

**CITY OF SUMMIT
PLANNING BOARD MINUTES
Monday, June 25, 2018**

Present

Chairman Anderson	Council President Naidu
Vice Chairman Brinkerhoff	Mr. Vartan, 1st Alternate
Ms. Balson-Alvarez	Mr. Zucker
Mr. Drummond	Mr. Gibbons, Esq., Board Attorney
Mr. Dunn	Mr. Nicola, Board Secretary
Mr. Kieser	
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

Approval of Minutes – May 21, 2018

Chairman Anderson asked if the Board had comments relating to the minutes from May 21. The Board made minor edits to the minutes. Mr. Zucker moved approval of the minutes as amended and Mr. Kieser seconded. All were in favor and none were opposed.

Council Referral – Pending Ordinance 18-3171 (CRBD)

Chairman Anderson explained to the Board that the CRBD ordinance has been referred to the Planning Board from Common Council. Chairman Anderson asked if any Board members had any questions regarding the ordinance as written. The Board did not have questions and determined that the ordinance was consistent with the Master Plan.

DRO Presentation - Joe Burgis

Board Planner Joe Burgis provided an update regarding the DRO revisions. Mr. Burgis explained that the progress is consistent with the work schedule. Mr. Burgis stated that a member of his staff, along with City staff, had met with a group of engineers and architects who regularly appear before the Boards. He stated those meetings revealed potentially difficult areas of the current ordinance and the feedback they have provided will help inform decisions relating to the new DRO. Mr. Burgis explained that the schedule of events is divided into five (5) broad categories as follows:

1. Administrative
2. Subdivision and site plan regulations
3. Stormwater management regulations
4. Zoning regulations
5. Appendices

Mr. Burgis stated that he anticipates by summer 2019, the whole process will be completed and adopted. Mr. Burgis explained that the format of the DRO will be significantly different and will be much easier to read and interpret. He also noted that City staff is working on the administrative section, while he works on the subdivision and design standards. Mr. Burgis stated that he hopes to finish the subdivision and design standards section sometime in July 2018.

He also stated that in September 2018, they can provide to the Board a draft on the administrative and subdivision and design standards sections. Mr. Burgis explained that there will be questions when they get to the Zoning regulations section.

Mr. Matias provided an update on the administrative section to the Board. Mr. Matias, Tom Behrens of Burgis Associates and the City Zoning Officer, Christa Anderson each brought their own comments together and Mr. Behrens is preparing a draft which will be reviewed by the subcommittee and then will be brought to the Board.

Chairman Anderson asked if any Board members had questions. Mr. Kieser asked if Mr. Matias is comfortable with the progress that is being made by Burgis Associates. Mr. Matias stated that he is fine with the progress that has been made at this point. Council President Naidu encouraged everyone to keep the DRO calendar, as well as the Broad Street West calendar in mind. Mr. Matias stated that the Board and Council will approve a redevelopment plan which will have the zoning for the Broad Street Corridor. Mr. Matias stated that they are two distinct processes. Mr. Zucker stated that he is concerned with the design standards section being completed as early as possible. Chairman Anderson stated that there should be continuity between the Broad Street West project and the DRO. Ms. Balson-Alvarez asked if the DRO process can be completed faster without compromising the final product. Mr. Burgis stated that the schedule is an estimation, and they can try and tighten up the timeline. Additionally, Mr. Burgis stated that they are currently working to complete the design standards section of the DRO by the end of the year. A discussion regarding the timeline of the DRO ensued amongst the Board members and Mr. Burgis. Vice Chairman Brinkerhoff stated that the Board is prepared to help or expedite the process without compromising quality. Chairman Anderson asked Mr. Burgis to integrate the roles of the Environmental Commission and the Historic Preservation Commission into the final product of the DRO.

Master Plan Priority Sub-Committee Update

Mr. Vartan stated that the subcommittee met and discussed things in the Master Plan which are not covered by the DRO. Mr. Vartan explained that they attempted to review things that will not be part of other larger conversations. Mr. Vartan stated that the subcommittee focused on two (2) goals:

- Goal #3 – improve connectivity
- Goal #6 – preserving and enhancing the natural beauty for future generations

Mr. Vartan noted that Goal #3 had a few different objectives, the first being to address pedestrian and cycling safety priorities. Mr. Vartan stated that another objective was the Summit Parkline. Mr. Vartan stated that the sub-committee would like to meet with the Parkline foundation to determine where they are in the process.

Mr. Vartan stated that the objective for Goal#6 is to leverage and update inventory of natural resources. Mr. Vartan stated that the sub-committee is working to set up a meeting with DCS Director Paul Cascais to discuss the current efforts of the athletic teams to analyze the usage and shortages of the current field space. Mr. Vartan stated that the sub-committee would like to meet with Summit Jr. Baseball/Softball about the prospect of a baseball complex at the Transfer Station. Mr. Vartan noted that the sub-committee would also meet with Beth Lovejoy, Chair of the Environmental Commission, to see how they might be helpful with the goals. Council President Naidu recommended meeting with Councilmember Marjorie Fox, Chair of Buildings and Grounds Committee.

Broad Street West Update

Council President Naidu stated that the RFQ is almost completed and it will be released to the public. Once the RFQ is released, the information is collected and evaluated. Once the information is reviewed, the process of selecting a developer begins. Council President Naidu stated that there is no attempt to give tax advantages to developers to incentivize development. Mr. Matias stated the RFQ will be released to the public within the next two weeks for the public and developers to view. He also stated that the submissions get reviewed by the committee. Mr. Kieser asked if the RFQ will define specific recommended uses for specific parcels of the subject properties. Council President Naidu stated that they will not, but it will provide guidance to what the City would like to see.

The meeting adjourned at 8:47 PM.