

PLAN UPDATE ADVISORY COMMITTEE

Minutes

Room 104, Shelton City Hall

Shelton, CT

Monday, November 14, 2005

I. Call to Order

Chairman Frank Osak called the meeting to order at approximately 4:30 P.M.

Members Present:

Frank Osak, Chairman
Peter DiCarlo, Co-Chairman
Anthony Pogoda
Tom Harbinson
Fred Musante
Jim Tate

Also in attendance:

Eric Barz, Planimetrics
Marianne Chaya, Clerk

II. Pledge of Allegiance

All in attendance pledged allegiance to the flag.

III. Approval of Minutes

Tony Pogoda MOVED to approve the minutes from the October 24, 2005 meeting. SECONDED by Tom Harbinson. All were in favor, MOTION PASSED.

IV. Discussion: Review CIP and costs associated with changes in CT General Statutes

Frank Osak said there was a statutory change that needs to be addressed and discuss the contents of the letter written to PUAC from Eric Barz.

Eric laid out the details of the supplemental buildout analysis and said that it would be provided to the committee with the next draft. This analysis takes the GIS mapping system incorporating the changes made to the future land use plan from the previous meetings regarding some of the residential and the commercial areas. This will reflect the proposed 20% open space allocation plus all the proposed zoning changes and will give a new future land use plan.

Jim Tate said he had some questions regarding the Capital Improvement Program Guide. Is this plan that we have without it, is it more readily adoptable

by the P&Z Commission, and now, the Board of Aldermen without the Capital Improvement part of this?

Eric said that this will be a document that is incorporated into the Implementation Chapter. It is going to build on the earlier recommendation for creating a capital improvement program as opposed to the capital budget that is going on now.

The capital budget that is going on now is the 6-year plan based on department requests. We are going to create a document that shows the best management practices for doing CIP's; by getting examples of successful CIP's from places like West Hartford and Granby; what the benefits have been, what the costs are and how it is set up and who should be involved.

Jim Tate asked, so in essence, we are telling them to adopt a "process" to enact. All the members agreed to have Planimetrics provide the integrated capital improvement program guide.

Eric explained the statutory changes governing the process of adopting the POCD. This is state statute section 8-23. This was amended to require the BOA must endorse or reject the Plan or parts thereof, and may submit comments and changes to the PZC. Technically there is no time limit that they have to respond to the plan. After PZC has held their public hearing on the adoption, has made any amendments necessary as a result of the hearing, and then there is an interim document created called the Proposed Plan of Conservation and Development, as opposed to the Adopted plan. That proposed plan goes to the legislative body. Then they would endorse, reject the plan or parts thereof and submit it to P&Z for final adoption.

The committee members and Eric Barz discussed the probable additional cost of this process change. Eric explained that the \$2500 or the \$100/hr. for the statutory process changes, plus a possible expense of \$1000 for the statutory content changes, is to cover anything that happens from the time P&Z has their hearing for adoption, making any changes after that fact. There will be a need to ask for additional money to cover the additional expenses.

They discussed that they would be talking with Al Cribbins regarding the statutory changes and the additional costs. Frank Osak said he would officially make the request.

Tony Pogoda made the following motion:

Whereas, state statutes introduced in July 2005 require additional steps in the process for adoption of the Plan of Conservation and Development (POCD), and

Whereas, the aforementioned statutory changes will require additional and unforeseen work scope on the part of Planimetrics, and

Whereas, the PUAC have unanimously agreed to an additional buildout analysis and the addition of a guide to the Capital Improvement Planning Process to be integrated into the draft plan,

Therefore be it resolved:

That Planimetrics is authorized to proceed with the supplemental buildout analysis for a lump sum fee of \$1500., and

That Planimetrics is authorized to proceed with the all additional work scope associated with the inclusion of a guide to Capital Improvement Planning Process for a lump sum fee of \$4000., and

That Planimetrics is authorized to proceed with the all additional work scope associated with the process for adoption of the POCD for a lump sum fee of \$2500., and

That Planimetrics is authorized to proceed with the all additional work scope associated with changes to the draft plan required to satisfy the statutory requirement to show consistency with state and regional plans for a lump sum fee of \$1000.

Seconded by Tom Harbinson. A voice vote was taken, all were in favor; the MOTION PASSED.

Eric Barz handed out the latest Preliminary Schedule and discussed the dates with the PUAC members.

SHELTON PLAN OF CONSERVATION & DEVELOPMENT

PRELIMINARY SCHEDULE

November 14	<ul style="list-style-type: none"> * PUAC authorizes Planimetrics to proceed with CIP Component (if desired) * PUAC authorizes Planimetrics to proceed with additional work necessitated by changes to CGS Section 8-23 • PUAC invites PZC and BOA to Public Information Meeting
December 5	<ul style="list-style-type: none"> • Public Information Meeting on Draft POCD
December 12	<ul style="list-style-type: none"> • PUAC discusses changes to Draft POCD based on Public Information Meeting (if any) • PUAC approves CIP component (if contracted for) • PUAC recommends POCD to PZC as amended.
Special Meeting 1/3 or 1/17	<ul style="list-style-type: none"> • PZC reviews / discusses Chapters 1-4 Draft POCD • PUAC recommends changes to Draft POCD (if any).

Special Meeting 2/7 or 2/21	<ul style="list-style-type: none"> • PZC reviews / discusses Chapters 5-8 Draft POCD • PZC recommends changes to Draft POCD (if any) • PZC recommends Draft POCD for adoption as amended • PZC sets date for Hearing on Adoption • PZC refers Draft POCD to VCOG for 35 Days prior to hearing • Planimetrics finalizes Draft POCD • PZC forwards to Draft POCD to VCOG.
Special Meeting 3/21 or 4/4	<ul style="list-style-type: none"> • PZC Public Hearing on Adoption.
Special Meeting 4/4 or 4/18	<ul style="list-style-type: none"> • PZC finalizes Proposed POCD • PZC forwards Proposed POCD to BOA for review / endorsement.
April/May	<ul style="list-style-type: none"> • BOA reviews / discusses Proposed POCD • BOA recommends changes to POCD (if any) • BOA endorses Proposed POCD.
Special Meeting 5/2 or 5/16	<ul style="list-style-type: none"> • PZC incorporates BOA recommendations (if any/if desired) • PZC adopts Proposed POCD as amended.

Eric noted that the first two items were handled at this meeting. He also suggested sending a formal invitation to the Planning & Zoning Commission as well as the Board of Aldermen for the upcoming public information meeting. The members and Eric discussed the public information meeting. They also discussed the state involvement with the transportation study. It was requested that some type of verbiage is noted in the plan regarding the DOT involvement.

V. Bills

Pete DiCarlo MOVED to approve the invoice from Barkan & Mess, reserving the last \$3000 until completion of the transportation study or until the adoption of the plan by the PZC. He also MOVED to approve the invoice from Planimetrics. SECONDED by Tony Pogoda. A voice vote was taken; all were in favor, the MOTION PASSED.

VI. Adjournment

Tony Pogoda MOVED to adjourn. SECONDED by Tom Harbinson. All were in favor, MEETING ADJOURNED at 5:25 P.M.

Respectfully submitted,

Marianne Chaya
Clerk, Plan Update Advisory Committee
1 tape is on file in the City/Town Clerk's office