

**Minutes**  
**Planning Commission Regular Meeting**  
**December 1, 2022, 7:30 p.m.**

**This meeting was held in Room 133 of Brookfield Town Hall**

**Convene Meeting:**

- A. Call to Order:** Chairman J. Van Hise called the meeting to order at 7:30 p.m. and established a quorum of members.
- B. Roll Call and Seating of Alternates:**
  - Jon Van Hise, Chair: Present
  - Linda Taylor, Vice Chair: Present
  - Michael Del Valle, Secretary: Present
  - John Mara, Member: Absent
  - Scott Dale, Member: Present
  - Marc Loewengart, Alternate: Absent
  - George Blass, Alternate: Absent
- C. Determination of Quorum:** Four regular members were present, establishing a quorum. There is one alternate vacancy.  
Also present: Recording Secretary J. Llewellyn and Land Use Director R. Hodza.

**2. Approval of Minutes of Previous Meeting(s)**

- **November 17, 2022:**  
A motion was made by Vice Chair L. Taylor to approve the Minutes of November 17, 2022 as presented. The motion was seconded by S. Dale and carried unanimously.
- **November 19, 2022 Special Meeting – Site Walk:**  
A motion was made by Secretary M. DelValle to accept the minutes of the Site Walk. The motion was seconded by S. Dale and carried 3-0-1 with L. Taylor abstaining (not present at the site walk).

**3. Old Business:** There was none at this meeting.

**4. New Business:**

- A. 22 Dorset Lane (and 24) / PL-22-7 / Lot Line Revision / Paul & Rose Hurlbut, 22 Dorset Lane, Brookfield, CT.**

*No one present.*

Land Use Director R. Hodza noted that while the applicant was not able to attend tonight's meeting, the application was "straightforward". Chairman Van Hise preferred the applicant be present, adding that he wants assurance that the applicant has instructions on what to do after an approval, should one be rendered. This item is continued to the next regular meeting scheduled for January 5, 2023.

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**B. Application for Zoning Regulation Change – Request for Report from Planning Commission per Chapter 124 §8-3a.**

Following a review of the proposed Zone change to allow places of worship under Special Permit in the C-1 Zone, and noting that the Zoning Commission will hold a public hearing on this proposed change on December 8, 2022.

**A motion was made by S. Dale to send a memo to the Zoning Commission noting that the Planning Commission has reviewed the proposed amendment to the Zoning Regulations to allow houses of worship in the C-1 Zone by Special Permit and acknowledges that it is consistent with the Plan of Conservation and Development and as such, the Planning Commission thinks it should be looked upon favorably by the Zoning Commission. The motion was seconded by Secretary M. DelValle and carried unanimously.**

As it was not the appointed time of 7:45 p.m. for the Public Hearing, a motion was made by Secretary M. DelValle to amend the agenda to go to item 6., **Other Business Proper. The motion was seconded by Vice Chair L. Taylor and carried unanimously.**

(see item 6.)

**5. Public Hearing**

**A. 101 Park Ridge Road / PL-22-6 / Resubdivision from one to two parcels / Steven Sullivan, CCA, LLC for Berkshire North, LLC, Gregory L. Steiner, Member 2 Parklawn Drive, Bethel, CT.**

Public Hearing Scheduled for 7:45 p.m.

The public hearing was opened by the reading of the legal notice by Commission Secretary M. DelValle. Chairman Van Hise then read the outline of the hearing's proceedings.

*Present was applicant G. Steiner of Berkshire North, LLC, and Engineer S. Sullivan of Carroccio-Covill and Associates.*

Mr. Sullivan outlined the plan for this re-subdivision of approximately 49 acres. This parcel would be 6.7 acres in size for a proposed office/warehouse/light manufacturing building. Water would be provided by Aquarian and the property would hook up to the sewer (WPCA). A \$3,850 bond estimate for pins and monuments has received approval from Town Engineer R. Tedesco. The application goes before the Zoning Commission next week.

Chairman Van Hise cited Planning Regulation 234-403, requiring Wetlands approval prior to issuing Planning's decision. Land Use Director R. Hodza, who is also the Inland Wetlands Enforcement Officer, noted that she has reviewed the plan and there is minimal impact if any impact on the wetlands and issued an approval as agent for the Wetlands Commission. She will provide that in writing.

There were no further questions or comments from the Commission. As there were no members of the public present, there were no public questions nor comments pro or con.

**A motion was made by S. Dale to close the Public Hearing. Vice Chair L. Taylor seconded the motion and it carried unanimously.**

Following a very brief discussion, **a motion was made by Chairman Van Hise to approve Application PL-22-6, 101 Park Ridge Road, Resubdivision, as presented with the stipulation that the \$3,850 bond for pins and monuments be held as part of the approval. The motion was seconded by S. Dale and carried unanimously.**

At this point in the meeting **a motion was made by S. Dale to return to agenda item 7A: Correspondence. The motion was seconded by Secretary M. DelValle and carried unanimously.**

**6. Other Business Proper:**

**A. 2023 Election of Officers:**

The Nominating Committee, comprised of Vice Chair L. Taylor and Member S. Dale, presented the following slate of officers for 2023:

Jon Van Hise: Chairman

Linda Taylor: Vice Chairman

Michael DelValle: Secretary

This will be discussed at the next meeting on January 5, 2023. At that time, any changes or modifications of nominees will be addressed, if there are any. The slate will be voted upon at the Commission's February meeting.

**7. Correspondence:**

**A. Review of Minutes of Other Commissions:**

- **Zoning – November 10, 2022:** Among items discussed at this meeting: Approval of a limited service restaurant serving beer and wine as an accessory use at 1 Sand Cut Road, Bluejeans Golf LLC, a Texas based company. The Commission is also holding a public hearing for 101 Park Ridge Road, the application before the Planning Commission at this meeting.

*At this point, 7:45 p.m., the Chairman opened the Public Hearing (see item 5.)*

- **EDC – November 15, 2022:** Among items discussed: “Adopt a highway” program for the north end of Federal Road; Planning meeting for next year’s Block Party (June 14, 2023); G. Dembowski presented information on Streetscape Phase IV and details on extending the Still River Greenway further North, with two public parking lots. The Commission also discussed

the construction project at Chick-fil-A, which has the busiest drive thru of any Chick-fil-A in the country.

- **Charter Review Committee – November 21, 2022:** Based on the proposed revisions, it appears they are looking to combine Planning and Zoning Commissions, under Item 4 on the Charter, which will also entail increasing the size from 5 to 7 regular members. Following the Public Hearing process, should this be approved, it would take effect during the biennial elections of 2025 and begin in 2026.

**8. Informal Discussion:** The Commissioners discussed the aforementioned Zone change, asking about the religious organization that is seeking the permit. R. Hodza provided some background information on this Zone change request.

**9. Tabled Items:** There were none at this meeting.

**10. Adjournment:**

**A motion was made by Vice Chair L. Taylor to adjourn the meeting at 8:14 p.m. The motion was seconded by S. Dale and carried unanimously.**

*The next regular meeting is scheduled for January 5, 2023.*