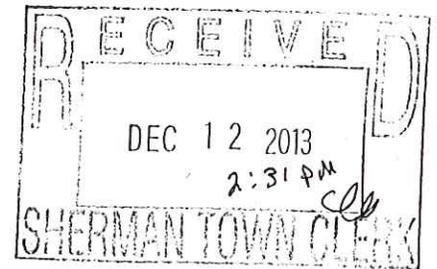




TOWN OF SHERMAN
Planning & Zoning Commission
MONTHLY MEETING MINUTES
November 7, 2013
7:00 pm
Mallory Town Hall



***FINAL**

Commissioners in Attendance: Barbara Ackerman, Ted Hollander, Neil Volkmar, John Paul Voorhees, Jeannene Burruano, Mary Lee, Monty Clark, Alternates Marc Sichel, and Jan Desiato

Absent: Alternate Jill Finch

Also in attendance: Ron Cooper, Zoning Enforcement Officer and Christine Branson, P&Z Administrative Clerk.

Chairman B. Ackerman Called the Meeting to Order at 7:02 p.m.

New Business-

Senior Affordable Project Section 8-24 Referral

In the absence of the First Selectman Clay Cope, Chairman B. Ackerman read into record correspondence dated November 5, 2013 requesting P&Z approval of an 8-24 to lease land to the Sherman Housing Trust Inc. for the construction, rehabilitation, ownership and operation of affordable senior housing to be located on a 14.316 acre parcel as indicated on property survey entitled "PROPERTY SURVEY PREPARED FOR THE TOWN OF SHERMAN, ROUTES 37 & 39, TOWN OF SHERMAN, FAIRFIELD COUNTY, CT" Last revised October 11, 2013, to show proposed Parcels A&B. Prepared by the Office of PAH, INC. Land Surveyors and Preliminary Survey entitled "Driveway Feasibility for Town of Sherman, Routes 37 & 39, Town of Sherman, County of Fairfield, State of Connecticut" Dated September 30, 2013. Prepared by Arthur H. Howland & Associates, Civil Engineers. Steve Roffwarg and Charlie Reppenhagen were present to speak in reference to this 8-24 referral. The proposal offers, 40 one and two bedroom units to be available to qualified applicants of 62 years of age or older. The Commission discussed the referral and compliance with the current P.O.C.D. Additional points of discussion were: clarification on "and their families", and the terms of lease.

Commissioner T. Hollander Moved to Approve the 8-24 referral to lease land to the Sherman Housing Trust, Inc for construction, rehabilitation, ownership and operation of a 40 unit affordable senior housing development to be located on a 14.316 acre parcel as indicated on property survey entitled "PROPERTY SURVEY PREPARED FOR THE TOWN OF SHERMAN, ROUTES 37 & 39, TOWN OF SHERMAN, FAIRFIELD COUNTY, CT" Last revised October 11, 2013, to show proposed Parcels A&B. Prepared by the Office of PAH, INC. Land Surveyors and Preliminary Survey entitled "Driveway Feasibility for Town of Sherman, Routes 37 & 39, Town of Sherman, County of Fairfield, State of Connecticut" Dated September 30, 2013. Prepared by Arthur H. Howland & Associates, Civil Engineers. **Seconded by:** Commissioner M. Clark. **Vote: For: Unanimous**

Sherman Library

Millie Loeb and Mason Lord were present. The Commission discussed items that were still pending completion before a Certificate of Compliance can be issued. ZEO Ron Cooper provided information on these items which include: movement of utility pole in roadway, exterior lighting, roof drainage, plantings on slopes, proper signage: entrance, exit and ADA parking. ZEO Cooper recommended a partial sign off with conditions. The Commission discussed safety concerns regarding the utility pole. It was determined the pole is the Town's responsibility and falls under the First Selectman's control. The consensus of the Commission was no Certificate of Completion will be issued until the utility pole has been moved to an

alternate location. The exterior lighting will be installed in January, until then the existing lighting can be used daily, as needed during normal operational hours, until 6:30 pm allowing workers to exit the building safely. The Commission agreed, the Library could hold the Annual Party set for December 7th with the condition they must have a police constable posted at all times during the party to assure safe passage around the utility pole. Until the discussed items have been addressed for a final Certificate of Completion, the Commission granted access to Library staff and contractors only during business hours to prepare the library for public use. No public access will be permitted until a Certificate of Compliance has been issued. From the Audience, Stan Greenbaum requested safety barriers/ barrels be installed at the utility pole until it is re-located.

Commissioner N. Volkmar Moved to Approve a Partial Certificate of Completion with the following Conditions: 1. a Constable must be present at all times during the December 7th fundraising party to assure safe passage around the utility pole. 2. The exterior lighting must be turned off at 6:30 pm. to allow Library staff lighting upon exiting the building. 3. Access to the building is approved for library staff and contractors only until a Certificate of Completion is issued.
Seconded by: Commissioner M. Lee **Vote: For: Unanimous**

Old Business-

AT&T Telecommunications

Chairman B. Ackerman and Vice-Chair T. Hollander have contacted the Land Use Attorney, Eric Knapp from Branse & Willis to request his representation of the Town, should AT&T submit a formal application to the CT Siting Counsel.

Correspondence-

David Hopkins read into record his correspondence in reference to the Sherman Affordable Senior Housing proposal.

Public Comments:

None.

Appointment of Nominating Committee --

Neil Volkmar, Jeannene Burruano and Paul Voorhees were appointed to act as the Nominating Committee.

Minutes-

October 3, 2013 Regular Monthly Meeting

Commissioner T. Hollander Moved to Approve the Minutes from October 3, Regular Monthly Meeting, as written. **Seconded by: Commissioner M. Lee** **Vote: For: Unanimous**

October 17, Mid-Monthly Workshop

Commissioner T. Hollander Moved to Approve the Minutes from October 17, Mid-Monthly Workshop, as written. **Seconded by: Commissioner M. Lee** **Vote: For: Unanimous**

2014 Schedule of Regular Monthly Meetings-

Chairman B. Ackerman noted there will be no Mid-Month Meeting for November and the next Regular Monthly Meeting will be December 5th, 2013.

Commissioner J. Burruano Moved to Approve the 2014 Schedule of Regular Monthly Meetings, with amended dates. **Seconded by: Commissioner M. Lee** **Vote: For: Unanimous**

ZEO Report-
October 2013

ZEO R. Cooper submitted the October report, 4 Applications have been Approved, 4 Statements of Intent Approved, 1 Denied and referred to the ZBA, 3 Applications are currently under review. ZEO Cooper reported 3 Notice of Violation have been sent via Certified Mail. The Commission discussed the conditions of a Conditional Compliance Statement for the firehouse.

Commissioner T. Hollander Moved to Approve the October 2013 ZEO Report as presented.
Seconded by: Commissioner P. Voorhees **Vote: For: Unanimous**

Chairman Report-

Chairman B. Ackerman took a moment to thank the current Commissioners, for working so well with each other. She congratulated re-elected Alternates M. Sichel, Neil Volkmar and J. Finch and welcomed newly elected Alternates: Willy Knaak and Marian Edmonds. Chairman Ackerman stated, the Commission will have challenges and opportunities before them. She, encouraged contacting the Land Use Attorneys as well as extending her own availability if needed in the future. Mrs. Ackerman encouraged the Commission to continue working on the Regulations to reflect the Town's needs for change.

Regulation Review:

440" Contour

Reference Sections 212 and 213 of Zoning Regulations: the Commission briefly discussed the 440 Contour. ZEO Cooper reported, he has reached out to Brian Wood, of First Light to compile additional information.

Accessory Buildings

Reference Sections 324.2, 324.3 and 324.3A of the Zoning Regulations: this discussion was tabled until the next Regular Meeting.

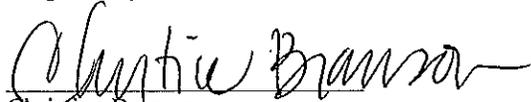
Fee Schedule

The Commission reviewed current fees collected for applications and discussed Statements of Intent, mostly applications for noise generating equipment, such as generators, pool equipment or signs. The ZEO must inspect and approve these sites and suggested an application fee for such applications. ZEO Cooper reported to date, the State collects \$60.00 for each permit where fees are applied. The Commission noted any changes to the fees would need to go to a Town Vote.

Adjournment:

Commissioner N. Volkmar Moved to Adjourn the Meeting at 9:10 pm.

Respectfully submitted:



Christine Branson
November 14, 2013

*APPROVED AS WRITTEN ON 12/5/2013