

PLAN UPDATE ADVISORY COMMITTEE

Minutes

Room 104, Shelton City Hall

Shelton, CT

Monday, July 19, 2004

Members Present:

**Frank Osak, Chairman
Peter DiCarlo
Tom Harbinson**

**Fred Musante
Anthony Pogoda
Jim Tate**

Staff Members:

Richard Schultz

Also Present:

**Allan Cribbins, Chairman, Planning & Zoning Commission
Glenn Chalder, Planimetrics
Eric Barz, Planimetrics**

Agenda Items:

I. Call To Order

Chairman Frank Osak called the meeting to order at 4:25 P.M. Chairman Osak stated that the most of the committee members got together before the meeting and reviewed the contract and decided that they would go ahead with the plan as it is. The only question that they had was regarding the escape clause that Corporation Counsel and the Mayor wanted to put into the contract; it was negotiated by Planimetrics, the Mayor and Corporation Counsel. Chairman Osak noted paragraph 7, items A,B,& C and paragraph 10, item C. The money that is in there is what had been discussed (\$132,000). The program was to have \$95,000 allocated for this fiscal year and the balance the next fiscal year.

II. Pledge of Allegiance

All in attendance pledged allegiance to the flag.

III. Status of Agreement: Glenn Chalder (Planimetrics)

Mr. Chalder stated that prepared drafts language for review and discussion about a month ago to the town attorney for comments. We received the comments back with suggestions for changes to make. We completed the scope of work and it was returned to he Mayor’s office. I read the minutes of the Board of Alderman’s meeting from July 8, that the contract was approved with conditions. After discussion with the Mayor regarding the conditions, the contract was executed and was received in our office today. From our perspective we are in agreement and are ready to proceed. We are comfortable with the language. There are two things that need to be followed up. The first is according to paragraph 11C of the agreement we need to get approval from the City to subcontract for the traffic engineer. We sent that letter today requesting the approval. The second thing was that I did speak with the Mayor indicating that \$40,000 was budgeted today and they are anticipating another \$50,000 to budgeted this fiscal year.

Chairman Osak stated that at the July 8 Board of Aldermen meeting they empowered the Mayor to sign the contract. There was no dollar appropriation. The first time we saw the \$40,000 was when I looked at the contract Friday night. We got together today with 5 of the 7 members before the meeting and decided that we would go ahead with this and let the money availability be the Mayor and the Board of Aldermen’s problem. We now have a closed deal and we are going to move on.

IV. Overview of 6/24 Informational Meeting: Eric Barz and Glenn Chalder (Planimetrics)

Mr. Chalder brought the maps that were used at the 6/24 meeting showing the meeting participant location map, the “sorry” map, the “proud” map and the planning points tabulation. We have not tabulated the prouds and sorrays cards yet. They did put up the chart showing the tabulation that they did at the meeting from the planning points that the participants put into each box that represented topics. The points were as follows:

Rank	Description	#of Points
	(Conservation)	
7	Natural Resources	250
5	Community Character	305
1	Open Space	530
9	Historic Resources	90
	(Development)	
6	Village Enhancements	260
12	Housing Needs	25
11	Residential Development	35
2	Business Development	465

	(Other Topics)	
4	Vehicular Circulation	325
8	Pedestrian/Bicycle Circulation	140
3	Community Facilities	435
10	Utilities	55

The participants were given 50 planning points, a 20, two 10's and two 5's to put where they wanted. Generally they put the 20 where it was most important to them. We shared this with everyone and spent the rest of the meeting talking about what they meant when they said open space was the most important issue. Business development was the second most important. It would have been nice to have more people there but the ones who came represented a good geographical representation.

The committee members took a head count at the meeting and it was far less than what the newspaper reported. Anthony Pogoda asked that in other towns where they did this, did the number of people drop off after awhile?

Glenn stated that it tends to drop off and the reason is that people tend to come to the first meeting to make their feelings known. As soon as they know you are listening and you are incorporating what they said, then they feel more comfortable. What we need to do today is to determine where do we go from here, what the next meetings will be and when.

Anthony Pogoda noted that at the Planning & Zoning meetings that people have said that they are not listening. I think that this first meeting has given the whole community a chance to come and not just listen, but to voice their opinions. I did expect more people to attend that meeting, especially with all that is going on and what is reported in the paper about what Planning & Zoning is doing, or not doing.

Allan Cribbins stated that with the number of letters that went out (250), that there was 20%, which is not bad.

They discussed the coverage of the meeting in the newspapers, or lack of.

Peter DiCarlo asked Allan Cribbins about the turnout P&Z gets at a public hearing. Mr. Cribbins said that it depends on the type of hearing but the typical hearing gets about 30 people. The Tall Farm hearing had about 100. Mr. Cribbins asked, if you look at the original 1992 plan with the revisions along the way, and said this is kind of like what we had in mind, and bumped it up against these topics you have here, I wonder if it would match. Mr. Chalder stated that they have not compared it with the 1992 plan. We wanted to go in there and find out what was on the people's mind and then we would interpret it.

Mr. Cribbins noted that as a community, Shelton is doing a wonderful job with the open space, whether procuring it or setting it aside. It still is a question about the people who said yes, open space is important to us. Is it because they think we really need a road map to continue it? Eric Barz said that sometimes-open space and natural resources is a surrogate for no development. Glenn Chalder said that they have done this exercise in 2000 communities and it seems that open space and natural resources come up in the top 3. I get the feeling that people like open space, appreciate open space and want more open space. They are supportive of what the City has done regarding planning.

Mr. Chalder continued on discussing the possible reasoning of the way the topics were ranked.

Chairman Osak stated that he remembers when a questionnaire was sent out in 1964. Back then the most important thing was to keep the rural character of the community. They didn't have open space that we have available now because Bridgeport Hydraulic owned 2100 acres.

Glenn Chalder said that the next step in the process is to have another public workshop. We would like to do it in September and it would be about Conservation issues. We will work with Rick Schultz to get a date set and then we can get out the press releases. This meeting would focus on open space, natural resources, historic resources, community character and agricultural land. Followed by that would another public meeting in October focusing on development issues (village, residential, business and economic development). Followed by that would be a public infrastructure workshop in November.

The members shared concerns of the order of the workshops. They thought that perhaps the development workshop should precede the conservation workshop. Glenn Chalder and Eric Barz shared their feelings on why it would flow better to have conservation go first. At the first meeting the plan is to have a quick overview introduction of the major conditions and trends that affect Shelton and how to move forward. That can be done with the physical build-out. With that we can ask, now that you know this, what do you want to do about conservation. At this point it is not fair to expect the residents to have a perfect view in their mind of how the plan should come together. This is why they will ask simplistic questions and then in the part of the process called visual alignment, which will be in December-February, this is where we will take the results of all the meetings, and say there is one area of town where everyone had identified for conservation and open space for the best place in town for economic development and was identified in the third meeting that they wanted it for a school site. So, it is shown that you can't do it all in that space, and perhaps we would say those resources are so important to our water supply that we have to use it for conservation, or say, those resources are so important to us in terms of financing everything that we want to do we have to use it for economic development. That visual alignment brings it all together to craft a vision, which

balances all these different things. Then we will have the community meetings starting in March to bring the plan out to show what we have planned based on the workshops.

The committee members continued to toss various feelings about the order of the meetings.

They discussed the frequency of the public meetings plus the meetings with the committee members. The committee meets on Mondays and they all determined that day of the week would probably work best since there is little conflict of other City meetings. The members also asked Planimetrics if they would attend some of the meetings that the committee had with other City departments to see what needs that they will have. Chairman Osak asked Planimetrics, how do you fit into our contact with the other municipal departments? Glenn Chalder said to look at it as if they were a company, and the committee is like the Board of Directors. We will interview people, do research work, collect information, conduct meetings, then to organize it and bring it back to the committee to show what they are seeing with respect to the strategies and things to think about. You hired us to do the heavy lifting for you, that is our specialty. Jim Tate stated that what he would like to do is to invite the Parks & Rec. dept. and have their top people and we would ask specific questions for our benefit as well as you asking questions for your own benefit. I can tell you that we, or most of us, would not be observers in that respect. We have all directed information that we want to get out of that particular commission. We would hope that you would get a consensus about all the questions we would ask plus your own. Glenn Chalder said that as part of the process they send out questionnaires to the boards and commissions to respond anonymously to their feelings of what the priorities are. The committee and Planimetrics felt that 2 meetings per month would probably work best. The best time for the public workshops should be either the 1st or 2nd Monday of each month and the working session will be the 4th Monday of each month. Rick Schultz will try and coordinate the times. The workshops should also be at the same place, which will be at the Intermediate School cafeteria, providing Rick can schedule it.

The committee members decided that would go along with the order of the workshops as Planimetrics proposed.

V. Future Meeting Times and Schedules

The proposed meeting dates for the public workshops will be September 13, October 4, and November 8. The place will be the Intermediate School cafeteria at 7 PM. The working sessions with the committee will be scheduled for August 23, September 27, October 25 and November 22. These are all Monday's. Glenn Chalder said that he would have the results from the June informational meeting to present at the August 23 meeting. Rick Schultz will confirm that Finance is scheduled for the August 9 meeting and Board of Ed for August 16. There will be a meeting on 7/26 if Parks & Rec. can come.

VI. Adjournment

Fred Musante MOVED to adjourn, SECONDED by Tom Harbinson. All were in favor, meeting adjourned at 5:53 P.M.

Respectfully submitted,

Marianne Chaya
Clerk, Planning Update Advisory Committee

A tape is on file in the City/Town Clerk's Office