

Town of Stafford
Economic Development Commission – Special Meeting
Warren Memorial Town Hall
Conference Room
Tuesday, February 4, 2020
7:00 P.M.

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Members Present: John Wittenzellner, Richard Shuck, Christopher Joseph, Janene Berriault, Ilene Whitmarsh, Sal Titus

Janene Berriault
TOWN CLERK

Members Absent: Michael Delano

Also Present: Amber Wakley

Index:

- I. Call the meeting to order/Pledge of Allegiance
- II. Approve minutes of January 28, 2020
- III. Old Business:
 - A. Town marketing package and website
 - B. Stafford Brownfields Initiative
 - C. Consider reducing the total number of members of the EDC from nine to five
 - D. Business Meet & Greet
 - E. Job Fair
 - F. Tax incentive Ordinance Adoption
 - G. Cumberland Farms Ribbon Cutting Ceremony
 - H. Proposed, Planning & Zoning Regulation Changes
- IV. New Business:
 - A. None
- V. Adjournment

Minutes:

- I. Meeting called to order by Chairman Sal Titus at 7:00 pm, a quorum was established. Commission members stood for the Pledge of Allegiance.
- II. Approve minutes of January 28, 2020 meeting, John Wittenzellner made a motion to approve the minutes as presented, Seconded by Janene Berriault. Motion passed unanimously.
- III. Old Business:
 - A. Town marketing package and website**
 - Amber to work on creating the new logo.
 - B. Stafford Brownfields Initiative**
 - The Town of Stafford was recently awarded \$300,000 brownfields grant from the U.S. Environment Protection Agency to be used for assessment and remediation of several potentially contaminated properties. The grant will be used to develop an inventory of potential brownfield sites, conduct Phase I environmental assessments, Phase II assessments as needed and create remediation plans.
 - Stafford Brownfield Advisory Board
 - Establishment/Mission Statement – To encourage participation in identifying and assessing potentially contaminated properties within the Town of Stafford with greatest potential for revitalization and redevelopment.
 - Membership, Appointments and Vacancies; Terms – The Stafford Brown Advisory Board will consist of seven (7) electors, for three (3) year terms, terms to expire on November 19, 2022, A board member may be reappointed for one of more successive three-year term(s).

Respectfully Submitted,

Sal Titus, Chairman, Acting Recording Secretary

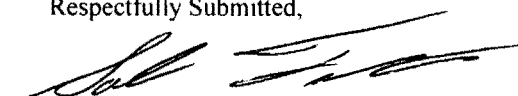
- Building inventory for possible eligibility.
- C. **Consider reducing the total number of members of the EDC from nine to five**
 - Request the Chairman to follow up on a previously approved motion to contact the First Selectman regarding members who have not attended any meetings and consider reducing the total number of members of the EDC from nine to five so that it would be easier to establish a quorum.
 - The commission to work on recruiting members to help ensure successful future events.
- D. **Business Meet & Greet**
 - Need to find business sponsor to help cover costs.
 - Agenda Items so far:
 - Road Projects Updates
 - EDC Website Walk thru
 - Job Fair
 - Feedback via survey during the event
 - Eversource
 - Amber Wakley to follow-up on workshop events
 - Rotary Club to discuss organization and provide handouts.
 - Due to a scheduling conflict, venue date change modification:
 - New location: Four Seasons by the Lake (Sun Valley)
 - Date/Time: Wednesday, March 25, 2020 – 5:30 PM – 8:00 PM.
 - Ilene Whitmarsh made a motion to spend up to \$800.00 for the Business Meet & Greet to pay for food, invitations and other necessities, Seconded by John Wittenzellner. Motion passed unanimously. The EDC is seeking additional funds/sponsorship for the event. The \$800.00 is approved if needed.
 - Four Seasons by the Lake offered to donate a few appetizers.
- E. **Job Fair**
 - Tentatively scheduled for Thursday, May 28, 2020, Alternative date Thursday, June 4, 2020.
 - Tentative location: Johnson Memorial Hospital Community Room
 - Tentative time 2:00 – 6:30 P.M.
 - Prior to job fair offer resume writing how to.
 - Amber Wakley to complete the application requesting use of Johnson Memorial Hospital's Community Room.
 - Need to discuss which businesses and colleges to invite to this event.
 - Include technical colleges.
 - Include technical high schools
 - Include town vendors
 - Include military recruiters
 - Include CCM organizations
- F. **Tax incentive Ordinance Adoption**
 - The commission briefly discussed incentives. More research and discussion to take place.
- G. **Cumberland Farms Ribbon Cutting Ceremony**
 - Pending date from Cumberland Farms.
- H. **Proposed, Planning & Zoning Regulation Changes**
 - The members of the EDC reviewed each of the proposed changes and will provide their comments to the Planning and Zoning Commission.

IV. New Business

A. **None**

- V. Richard Shuck moved to adjourn, the meeting. Seconded by Chris Joseph. Meeting adjourned at 9:10 P.M.

Respectfully Submitted,



Sal Titus, Chairman, Acting Recording Secretary

February 6, 2020

Planning & Zoning Commission
Attention: David Palmberg, Chairman
Warren Memorial Town Hall

RE: Economic Development Commission, Responses to Proposed Regulations
Changes

Dear Mr. Palmberg,

Thank you for providing a copy of the proposed regulations changes to the Economic Development Commission (EDC) for review. The EDC held a Special Meeting the night of February 4, 2020, to review and provide feedback to the proposed regulations changes. Accompanied with this letter is a copy of the EDC's responses. As you will see the commission has requested additional information as well as suggestions for a few of the proposed changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Sal Titus". The signature is written in a cursive, flowing style.

Sal Titus, Chairman, Economic Development Commission

Changes to the table of uses: SP- site plan SU- special use P-as of right

1. Added one family dwellings in LB zone – P

EDC Comment: Replacing change to allow mixed use and not reverting back to residential and to consider allowing businesses that are not currently allowed to be allowed.

2. Added second floor apartments in LB and CB zones – SP

EDC Comment: In support

3. Added wood cutting saw mill to IN and HI zones – SP

EDC Comment: In support

4. Changed Bed and Breakfast from SU – SP and no longer permitted in CB zone.

EDC Comment: Additional explanation needed.

5. Added Allow Commercial kennels in IN zone

EDC Comment: In support

6. Change non Commercial kennels from SU to SP

EDC Comment: In support

7. Added Allow rental car business by SP in HB IN and HI zones

EDC Comment: Supportive but why not include in local business?

8. Added Allow retail, restaurant, etc. by SP in HI zone

EDC Comment: In support

9. Added Allow sale of alcohol by special use in LB CB and HI zones

EDC Comment: In support

10. Remove parking from LB and CB zones and allow by SP in HI and I zones

EDC Comment: Additional explanation needed.

11. Remove auto sales from LB zone

EDC Comment: Additional explanation needed.

12. Added Allow Trade schools in any zone except WM and OS by SP

EDC Comment: In support

13. Added Allow grooming facilities by SP instead of SU

EDC Comment: In support

14. Remove drive in sales from HI and I zones and allow by SU in LB zone.

EDC Comment: Additional explanation needed.

15. Added Allow bus station in any zone except WM and OS by SU

EDC Comment: In support

16. Added Allow manufacturing by SP in HB zone.

EDC Comment: In support

17. Allow outdoor storage in I and HI zones by SP instead of SU

EDC Comment: In support

18. Remove lawn care business from CB and LB zone and allow in I zone as of right

EDC Comment: Site plan in CB and LB and as of right in I

19. Changed Allow limited retail use in I zone as of right.

EDC Comment: Additional explanation needed. Is this accessory to the primary use?

20. changed Allow earth removal in any zone except WM and OS by SU

EDC Comment: Additional explanation needed.

21. Removed Section Band E below table and changed C. from 20,000 sq. feet of leasable to 35,000 sq. ft.

EDC Comment: In support

Business and Industrial Districts:

22. Changed Standards for Business and Industrial Districts to add impervious Coverage based on usable lot area

EDC Comment: In favor of using total lot size and building size calculations – not buildable area.

Stead sheet attached showing building size based on building and impervious coverage ratios.

1/27/2020