

PLAN UPDATE ADVISORY COMMITTEE

Minutes

Room 104, Shelton City Hall

Shelton, CT

Monday, October 17, 2005

I. Call to Order

Chairman Frank Osak called the meeting to order at approximately 4:40 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. Continued Review of Draft Plan - Planimetrics

We left off at the last review meeting in the middle of Addressing Community Needs.

Eric stated that he has gone through and made some of the suggested changes thus far and one was to do cross-referencing items and linking items especially when it is talked about in more than one chapter.

Eric explained the implementation schedule in regards to each section that it is noted where to find the detailed information in the draft plan.

The schedule is broken down into tasks, which is noted with a hammer and wrench symbol and policy, is noted with a finger with a string around it as the symbol.

Next to the explanation of the task or policy is a column that is identified as "who", who might be responsible for it. Eric said he took a crack at identifying it but the committee members may tell me otherwise on some and we will edit it. The column labeled "priority" is given 3 choices, 1, 2 & 3. 1 is the High Priority, which are items that are either critical to the success of a planning strategy or are relatively easy to implement and can be handled immediately. Moderate priorities (2) are policies and tasks that are not as time sensitive as high priorities

and may be more difficult to implement due to funding constraints or complexity. Moderate priorities should be addressed by the middle of the ten-year planning period. Lower priorities (3) are typically longer-range items that might require a “wait and see” approach or are preceded by higher funding priorities. Lower priorities may be addressed towards the end of the planning period.

It was discussed using a time frame assigned on some of the tasks.

Eric discussed the idea of an implementation committee and the role they would play. They also discussed what role each committee member would have once this plan is presented and adopted.

Frank Osak was noted that some of the tasks listed as priority 1 are things that haven't been done at all and there are some listed as priority 1 that are on-going. We need to have it differentiated. Fred Musante suggested putting an asterisk next to it if it is an on-going project.

Jim Tate suggested adding the Riverwalk to the Community Facility section due to all the functions that are held at that area. He also talked about some of the future plans of this area. Eric noted that it is discussed in chapter 3. He said that he would add some language to single it out in chapter 3 and chapter 5 plus a strategy added which would say something like continue progress on implementing the Riverwalk.

There was discussion of the priorities and that some would question PUAC as to how they determined the ranking. Pete DiCarlo's idea was to have a prologue that says this represents a summary of the inputs from all the governmental entities.

Some of the chapter headings have the word “more”, such as Guide More Appropriate Development, and it was suggested to eliminate the word “more”. Eric pointed out that each strategy has an explanation as to how it was arrived at. He also mentioned that once you get into chapter 5, Address Community Needs, which is the first time we really depart from pure land use issues. There are a lot of things that are beyond Planning & Zoning's control, and who are we to tell other Boards what to do. It was suggested to tab it where it shows the divisions. Pete suggested one tab be land use, one for capital improvement program and one for the community need items.

The PUAC members discussed the document as a whole and how to get the message out about the importance of the implementation of the plan.

Eric returned to discussing the draft plan from the last meeting. The section discussed was on Maintain a Safe and Efficient Transportation System plus the 16 appropriate strategies. It was brought up that DOT was supposed to have shadowed the transportation study and nowhere is there comment from them. They went on to discuss if there was any type of plan for transportation alternatives on Bridgeport Ave.

Fred Musante suggested that VCOG be added as a party involved in the “who” section of anything that involves Route 8.

Eric reviewed the section titled Ensure Adequate Public Utilities. Tony Pogoda suggested revising the section where it talks about the sewer system upgrades that it be noted it is on going.

Chapter 6 is the Future Land Use Plan. Eric stated that there would be some revisions to this based on the input from an earlier meeting.

Chapter 7 is titled Implementation. This is where we get into a lot of the stuff we were talking about earlier. It talks about who is responsible, etc. There is a notation that states "however, if the Plan is to be realized, it must serve as a guide to all residents, businesses, builders, developers, applicants, owners, agencies, and individuals interested in the orderly conservation and development of Shelton." This section talks about an implementation committee and what they might do as well as what an annual update process might entail. Planimetrics does recommend that rather than wait every 10 years for us to start the process from scratch, every year take a piece of this, determine if any implementation needs to be done or any adjustments. Every time you open this plan and make adjustments and hold a hearing to adopt those changes you've satisfied the state mandate that you review the plan every 10 years. If you do this in 2007, technically you don't have to revisit it comprehensively until 2017.

The discussion of the Capital Improvement Program centered around the fact that there is a need for a model. Eric said that he knows there are some CIP's that could be held up as a model. He said he would look into it.

Eric continued review of Chapter 7. The next concern is Updating Zoning and Subdivision Regulations. This section addresses the recommendation for P&Z to undertake a comprehensive review of the subdivision regulations and the zoning regulations and zoning map, making whatever revisions are necessary to make the regulations more user-friendly, implement the Plan recommendations, and promote consistency between the Plan and the Regulations. Also there is mention about the 8-24 referrals. Inter-Municipal and Regional Cooperation deals with the fact that it is a necessary component if your implementation is to be successful.

IV. Future Meeting

The next meeting is Monday, October 24, 2005 to discuss the Implementation Schedule at 4:00 P.M.

V. Adjournment

Tony Pogoda MOVED to adjourn. SECONDED by Tom Harbinson. All were in favor, MEETING ADJOURNED at 6:25 P.M.

Respectfully submitted,

Marianne Chaya
Clerk, Plan Update Advisory Committee
2 tapes are on file in the City/Town Clerk's office