

**PLAN UPDATE ADVISORY COMMITTEE**

*Minutes*

*Room 104, Shelton City Hall*

*Shelton, CT*

*Monday, October 24, 2005*

**I. Call to Order**

Chairman Frank Osak called the meeting to order at approximately 4:20 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 3, 2005, October 13, 2005 and the October 17, 2005 meetings. SECONDED by Jim Tate. All were in favor, MOTION PASSED.

**IV. Discussion of Implementation Table: Planimetrics**

Eric Barz began by reviewing portions of Chapter 7 – Implementation-that starts on page 7-2. The first section is titled Tools and we have laid out some possible tools that we feel can insure the plan won't be put on the shelf and gather dust. This talks about a Plan Implementation Committee and we discussed it last meeting. It could be made up of members from PUAC. If you are interested you should let the Board of Aldermen know you are interested in being involved. You may also want to pull in other key members of other Commissions and Boards that would have a hand in implementation. The committee would meet and prepare an annual work program where you look at the priorities and try to assign them based on either their ease of implementation, availability of funds or their importance in terms of implementing the plan. This section also explains the

concept of an annual update program. Every time you address issues on an annual basis you would meet the statutory requirement of reviewing your plan every ten years and you would defer the big-ticket item of doing a comprehensive rewrite of the whole plan by one year every time you do that.

Page 7-3 deals with updating the zoning and subdivision regulations. This is a very critical component. This would be where you would review your own regulations and modify as needed. The capital improvement plan is mentioned here and explained that it is a tool for planning the major capital expenditures of the city so that the local needs can be identified and prioritized within any local fiscal constraints that may exist.

Page 7-4 explains the use of the Implementation Schedule and there is an example of one item on the schedule. Eric has modified it to include "in progress". There is also a new box on the sidebar labeled Progress. There will be 3 boxes. The blank box would mean it is a new strategy that has not been implemented. The "X" would represent in progress. A "check" mark represents done.

Eric said he would now review each of the items in the Implementation Schedule. This is where any modifications would be discussed. For instance, if there is something listed as a task and it should be a policy or any changes to the priorities.

It was suggested adding the Mayor for some of the tasks. It was assumed the responsibility would be included with the Board of Aldermen. Eric would add it as Board of Aldermen/Mayor in the appropriate tasks and/or policies.

Eric and the PUAC members reviewed each line item and noted any needed modifications.

The tasks and polices are derived from the strategies from the draft plan in the following order:

**Protecting Important Resources:**

Preserve More Meaningful Open Space

- Increase Quality of Open Space
- Continue Success of the Greenway System
- Maintain the Open Space Plan

Preserve Agricultural Resources

- Preserve Existing Farmland
- Continue Tax Incentives for Farmland
- Support Current Farming Activity

Preserve and Protect Important Natural Resources

- Protect Water Quality
- Preserve Wildlife and Habitats
- Protect Sensitive Soil Resources

Preserve Historic Resources

- Establish Preservation Programs

- Encourage “Sensitive Stewardship”

#### Preserve Scenic Resources

- Protect Scenic Areas and Vistas
- Protect Scenic Roads

#### **Guiding Appropriate Development:**

##### Protect and Enhance Community Structure

- Protect and Enhance Downtown Shelton
- Protect and Enhance Huntington Center
- Protect and Enhance White Hills
- Protect and Enhance Suburban Office/Industrial Areas

##### Guide Appropriate Economic Development

- Optimize Economic Development
- Ensure Compatible Economic Development
- Ensure Compatible Economic Development

##### Guide More Appropriate Residential Development

- Reduce the Intensity of Rural/Suburban Development
- Provide for Housing Diversity in Appropriate Locations

#### **Address Community Needs:**

##### Maintain and Enhance Community Facilities and Services

- Address City Hall Needs
- Address Education Facility Needs
- Address Emergency Service Needs
- Address Public Works Needs
- Address Parks and Recreation Needs
- Address Other Community Facility Needs
- Address Community-Wide Facility and Service Issues

##### Maintain a Safe and Efficient Transportation System

- Relate Road Design to Function and Desired Land Use
- Facilitate Capacity and Safety Improvements to the Road Network
- Facilitate Capacity and Safety Improvements to the Route 8 Corridor
- Complete Constitution Boulevard
- Support Alternative Modes of Transportation

##### Ensure Adequate Public Utilities

- Ensure Adequate Piped Utilities
- Ensure Adequacy of Other Utility Services

After lengthy discussion Eric noted all the modifications to the above tasks and policies.

Eric stated that he would make all the noted changes and publish another draft of the plan and print off about 20 copies to be distributed to all the necessary individuals. It will be put into PDF format to be able to be posted on the web site. Eric also discussed the public meeting and said that he was planning about a 2-hour meeting to explain the plan. There will be about a 20-minute Power Point presentation that will talk about the bigger picture, leaving out the real detailed items. He would prepare a press release and posters to announce the meeting. The PUAC members stated that they would want to have another meeting to review the revised draft before the public meeting.

The targeted date for the public meeting would be Monday, December 5<sup>th</sup>. Rick Schultz will check into the availability of the new Intermediate School as the meeting site.

After the public meeting we will meet again to discuss any modifications for the draft. If needed, there would be more meetings to discuss and address concerns. Once PUAC is satisfied we would print a draft again and then a motion is to be made to forward that on to Planning & Zoning Commission.

Tony Pogoda said that he would advise Alan Cribbins of the chain of events and see if he has any comments.

## **V. Future Meeting**

The next meeting will be scheduled for November 28<sup>th</sup>.

## **VI. Adjournment**

Jim Tate MOVED to adjourn. SECONDED by Tom Harbinson. All were in favor, MEETING ADJOURNED at 7:25 P.M.

Respectfully submitted,

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