



**TOWN OF KILLINGLY, CT
PLANNING AND ZONING COMMISSION**

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MONDAY – MARCH 19, 2018

Elizabeth M. Wilson

**SPECIAL WORKSHOP MEETING
6:00 PM
Town Meeting Room, Second Floor
Killingly Town Hall
172 Main St., Killingly**

MINUTES

I. **CALL TO ORDER** – Chair, Keith Thurlow, called the meeting to order at 6:05 pm.

ROLL CALL – Brian Card, Virge Lorents, Sheila Roddy, Milburn Stone, Keith Thurlow.
Matthew Wendorf was absent with notice.

Staff Present – Ann-Marie Aubrey, Director of Planning and Development; Elsie Bisset, Economic Development Director.

Also Present – Lynn LaBerge, Town Council Liaison Alternate.

II. **SEATING OF ALTERNATES** – None.

III. **PLAN OF CONSERVATION AND DEVELOPMENT (POCD) – (review/discussion/action)**

a. General discussion of the POCD

The Commission reviewed the proposed letter to be sent to Killingly Boards, Commissions and Committees. A similar version of the letter is to be sent to Community and Social Organizations. These letters are to be sent end of March/beginning of April requesting that they respond back to the PZC by June 18th. Charrettes with these groups are, tentatively, planned for June 16th and June 23rd.

Motion was made by Virge Lorents to open the floor to allow the public to participate in POCD discussion. Second by Sheila Roddy.
Motion carried unanimously (5-0-0).

Two Members of the EDC, Todd Cooke and Mark Tillinghast, were present in the audience and were invited to participate in discussion.

Ann-Marie Aubrey explained that the idea of having the charrettes with Boards, Commissions and Committees is that they could see how their requests would interact with or affect other parts of the POCD and requests of other Boards. Discussion ensued. It was suggested to request that the Killingly Boards, Commissions and Committees respond to the letter by June 1st to give enough time to prepare for the charrettes. It was suggested that more than one public hearing date may be necessary as it may need to be continued. The Commission referred to the draft of the 2020 POCD Proposed Time Schedule (dated March 19, 2018) which was included in their meeting packets.

There was discussion regarding the survey. Ms. Aubrey explained that the plan is to do the survey on the website (there will be advertisements so that people will know about it). Paper copies of the survey will be available at the Town Hall, Library and Community Center for those who do not use the internet. Ms. Aubrey will find out if computers at the Library could be set up for people to do the survey. There was discussion regarding how to prevent multiple submissions by the same person. Survey Monkey requires that a license be obtained at a cost of \$384 (Plans/Pricing sheet included in packets to Commission Members).

Ms. Aubrey offered to do a presentation at the Veterans' Coffee House and Virge Lorents offered to speak on WINY Radio. There was discussion regarding getting information to parents through the school system. Ms. Aubrey mentioned that the APA supports surveying students. Ms. Aubrey will contact the Superintendent.

There was discussion regarding the proposed time schedule. Ms. Aubrey stated that the schedule from October 2019 through April 2020 cannot change because the current POCD expires in May 2020.

The Commission reviewed the proposed list of Boards, Commissions and Community Organizations to send letters to for the purpose of soliciting feedback (included in packets to Commission Members).

The following are to be added to the list: Fire District Presidents and Chiefs; Borough of Danielson Council; Killingly Business Association; QVCC; Ellis Tech; Northeast District Department of Health; Connecticut Water.

There was discussion regarding whether individual Boards/Commissions should be scheduled (with a time limit) to come before the PZC or if the charrettes in June would be sufficient. Ms. Aubrey suggested the following:

- June 16, 2018 Special Meeting for Interviews with Boards/Commissions.
- June 23, 2018 Brainstorm to decide what the top priorities are.
- October 2018 – do the same for the general public.

There was discussion regarding how survey results are weighed in. Ms. Aubrey explained that the survey results are a tool that will help to prepare for the charrettes. She stated that CIRC results for four years will be included to give an overview of the Community. It was suggested that the results of the survey be published before the charrette with the public in October. Ms. Aubrey stated that the results could be put on the website.

Ms. Aubrey stated that each of the steps taken should be recorded to show the Office of Policy and Management how the Commission reached out to the public.

Motion was made by Virge Lorents to allow Ann-Marie Aubrey to request the funds (\$384.00) to secure the Survey Monkey service for the POCD Survey.

There was discussion regarding whether the license could be combined with another Board/Commission to save money. Ms. Aubrey explained that Parks and Recreation has its own license, but expressed concern that there might be confusion. Second by Milburn Stone. Motion carried unanimously (5-0-0).

Elsie Bisset asked if the format of the current POCD (Goals/Strategies) would be changed. Ms. Aubrey stated that Staff is hoping to change it and that they are trying to come up with a template to make it more user friendly. Ms. Aubrey will verify with State Statute if a certain format must be used. She stated that the State POCD tied everything into a smart growth strategy.

It was decided to schedule another special workshop meeting at 6:00 p.m. prior to the next regular meeting on April 16, 2018.

Mark Tillinghast, EDC, asked if the template for the format would be available before the next regular meeting of the EDC. Ms. Aubrey will prepare it as soon as possible and she will e-mail it to the Members of the PZC for response.

b. Review of the State Enabling Statute for POCD – No Discussion.

c. Discussion of time frame / work schedule for POCD – See Above.

d. Review of draft survey created by staff – No Discussion.

e. Input / Comment from Town Council Liaison – No Discussion.

IV. MOTION TO ADJOURN

Motion was made by Sheila Roddy to adjourn at 6:59 p.m. Second by Brian Card. Motion carried (4-0-0). Virge Lorents had left the room at 6:58 p.m.

Respectfully submitted,

J.S. Perreault
Recording Clerk