.

2) **PUBLIC HEARINGS:** None

3) **PENDING APPLICATIONS:** None

4) **NEW APPLICATIONS:** None

#### 5) REFERRALS:

**a) 18-PC-1801 / Town of Woodbury / 45 Main Street North / Referral From Zoning: Special Permit to Convert 1st Floor Residence to Retail Business (Sec. 5.1.9) / Map 105 / Lot 067**

Lisa Amatruda was present and described her request to open a retail store with sales of vintage updated furniture and home décor on the main floor of the main house. The top floor and back house will remain residential. Per regulations, in the Main Street Design District (MSD), any special permit needs to be referred to planning for determination if it is consistent with the Woodbury Plan of Conservation and Development. Ms. Amatruda stated that it was used commercially by the previous owners as a magazine company (print and then on-line). It was noted that the idea of Main Street Design is 50% residential and 50% commercial. Parking is being added in the back of the property, between the two houses, and won't be visible from the street. An existing parking area will be used for a handicapped spot. It was noted this is not a zone change; it is a change of use.

**MOTION:**

The referral application (18-PC-1801 / Town of Woodbury / 45 Main Street North / Special Permit to Convert 1st Floor Residence to Retail Business (Sec. 5.1.9) / Map 105 / Lot 067) is consistent with the Woodbury Plan of Conservation and Development.

Made by Member Schultz, Seconded by Member Connolly

Vote: 5-0-0 in favor

**6) OTHER BUSINESS:****a) Discussion Regarding POCD – Council of Governments to Discuss Public Workshops**

Joanna Rogalski of the Naugatuck Valley Council of Governments (NVCOG) introduced herself and gave a brief background of her experience. She has been helping towns like Derby, Seymour and Ansonia with public outreach. She recommended reviewing the results of the on-line survey and use the prominent answers as focus areas. The public workshops should reflect transparency and trust with the Planning Commission and the residents and business owners of the Town. It should help people feel connected to the growth of the Town and create a dialogue. Learn the priorities of the focus groups. The focus groups should consist from a large range of demographics, should be held in various locations (i.e. high schools and libraries) with no more than 10-15 people per group. Ms. Rogalski expressed that the Planning Commission's role in heading the POCD process is to step back and listen. Each demographic/group should be asked the same questions (i.e. what's good, what needs improvement) about the same topic and take about 15-20 minutes for responses. These sessions would be about two hours. The First Selectman can do a welcome announcement indicating the importance of everyone's opinion, and then step away. There should be a facilitator, someone to head the discussions and set the time limit, once time is up, the topic is changed (people remain the same). After the sessions, the data needs to be compiled into a report; the results should be shared (i.e. on the website). Index cards could be used for responses for those uncomfortable speaking. Refreshments are a good idea. Maps could be displayed for things like pinning where people are coming from, or post-its placed to show what people like/don't like and at the end it can be transcribed. It's important to get on the agendas of the various Town boards/commissions to inform them of what is being done and to get their responses to the top issues. There was discussion about having a booth at the Earth Day event and what they might be able to accomplish that day, even as a launch event to get the word out about the planned May focus group sessions/workshops. They should use the AIA study and the Connecticut Well Being Survey results. The POCD is used for establishing policy, a document that creates other documents. The Commission should look at the current POCD and determine what goals are still relevant today. The COG will help with supplying maps and data they may have. The next survey should have more questions and include demographics as an optional item. These questions should be formed using the most popular topics indicated in the first survey.

**b) Informal Review Regarding Strong Field Subdivision**

The Town Planner was contacted by Tim Drakeley who is considering revising the approved plan to add more open space and possibly an additional (1-2) lots and is looking to determine what would be required of him. A proposed plan (showing denser development, smaller lots, located further from Pleasant Street) was reviewed by the Commission. It was discussed that a pre-application review would be a good idea; however, a new application and public hearing would be required.

**c) Rosenberg Award Decision and Plans**

It was decided that organizations would not be considered, as the original intent of the award was for individuals. Nominations were reviewed by the Commission, who then voted to award Pat and Chet Gage with the 2017 Bernard Rosenberg Award.

**Discussion Regarding POCD (continued)**

Chairman Sherer brought the discussion back to the POCD. The Commission will work to put something together for the Earth Day event relating to the original survey results. Being somewhat combined these would include: protection of natural resources/open space, economic development, improving the attractiveness of Main Street and recreation/culture/entertainment activities. The Town Planner will follow up with COG for May and June availability, will begin second survey, and hold session for Municipal staff.

**7) PRIVILEGE OF THE FLOOR:**

Kathy Doyle, 35 Washington Road – Feels that residents need to understand how the POCD works, what it references, and how it is used. Ms. Doyle noted that the COG did a sidewalk map and should be able to assist with that. She asked if anyone had reached out to the Conservation Commission, who also intends to have a spot at the Earth Day event. Many out of town people that attend Earth Day, she suggested they could capture this information by having people put their zip code on cards.

**8) CONSIDERATION OF MINUTES 1/3/18**

**MOTION:**

To approve the minutes of the January 3, 2018 regular Meeting as presented.  
Made by Member Sherer, Seconded by Member Connolly  
Vote: 5-0-0 in favor

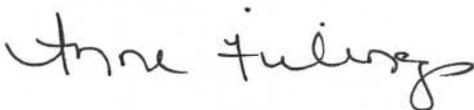
**9) CORRESPONDENCE – None**

**10) ADJOURNMENT**

**MOTION:** To adjourn the meeting at 9:02 p.m.  
Made by Chairman Sherer

FILED SUBJECT TO APPROVAL

Respectfully submitted,



Anne Firlings, Planning Commission Clerk

RECORDED & FILED  
IN WOODBURY, CT

THIS 15<sup>TH</sup> day of Feb 2018  
at 3:20 o'clock P M  
*Frank L. Cook*  
Town Clerk