

**CITY OF SUMMIT  
PLANNING BOARD MINUTES  
REORGANIZATION MEETING**

**Monday, January 22, 2018**

**Present:**

Bill Anderson, Chairman	David Naidu, Council President
Jennifer Balson-Alvarez	John Zucker
Jay Brinkerhoff, Vice Chairman	Greg Vartan, 1st Alternate
Greg Drummond	Andrew Parella, 2nd Alternate
Chris Dunn, 1st Alternate	Clifford Gibbons, Esq., Board Attorney
John Kieser	Christopher Nicola, Board Secretary
Rick Matias	

**Notice of Meeting**

Chairman Anderson called the meeting to order at 7:30 PM and stated that adequate notice of this meeting had been provided in accordance with the “Open Meetings Act.”

**Flag Salute**

**Oath of Office- Andrew Parella**

**Appointments**

Mr. Brinkerhoff nominated Bill Anderson as Chairman of the Board for the year of 2018.

Aye: Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

Chairman Anderson nominated Jay Brinkerhoff as Vice Chairman of the Board for the year of 2018.

Aye: Anderson, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

Chairman Anderson nominated Mr. Nicola as Board Secretary for the year of 2018.

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

A motion was made by Council President Naidu and was seconded by Mr. Brinkerhoff to appoint Maser Consulting as Board Engineer for the Board for the year of 2018.

**Roll Call:**

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

A motion was made by Council President Naidu and was seconded by Mr. Brinkerhoff to appoint Burgis Associates as Board Planner for the year of 2018.

Roll Call:

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

A motion was made by Council President Naidu and was seconded by Mr. Brinkerhoff to appoint F. Clifford Gibbons Esq. as Board Attorney for the year of 2018.

Roll Call:

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

### **Committee Appointments**

Mr. Vartan was appointed to the Environmental commission.

Mr. Drummond was appointed to the affordable housing committee.

Mr. Brinkerhoff was appointed to the Parkline steering committee.

Chairman Anderson stated that there is an opening on the Shade Tree Advisory Committee.

Mr. Matias explained that Historic Preservation Committee does not have a seat that requires a PB Member where the other four committees do. Last year there was an unofficial appointment made.

Ms. Balson-Alvarez will remain as the Historic Preservation Committee Liaison.

### **Approval of Minutes – December 18, 2017**

Mr. Dunn made an edit on page 2 under Zoning Board Recommendations it should read “Mr. Dunn noted that there have only been three instances where this has occurred”. A motion to approve the minutes as amended was made by Council President Naidu and was seconded by Mr. Brinkerhoff.

Roll Call:

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Drummond, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

### **Public Hearing**

Barry & Lilia Bloom

45 Woodmere Drive

BL: 2104 L: 9, 7 & 12

**Present: John J. DeLaney Esq., Attorney for the applicant.**

**Barry Bloom**

**Fredrick Meola, Engineer**

Mr. Drummond recused himself from the case.

Mr. DeLaney submitted exhibit A-1 to the Board which is a consent form from the neighbors of the applicant.

Mr. DeLaney provided an overview of the application explaining that it is a minor subdivision.

Barry Bloom was sworn in by Mr. Gibbons and provided his testimony to the Board. Mr. Bloom noted in his testimony that the property line zig zags and he would like to put a fence up to keep his dog from going into the pond. Mr. Bloom continued his testimony and explained that he and all the other neighbors currently maintain the pond. Mr. Bloom noted that the amount of land requested is a small amount to give the property a straight lot line to put up a fence. Chairman Anderson asked if any Board members had any questions for Mr. Bloom. Mr. Dunn asked if the other homes property lines go up to the pond. Mr. Bloom stated that they go right up to the pond, but they don't zig-zag. Vice Chairman Brinkerhoff asked if Mr. Bloom is acquiring the land. Mr. Bloom stated he is acquiring the land. Mr. DeLaney presented his next witness, Fredrick C. Meola who provided his credentials to the Board. Mr. Gibbons swore in Mr. Meola and he provided his testimony to the Board as a licensed Engineer and Surveyor. Mr. Meola explained that the property is being squared off. He also testified that the tax map lot 9 which is 1.07 acres is incorrect. Mr. Meola continued and said the deviating lot coverage is actually improving as a result of this subdivision. Chairman Anderson asked if any members of the Board had any questions of Mr. Meola. Mr. Gibbons asked if there are any issues with complying with the Board Engineer's report. Chairman Anderson asked a question about the headwalls at the pond edge. Mr. Kieser asked if there will be any improvements to the pond from the newly acquired property. Mr. DeLaney stated that his client has no problem complying with the Board Engineer's report. A discussion then ensued about the headwalls and who has the responsibility of maintain the concrete headwalls. Mr. Matias stated that the City would have to check the headwall master plan to see if the City owns it. Mr. Matias stated that if the applicant owns the headwall they will continue to maintain it and if the City owned it then the City would maintain the headwall. Chairman Anderson asked if any Board members had any more questions for Mr. Meola, hearing none he asked if any members of the public had any questions. Seeing none, Chairman Anderson then closed the public hearing and the Board deliberated. Mr. Kieser made a motion for approval and was seconded by Mr. Zucker.

Roll Call:

Aye: Anderson, Brinkerhoff, Naidu, Balson-Alvarez, Kieser, Matias, Zucker, Dunn.

Nay: NONE.

### **Downtown First Floor Uses**

Nancy Adams presented what the SDI Board has discussed. She explained that the main competitor for retail is now online stores. Ms. Adams explained that the downtown needs an attraction to go into a store that makes it more attractive than ordering items online.

Ms. Adams noted that entertainment uses are the main use that the Board will need to consider for uses on the first floor.

Chairman Anderson noted that per a previous email that wineries and breweries also be considered as possible first floor uses in the CRBD. Ms. Adams stated that one restriction should be similar type business within a certain amount of feet.

Vice Chairman Brinkerhoff asked a question about financial institutions. A discussion then ensued amongst the board members about financial institutions in Summit. Council President Naidu asked a question about subsection 35-5.3. Council President Naidu asked a question about vacant buildings and what the root causes of the vacancies are.

Chairman Anderson then gave an overview of the process of how the Draft ordinance was introduced. He explained that there was a committee of people working with Burgis Associates, he explained that parts come from existing DRO. Mr. Matias stated that the SID is not a zone; he stipulated that the SID encompasses the CRBD.

Mr. Gibbons then stated what the principal permitted uses in the CRBD are.

Council President Naidu stated that he is not in favor of postponing the draft ordinance for an entire DRO review process. He also stated that this document is focusing on recreation and entertainment uses and there will be a time to discuss future uses.

Ms. Balson-Alvarez asked if this can be bifurcated into the CRBD and Broad Street Corridor uses. A discussion ensued amongst the Board members about the uses in relation to the zoning for the Broad Street Corridor.

The Board discussed the draft ordinance and provided their thoughts on the proposed language.

### **Environmental Commission Memo**

Chairman Anderson asked Beth Lovejoy, the Chair of the Environmental Commission to go over the memorandum provided to the Board.

Ms. Lovejoy noted that Mellissa Spurr, who is a member of the green team, had a lot to do with the memo that had been produced.

Ms. Lovejoy gave an overview of the role of the environmental commission pertaining to sustainability as well as make recommendations to the planning board plans and programs for inclusion in the Master Plan.

The Environmental Commission recommended the following changes to be considered for adoption by City Ordinance:

1. Tree Canopy Protection
2. Solar Power Guidance
3. Leadership in Energy and Environmental Design (“LEED”) Requirement for Municipal Buildings
4. LEED and Incentives for Developers
5. Minimum Stormwater Requirements
6. Green Development Checklist

Ms. Lovejoy and the Board then discussed the memorandum that was prepared and focused specifically on tree canopy protection. The Environmental Commission recommended enhancing the present tree ordinance and permitting requirements for private property owners and developers seeking to cut down trees, and increasing the related fees to enable the city to better replace trees which are cut.

Melissa Spurr then explained that the Environmental Commission wants to encourage low impact and green tech in new and existing buildings. Ms. Spurr noted that one way this can be achieved is through solar power.

Ms. Spurr and the Board then discussed Leadership in Energy and Environmental Design (LEED) requirement for municipal buildings as well as LEED incentives for developers.

A discussion amongst Board members ensued about the cost of LEED certification.

The Environmental Commission also recommended incorporating minimum requirements for both major and non-major new construction, and for renovation that increases the impermeable surface on the lot.

The Environmental Commission recommended that completion of a Green Development Checklist be required for each application packet. Council President Naidu asked where the checklist will be incorporated. The Board then discussed their thoughts on the memo.

### **DRO Update**

Chairman Anderson noted that Mr. Burgis felt a subcommittee would be a good idea for him to get feedback. Council President Naidu made a comment about design guidelines for redevelopment when seeking an RFP or RFQ. Mr. Kieser stated that the Burgis proposal has specific recommendations for establishing design standards in all of the zones. Chairman Anderson stated that the Board can wait until February for Mr. Burgis to come in and give his presentation and then have the Board form its subcommittees after his presentation. Chairman Anderson asked Mr. Kieser to create a list of the master plan objectives that the PB feels are priorities that do not relate to the DRO for the next meeting.

### **Fair Share Housing Plan**

Mr. Matias provided an update and stated that the next meeting there will be an amended draft of the fair share housing plan that will show the edits mentioned in the memo that will need to be acted on. Mr. Matias explained that when the report was created the properties were thought to be deed restricted.

The Meeting adjourned at 10:20 PM.