

**CITY OF SUMMIT
PLANNING BOARD MINUTES
Monday, February 26, 2018**

Present

Mr. Anderson, Chairman	
Ms. Jennifer Balson-Alvarez	Mr. Zucker
Mr. Brinkerhoff, Vice Chairman	Mr. Vartan, 1st Alternate
Mr. Drummond	Mr. Parella, 2nd Alternate
Mr. Dunn	Mr. Gibbons, Esq., Board Attorney
Mr. Kieser	Mr. Nicola, Board Secretary
Mr. 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

Shade Tree Liaison

John Zucker volunteered to be the Shade Tree liaison.

Approval of Minutes – January 22, 2018

Vice Chairman Brinkerhoff noted that page 3, paragraph 4, line 7, should read, “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 also noted that on page 3, paragraph 4, line 7, should read, “Vice Chairman Brinkerhoff asked if Mr. Bloom is acquiring the land. Mr. Bloom stated he is acquiring the land”.

Chairman Anderson made an edit to page 3, paragraph 4, line 3, to read, “Mr. Bloom continued his testimony and explained that he and all the other neighbors currently maintain the pond. Chairman Anderson made an edit to line 1 of page 4 to read, “Mr. Meola stated that the lot coverage is actually improving as a result of this subdivision”.

Chairman Anderson made an edit on page 4, paragraph 1, line 8, to read, “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.”

Vice Chairman Brinkerhoff made an edit to page 5, paragraph 4 of the Environmental Commission Memo to read, “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”

Chairman Anderson corrected paragraph 1, line 1 to read “Chairman Anderson asked” and page 6, line 2 of the DRO update to read “Council President Naidu made”.

A motion to approve the minutes as amended was made by Vice Chairman Brinkerhoff and was seconded by John Zucker.

YES: Anderson, Brinkerhoff, Balson- Alvarez, Kieser, Matias, Zucker, Dunn
NO: None

Resolutions for Memorialization

PB-17-241 - 45 Woodmere Drive

Mr. Gibbons stated that there was a change in paragraph 12, page 3, to state, “Mr. & Mrs. Bloom and their neighbors”.

Mr. Zucker noted that he was in favor of the application even though the transcript reflected otherwise. Mr. Gibbons stated that Mr. Zucker can vote. Mr. Gibbons and Mr. Matias discussed the error in the certified transcript and agreed to discuss the matter with the stenographer. A Motion to approve was made by Mr. Dunn and was seconded by Vice Chair Brinkerhoff.

Roll Call:
YES: Anderson, Brinkerhoff, Balson- Alvarez, Kieser, Matias, Zucker, Dunn
NO: None

Fair Share Housing Plan

Mr. Kieser stated that he will recuse himself from this discussion after his introductory statement. Mr. Kieser stated that there were 11 units that were currently in the fair share plan that should be removed as those units were never deed restricted for affordable housing. Our House Inc. has requested that those units be removed from the Fair Share Plan. Mr. Kieser also noted that the single family home on Glendale that has been deed restricted will remain in the fair share plan. Mr. Matias stated the City had a requirement of 36 units to meet the obligation and had 50 credits. Mr. Matias also noted that although this lowers the City's credit total, the City still meets its affordable housing obligation.

Mr. Matias stated that the Planning Board adopts and approves the Fair Share Plan and then it gets sent to Council for their endorsement.

Chairman Anderson asked if any members of the Board had any questions; seeing none he asked for a motion of approval. Mr. Zucker moved approval and Vice Chairman Brinkerhoff seconded.

Roll Call:
YES: Anderson, Brinkerhoff, Balson-Alvarez, Drummond, Matias, Zucker, Dunn, Vartan, Parella
NO: None
ABSTAIN: Kieser

DRO Update

Vice Chairman Brinkerhoff provided an update and stated that Joe Burgis has started the work and he will have three components:

1. Administrative
2. Subdivision and site plan design
3. Zoning

Vice Chairman Brinkerhoff noted that Mr. Burgis will give progress reports to the Planning Board on the DRO components as the work develops.

Vice Chairman Brinkerhoff noted that a working session will occur in a few weeks including the participation developers, engineers, and architects who are active in the City. Their experience in other communities, what works and what can be improved, will be valuable input for the DRO updates.

Vice Chairman Brinkerhoff also noted that a subcommittee of the Planning Board which consists of Chairman Anderson, Mr. Matias, and Mr. Kieser will continue to meet with the understanding that Mr. Burgis will be reporting to the full planning Board periodically. Vice Chairman Brinkerhoff stated that he will be dropping off of that subcommittee.

Mr. Kieser stated that there was a presentation regarding the Planning Board priority recommendations from the Master Plan and that the Planning Board recommended eight or nine priority objectives which the Board felt should be incorporated into the DRO revisions. Those recommendations were presented to the subcommittee and will be incorporated into Joe Burgis' plan. In addition to the priority subcommittee, there remain other items described in the Master Plan. Mr. Kieser proposed that the subcommittee that is working with the City and Mr. Burgis also deal with the Master Plan priority items of the Planning Board. Chairman Anderson stated that Mr. Matias and his staff would put together a summary of what the Planning Board accomplished post Master Plan reexamination during 2017.

Vice Chairman Brinkerhoff noted that the subcommittee should focus on the DRO and that other members of the Planning Board should be able to work on the second project of Master Plan objectives that do not fit strictly into the DRO.

Ms. Balson-Alvarez asked for the list of the items that should be addressed relative to the DRO. Mr. Kieser then read the items from the list as follows:

1. Strengthen design standards and guidelines
2. Redevelopment should be perused by the Planning Board in areas likely to meet the statutory requirements for an area in need of redevelopment
3. Promote clear, user friendly and transparent application, review, and public hearing processes for development proposals and applications
4. Promote mixed use and residential development downtown
5. Address pedestrian and cycle safety priorities
6. Promote development of a variety of housing types
7. Recognize and manage the City's position as an economic hub
8. Preserve and enhance park and recreational facilities where appropriate to meet the needs and demands of present and future residents.

Chairman Anderson asked if any members of the Board want to join the subcommittee to address items not included in the DRO. Mr. Matias, Mr. Zucker, and Mr. Vartan volunteered to be part of that committee.

Executive Summary Environmental Commission

Mr. Vartan provided an update to the executive summary. Mr. Vartan noted that the 12th annual Earth Day Cleanup is approaching on Saturday, April 21, from 9- noon. Mr. Vartan also noted adding the environmentally forward checklist to the applications. He noted that in order to make such a document part of the application it will require a change to the DRO. Mr. Vartan stated that a link to an online survey with the checklist will be sent to applicants upon approval. Mr. Matias stated that the name has been changed from checklist, to survey.

DRO Front-Facing Garage

Mr. Dunn stated that the Board is down to the final two issues from the Zoning Board recommendations which are front facing garages and driveway setbacks. The subcommittee was okay with smaller lot zones allowing front facing garages. Mr. Dunn also noted that people currently build side-facing or front-protruding garages to get around the ordinance. Mr. Dunn noted that Christa Anderson, the Zoning Officer, felt that the new driveway requirements will mitigate these alternatives. Mr. Matias explained that the language needed to be edited prior to passing the ordinance to Council. Mr. Dunn stated that he like the idea of limiting the distance from the front. Ms. Balson-Alvarez stated that percentages can be used to help limit garages in the front. Mr. Parella asked a question regarding what the Board finds offensive. Ms. Balson-Alvarez explained that it could be contextual and that not every percentage or setback fits every street. Ms. Balson-Alvarez explained that the City does not have any restrictions on how someone builds either contextually or by design. Chairman Anderson asked what happens to the larger lots. Mr. Matias stated that the R-25 and R-43 zones will remain with the side-and rear-facing garages. Mr. Matias stated that a draft ordinance amendment on the April 23 agenda.

Redevelopment

Mr. Matias explained that he gave a press release issued by the Communications office for March 7, at 7:00 PM to the Planning Board which notified them that there will be a public hearing held at the St. Theresa in memorial hall. Mr. Matias noted that the City is looking to collect information regarding the type of style or types of developments they would want to see on Broad Street West. Mr. Matias noted that the City retained CoUrbanize Inc. to create the survey and the website.

AC Ordinance

Chairman Anderson stated that the AC ordinance will be heard by Council on March 20. Mr. Matias stated that the ordinance was introduced at the last Council meeting. He also noted that the ordinance will come back to the Planning Board to verify that it conforms with the Master Plan.

The meeting adjourned at 8:29 PM