

**PLANNING AND ZONING COMMISSION  
REGULAR MEETING – MINUTES  
FEBRUARY 27, 2013 – 7:00 PM  
NEW HARTFORD TOWN HALL- 530 MAIN STREET**

**PRESENT:** Chairman James Steadman, David Krimmel, Daniel LaPlante, Gil Pratt, Ted Stoutenberg; Alternates Robert Moore, Martin Post, and Peter Ventre; Land Use staff Certified Zoning Enforcement Officer Rista Malanca and Recording Secretary Stacey Sefcik.

**ABSENT:** None.

Chairman James Steadman called the meeting to order at 7:02PM. All regular members present were seated for the evening. The proceedings were recorded digitally and copies are available in the Land Use Office.

**1. APPROVAL OF MINUTES:**

**A. February 13, 2013 regular meeting.**

**MOTION** Mr. Stoutenberg, second Mr. Post, to approve the minutes of the February 13, 2013 regular meeting as written; unanimously approved.

**2. OLD BUSINESS:**

**A. Discussion of the 2005 Town of New Hartford Plan of Conservation and Development (with emphasis on review of Chapters 1-3).**

Mr. Krimmel briefly reviewed the schedule developed by the Plan of Conservation and Development Subcommittee for reviewing and developing the 2015 POCD. He informed the Commission that First Selectman Dan Jerram had expressed his support for the Planning and Zoning Commission's decision to complete as much of this work as was possible in-house. Mr. Stoutenberg then updated the Commission on developments with the School Consolidation Subcommittee, noting that kindergarten enrollment was projected to be significantly less than in previous years, as was overall elementary school enrollment. Members also noted the impact that the State's economy and the lack of infrastructure in the Northwest Corner would have on the Town's growth projections.

The Commission then discussed Chapter One – "Introduction" of the POCD. Both Mr. Krimmel and Mr. Stoutenberg stated that they felt this section was essentially usable as currently written. They noted updates would be needed with regard to the history of the Town over the past 10-20 years and the process used for this most recent edition of the POCD.

Next, the Commission discussed Chapter Two – "Conditions and Trends". Members reiterated the need to update historical references to include the 1990s and 2000s. The Commission then discussed how best to update census data and projections. Ms. Malanca asked whether the Commission wanted to rely solely on census data. Mr. Stoutenberg responded affirmatively, noting that the 2005 POCD questioned the validity of census data, in part based on Town records showing the creation of 295 additional housing units; however, it was unclear whether data regarding vacant houses had also been considered, which may have in fact supported the census data. Mr. Stoutenberg then noted that in 2010 there were 280 vacant houses in the Town. The Commission discussed obtaining pertinent census data and plugging in into a similar format as that shown in the 2005 POCD. Ms. Malanca suggested that obtaining and interpreting this information as well as developing projections from it might best be done by a planning professional.

**MOTION** Mr. Steadman, second Mr. Post, to form a Subcommittee comprised of David Krimmel, Bob Moore, Ted Stoutenberg, and Zoning Enforcement Officer Rista Malanca to work on Chapter Two – "Conditions and Trends" of the Plan of Conservation and Development with the assistance of Martin Connor, Town Planning Consultant as needed; unanimously approved.

Members of the subcommittee then agreed to hold a meeting on Monday, March 4, 2013 at 11:30AM in the Sessions Conference Room. Commission members discussed having their Planning Consultant, Martin Connor, perform the migration analysis discussed on page 2-4. Members also discussed differences between residential development and open space efforts at the time of the 2005 POCD and now.

Members then turned to Chapter Three – “A Vision for New Hartford”. Several members noted that, while the first paragraph would need to be updated, this chapter was largely still accurate. They noted that the Action Themes listed were still valued goals.

Mr. Steadman and members of the Commission noted the receipt of a letter dated February 27, 2013 from Town resident James Hall regarding his thoughts about needed changes to the Plan of Conservation and Development with regard to open space, open space corridors, open space linkages, preserving historical resources, preservation of agricultural land and scenic roads, and economic development. The Planning and Zoning Commission wished to thank Mr. Hall for submitting his thoughts and assure him that his letter would be discussed in greater detail when the topics he mentioned were officially reviewed later in the POCD revision process.

**B. Discussion of Public Service/Utility Districts.**

The Commission discussed the letter received from their attorney, Mark Branse, which was dated February 22, 2013 regarding the rationale behind creating a Public Service/Utility District (PS/UD). Mr. Pratt stated that he believed the PS/UD tied in very well with the Plan of Conservation and Development. Mr. Steadman reiterated the need to verify how locating properties into the PS/UD would affect the Town’s tax base. Ms. Malanca stated that the Town’s Assessor, Beth Paul, would be contacting Glastonbury’s Assessor, as Mr. Branse had recommended.

Mr. Stoutenberg explained scheduling and holding a public hearing on this matter did not necessarily commit the Commission to approving it. Ms. Malanca concurred, explaining that since this matter was initiated by the Commission the traditional statutory timeframes did not apply, and the Commission could take as long as they needed in order to render a decision.

**MOTION** Mr. Stoutenberg, second Mr. Steadman, to schedule a public hearing regarding the Zone Change to Public Service/Utility District for all Metropolitan District Commission and Regional Refuse Disposal District properties for the May 8, 2013 regular meeting, provided Commission attorney Mark Branse will be able to be present at this meeting; unanimously approved.

Mr. Moore questioned whether municipal land would also be included in the PS/UD designation. Ms. Malanca explained that, while this was permitted, at the time this zone was discussed, the Commission had not wanted to do so. She said that the Town’s regulations already allowed municipal buildings in all zones, so no municipal properties were nonconforming. While the Commission could place municipal property in the PS/UD zone, there would realistically be advantage or disadvantage to do so. Mr. Moore asked how placement in this new zone would affect the Town’s responsibility to come before the Planning and Zoning Commission. Ms. Malanca explained that the Town was currently required to obtain a special exception permit for nearly all activities in all zones; if the Commission chose to locate municipal property in the PS/UD, the Town would still require a special exception permit.

Members of the Commission reiterated the need to get information from the Assessor prior to the public hearing in order to verify the impact this zone change would have on tax revenue for the Town.

**3. NEW BUSINESS:**

No business was discussed.

**4. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:**

No business was discussed.

**MOTION** Mr. Stoutenberg, second Mr. Post, to adjourn at 8:13PM; unanimously approved.

**Respectfully submitted,  
Stacey M. Sefcik**