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**Economic Development Commission
Regular Meeting Minutes
June 2, 2014**

Members Present: Joe Mirra, Chairman
Dick Nunn, Vice-Chair
Tom Collette
Mark Gingras
Rosemarie Preneta
Jim Wolfe

Members Absent: Gary Fappiano

Others Present: Kacie Costello, Town Planner
Don Roe, Ec. Dev. Coordinator
Tim Ryan, Ec. Dev. Spec.
Lynn Wolff, Secretary
Gina Fritz
Anthony Fritz

Chairman Joe Mirra called the regular meeting of the Economic Development Commission to order at 6:30 p.m.

1. **Update and discussion with Ms. Kacie Costello, Town Planner** – After introductions were made, Kacie Costello reviewed some of the projects that her office and the Planning & Zoning Commission (PZC) are working on at this time:
- Incentive Housing Zone - Kacie hopes a final submittal will go to the PZC this summer. If approved by the PZC, it goes back to the State for their final approval.
 - Plan of Conservation & Development – This is the next major project to be done and it must be completed in one year. Kacie is currently working on an RFP to hire a consultant who will handle most of the updating and public outreach. She intends to have the RFP and names for a proposed steering committee ready to present to the PZC at their June 9 meeting. Kacie is considering two EDC representatives be placed on the steering committee for this update. Another discussion with the PZC will be the creation of a separate/independent zone for the downtown; the discussion might include changing the borders of what is considered downtown.

- 44 • Yalesville Limited Business (YLB) zone – Kacie thinks the PZC is ready to move forward
45 with a public hearing as soon as the EDC submits the application and proceeds with
46 required notification.
- 47 • Signs – Kacie said she has been working with the P&Z Liaison Committee of the EDC
48 regarding a proposal to modify sign height in several zones; Jim Wolfe said he will be
49 attending the June 9 PZC meeting to take part in this discussion. The EDC discussed the
50 issue of sign height with Kacie, including which zones to include and the language that
51 might be proposed if the PZC is favorable to such a proposal. More work will be done on
52 specific language depending on the outcome of the June 9 meeting.

53 Chairman Mirra asked if anyone had any other questions for Kacie. Tim Ryan asked if there
54 was a preferred percentage for full market rate senior housing? Kacie said 10% is the State's
55 guideline for affordable housing, which might include senior housing. When asked what
56 Wallingford's percentage was, Don Roe said 6%. Tim asked if Wallingford had any regulations
57 concerning a housing development that is age-restricted; Kacie said no.

58 Joe Mirra asked about the occupancy of the building across from Bristol-Myers Squibb. Kacie
59 said the CT Food Bank plans to have their central headquarters there, it will include office space,
60 conference rooms and warehouse space.

61 Since there were no further questions, Chairman Mirra thanked Ms. Costello for coming to the
62 EDC meeting; Ms. Costello left at 7:05 p.m.

63

64 **2. Discussion and Possible Action on Regular Meeting Minutes dated May 5, 2014 – Mark**
65 **Gingras made a motion to approve the May 5, 2014 regular meeting minutes as drafted; Tom**
66 **Collette seconded the motion. The motion was approved by unanimous vote.**

67

68 **3. Review of Monthly Expenditure Report** – Jim Wolfe asked if we are still expecting underruns;
69 Don Roe said he still expects underruns, primarily in the Promotional Expenses line item, as
70 discussed at the April meeting. No further questions on the report.

71

72 **4. Chairman's Remarks** – Joe Mirra mentioned that the creation of an Enterprise Zone for the area
73 by the Post Office was approved by the Legislature. Don Roe said that the Town has not heard
74 from the Post Office yet concerning plans for this building. This Enterprise Zone will not go into
75 effect until the Post Office vacates the building. Don mentioned that the Enterprise Zone is based
76 on census tracts; the area for the zone goes beyond the site of the actual building. Don wondered if
77 the EDC would like to invite, 1) Representative Mushinsky and Representative Candelora to a
78 summer meeting; 2) a staff person from DECD who is knowledgeable about such a zone; or 3) an
79 EDC person from a town that already has an Enterprise Zone. After some discussion, *it was*

80 agreed that Don Roe will contact DECD to see if someone from that agency could speak to the
81 EDC.

82
83 **5. Staff Reports** – The May staff report (*copy attached*) was distributed and reviewed by Tim Ryan.

84 Don Roe mentioned that the Town submitted an application for the Main Street Investment
85 Fund; a copy of the EDC's letter or support included in the application was distributed to the
86 Commissioners. When asked by Joe Mirra if an artist's rendering was included in the application as
87 well, Don said yes and *said a copy will be e-mailed to the EDC*. Don also told the EDC that at the
88 last Town Council meeting, it was identified that LS Power has approached the Electric Division and
89 the Town to discuss expansion of the facility. It was requested that the EDC be involved in these
90 discussions. Joe Mirra will attend the next meeting since Gary Fappiano is not available.

91

92 **6. Committee Reports**

- 93 • **Marketing** – Tom Collette said the Committee met and talked about the location of an EDC sign
94 on Route 15. At their next meeting the Committee plans to talk about whether or not the
95 Committee feels it is on track or should we look to engage an outside firm for advice on how
96 best to market the Town. Tim Ryan said two people from CERC will attend the next Marketing
97 Committee meeting to offer their proposals. Joe Mirra suggested inviting Ginny Kozlowski from
98 REX too.
- 99 • **P&Z Liaison** – Jim Wolfe said he will attend the next PZC meeting and asked that the EDC
100 make a motion to allow him to represent the EDC regarding the sign discussion. Mark Gingras
101 asked what was discussed at the Committee meeting with Joan Molloy; Jim said she represents
102 MidState. The Committee thinks this sign issue should be considered for zones RF40, I40 and
103 I20, and maybe IX and I5. **Mark Gingras made a motion that the EDC be represented by
104 Jim Wolfe at the Planning & Zoning Committee on June 9; Tom Collette seconded the
105 motion. By unanimous vote, the motion carried.** In discussion about zones to be include,
106 Kacie Costello's advised that IX and I5 not be included. Don Roe said that it wasn't too long
107 ago that the EDC proposed sign regulations in the IX and I5 zones; he isn't sure the PZC will be
108 receptive to changing those regulations again. Mark Gingras felt we should concentrate on
109 changing the RF40, I40 and the I20 sign regulations but definitely should mention that there
110 might be a need to revisit the regulations in the I5 and IX as well; otherwise they might chastise
111 us later for not bringing it up at this time. Tom agreed and said Jim should say that not having a
112 sign is a big issue.

113 Joe Mirra said he knows that the EDC needs to send out letters to residents concerning the
114 proposed YLB regulation change; does staff have any idea of a timetable? Don said that he
115 can't commit to anything right now because the office has such a busy schedule right now.

- 116 • **Retention/Incentives** – Rosemarie Preneta said she met tonight with Don Roe to discuss the
- 117 Key Accounts Program. They will meet again once Gary Fappiano is back in town; it is hoped
- 118 that this program will be on-line soon.

119

120 Joe Mirra suggested that the order for future agendas be changed so that the Staff Reports follow

121 the Committee Reports. Tim Ryan agreed saying he suggested this to avoid duplication in

122 reporting. Members agreed; *staff will make this change for the next agenda.*

123

124 **7. Summer Meeting Schedule** – Don Roe said that if we are able to schedule someone from DECD

125 to discuss the Enterprize Zone a July meeting will be scheduled. The other possible reason for a

126 July or August meeting might be discussion concerning LS Power proposal.

127

128 **8. Regional Matters (CCAED, GNHCofC, NHMA, QCofC, REX, WA)** – No comments/reports.

129

130 **9. Community Involvement** – Jim Wolfe said he noticed the sign on the lot by the hotel under

131 construction was gone; any idea why? Don Roe said there was a change in brokers.

132

133 **There being no further business, Mark Gingras made a motion to adjourn the meeting at 7:50**

134 **p.m.; Jim Wolfe seconded the motion. By unanimous vote, the motion carried.**

135 Sincerely,

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140 Lynn M. Wolff, Secretary

141

142 Attachment