

November 21, 2017

**Call to Order:** The monthly meeting of the Sterling Planning and Zoning Commission was called to order at 7:30 p.m. Introductions were made and new Commission members were welcomed.

Roll was called: Frank Bood-present, Dana Morrow-present, Ross Farrugia-present, Chris Turner-present, Caren Bailey-present, Alternate Walter Moriarty-absent, Alternate Michael Rouillard-present, and Alternate Victoria Robinson-Lewis-present.

Staff present – Jamie Rabbitt and Joyce Gustavson.

**Audience of Citizens:** None.

**Approval of Minutes:** C. Bailey made a motion, seconded by R. Farrugia to approve the meeting minutes of 7/18/2017 as written and presented. All voted in favor of the motion.

**Correspondence:** None.

**Unfinished Business:**

**a. Discussion Regarding the Plan of Conservation and Development:** J. Rabbitt, Town Planner, updated new Commission members on the Plan of Conservation and Development (POCD) stating that according to State Statute every Town is required to revise or update the POCD every ten (10) years to be compliant. A formal update is not due for a few years; however, a small interim update could be done this fiscal year and an interim update around 2021/2022 because all the social and economic data that comes out is census driven and runs every ten (10) years, 2010, 2020, 2030. To do an update now would be using seven (7) year old data. A few years ago, the Town did a study on the Village District, but that was never submitted to the Office of Policy and Management (OPM) for a credit, so that section could be submitted by 2019 or the Commission could submit a soft update in 2018 and re-kick the cycle in 2028. Discussion was held on the following: Development in the Community, specifically Sterling Village and if the Oneco Village should be included in the update, a small scope of what should be accomplished perhaps through a digital SurveyMonkey which would calculate the results as it comes in, and the best way to spend Town resources.

**New Business:**

**a. Special Excavation Application for Canterbury Realty, LLC for Property Located at 76, 92, & 94 Sterling Road:** The following correspondence was submitted into record: Proposed Gravel Excavation Site Plans, Excavation Ordinance and Zoning Application on behalf of Canterbury Realty, LLC for property located at 76, 92, and 94 Sterling Road for the restoration of an existing over excavated gravel operation and the excavation of approximately 314,000 yards of earth material from an additional parcel and existing. J. Rabbitt stated that per Sterling's Zoning Regulations, applications are received by the Planning and Zoning Commission and sent to the Board of Selectmen who has the regulatory authority to approve the application. The Board of Selectmen referred the Special Excavation Application to staff, the Town Planner and the Town Engineer to review and send recommendations back to them. C. Turner made a motion, seconded by D. Morrow to refer the Special Excavation Application for Canterbury Realty, LLC for property located at 76, 92, & 94 Sterling Road for the restoration of an existing over excavated gravel operation and the excavation of approximately 314,000 yards of earth material from an additional parcel and existing to the Board of Selectmen. All voted in favor of the motion.

**b. Review Draft for Age Restricted Housing Development (ARHD) for 177 Gibson Hill Road:** J. Rabbitt stated that the Town needs to schedule a public hearing for the adoption of the Age Restricted Housing Development for property located at 177 Gibson Hill Road. Upon adoption of the regulation, the compliant date pertaining to the stipulation shall begin. J. Rabbitt summarized the proposed amendment changes, Appendix B – Age Restricted Housing Development, and Appendix C – Site Plan Requirements; discussion followed regarding manufactured homes. C. Turner made a motion, seconded by D. Morrow to have staff refer the final draft to legal counsel for guidance on the process. All voted in favor of the motion. A tentative date for the public hearing has been scheduled for Tuesday, January 16, 2018 at 7:00 in Room #15 at the Sterling Municipal Building, 1183 Plainfield Pike, Oneco, CT immediately followed by the monthly meeting.

**c. Consider & Act on 2018 Schedule of Meetings:** C. Bailey made a motion, seconded by R. Farrugia to approve the 2018 Meeting Schedule. All voted in favor of the motion.

**d. Election of Officers:** Nominations were opened for the position of Chairman. Frank Bood was nominated for Chairman. There were no other nominations. R. Farrugia made a motion, seconded by D. Morrow to elect F. Bood as Chairman. All voted in favor of the motion. Nominations were opened for the position of Vice Chairman. Ross Farrugia was nominated for Vice Chairman. There were no other nominations. D. Morrow made a motion, seconded by C. Bailey to elect R. Farrugia as Vice Chairman. All voted in favor of the motion. Nominations were opened for the position of Secretary. Dana Morrow was nominated for Secretary. There were no other nominations. R. Farrugia made a motion, seconded by F. Bood to elect D. Morrow as Secretary. All voted in favor of the motion.

**Audience of Comments:** None.

**Any Other Business:**

**a. Commission Workshop:** None.

**Adjournment:** F. Bood made a motion, seconded by C. Turner to adjourn at 8:50 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Joyce A. Gustavson, Recording Secretary

Attest: \_\_\_\_\_  
Dana Morrow, Secretary