

SUBJECT TO APPROVAL

**MADISON PLANNING AND ZONING COMMISSION
PLANNING MEETING MINUTES
Feb. 7, 2019**

The planning meeting of the Madison Planning and Zoning Commission was conducted Thursday, Feb. 7, 2019, at 7 p.m., in Meeting Room A at Madison Town Campus.

MEMBERS PRESENT

Chairman Ronald Clark, Vice Chairman James Matteson, Secretary Thomas Burland, John K. Mathers, Brian Richardson, Elliott Hitchcock, and Joel Miller.

MEMBERS ABSENT

Joseph Bunovsky, Jr. and Amanda Mitchell.

ALTERNATES PRESENT

Giselle Mcdowall and Seonaid Hay.

OTHERS PRESENT

Director of Planning and Economic Development David Anderson; Selectwoman Jean Ferris.

The planning meeting of the Madison Planning and Zoning Commission was called to order at approximately 7 p.m. by Chairman Ronald Clark. Chairman Clark seated Alternate Commissioner Giselle Mcdowall for absent Commissioner Joseph Bunovsky, Jr.

19-02. 90 Wall Street. Map 38, Lot 29. D District. Owner/Applicant: S&R Holdings, LLC. Minor Site Plan Review Modification for the relocation of existing dumpster enclosure and remove existing curb and landscaping to install eight new parking spaces.

Attorney Christopher McKeon, representing property owners S&R Holdings, LLC, presented the minor site plan review modification to relocate an existing trash enclosure, remove existing curb and landscaping, and install eight new parking spaces. Mr. McKeon showed the site plans to the Planning and Zoning Commission and stated that new landscaping will be planted to create a buffer. Trash enclosures on the site will be combined, when the existing trash enclosure is removed, and Mr. McKeon stated that the Planning and Zoning Regulations encourage combined trash enclosures. He described the new site plan layout as being better and more efficient than the previously approved trash enclosure plans. A restaurant originally proposed for the site will no longer be included, and the office space replacing the restaurant is allowed in the Planning and Zoning Regulations, according to Mr. McKeon. Due to tree removal and the landscaping, the applicants believed appearing before the Planning and Zoning Commission for approval was a better option, according to Mr. McKeon.

John Cunningham, landscaping architect, stated that eight trees will be removed where the current trash enclosure exists; one tree will be transplanted, and eight parking spaces will be created, when the current trash enclosure is removed. He described the trees that will be planted and showed the landscaping plans to the Planning and Zoning Commission. The light will be a full cut-off system, Mr. Cunningham stated; the lighting and plantings will be of great benefit to the property. Moving the trash enclosure will reduce the amount of backing in by trash haulers. Director of Planning and Economic Development David Anderson stated that he had begun to

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review this minor site plan modification administratively, but when he saw the amount of landscaping, he asked the applicants to get in touch with the neighbors about the proposal, and though it is not a public hearing matter, he thought it better if the application went before the Planning and Zoning Commission for review and approval. Mr. Anderson read into the record an email he received from adjacent neighbors who stated they did not object to the relocation of the trash dumpster, however they did want the approval to contain a condition that trash haulers not pick up trash at the site before 8 a.m. During Planning and Zoning Commission discussion on the trash hauler pick-up condition proposal, it was found that a no-earlier-than-8-a.m. pick up would not apply, since the trash enclosure is being relocated to another area of the property. From a site plan perspective, the relocated trash enclosure creates a much more intelligent operation of this site, and everything the applicants are proposing is in compliance with the town's Planning and Zoning Regulations, Mr. McKeon stated.

Vice Chairman James Matteson made the motion to accept the minor site plan review modification, as presented; it was seconded by Commissioner Brian Richardson and unanimously approved.

Vote to approve 90 Wall St. passed, 8-0-0.

IN FAVOR: Chairman Clark, Vice Chairman Matteson, Secretary Thomas Burland, and Commissioners Joel Miller, Brian Richardson, Elliott Hitchcock, John K. Mathers, and Giselle McDowall.

OPPOSED: None.

ABSTAINED: None.

Accessory Apartment Discussion.

Director of Planning and Economic Development David Anderson stated that there has been some ongoing discussion with property owners who are interested in accessory apartments, and they believe the 800 square foot requirement is too restrictive. An area of interest to consider would be utilizing accessory apartments to address affordability of the housing stock in town, according to Mr. Anderson. He gave the Planning and Zoning Commission copies of Section 24 *Accessory Apartments*, as it currently appears in the Planning and Zoning Regulations, and asked the commissioners to review the purpose of accessory apartments, as stated, and well as three of the Standards listed in Section 24.3, which are as follows:

- 24.3.1 Either the single-family dwelling or the apartment unit shall be permanently occupied by the owner of the premises.
- 24.3.2 The floor area of the apartment in a single-family dwelling may not exceed 800 square feet or one-third of the floor area of the dwelling prior to creating the apartment, whichever is less.
- 24.3.4 The accessory apartment shall not be occupied by more than three (3) people.

The 800 square foot requirement is being seen as too restrictive, and Mr. Anderson asked whether the Planning and Zoning Commission would consider changing it to 900 to 1,000 square feet. Guilford allows 1,200 square feet for accessory apartments, Mr. Anderson stated, but for Madison, he suggests 1,000 square feet or under. In determining what changes should be made in the accessory apartment regulations, Mr. Anderson stated that the Planning and Zoning Commission has to consider the fact that there are limited buildable areas left in Madison, accessory apartments can be created in such a way as to not adversely impact the character of the town, and Madison's population has peaked at 18,269 and is projected to fall to 16,056 by 2035.

He envisions accessory apartments would apply to new construction. Secretary Thomas Burland stated that accessory apartments dramatically change the character of the town for all those residents who bought single-family homes, in single-family neighborhoods, and he stated that he would not like to see a proliferation of accessory apartments in his neighborhood. Commissioner Joel Miller stated that right now no one has any influence over whether someone puts an accessory apartment in a single-family home and neighborhood. The population is decreasing, large homes are less desirable, older residents want to downsize, and young families would like to move into town, yet few options exist in Madison for affordable places in which to downsize or for housing for young families, Mr. Anderson stated, reminding the commissioners that this is a brainstorming conversation in the commission's planning meeting. Mr. Anderson stated that he would like to continue the discussion, and he asked the commissioners to let him know what information they would like him to gather for them; Commissioner Richardson stated that he would like information on the differences between 800 square feet, 900 square feet, and 1,000 square feet accessory apartments.

Election of Officers. Vice Chairman Matteson was handed the gavel and asked for the nominations for secretary; Chairman Clark nominated Thomas Burland, and all were unanimous in the choice. Mr. Matteson asked for nominations for vice chairman; Commissioner Richardson nominated James Matteson, and the choice was unanimous. Vice Chairman Matteson asked for nominations for chairman, and Commissioner Hitchcock nominated Ronald Clark; the choice was unanimous.

Remarks:

Commission Chair ~ None.

Director of Planning & Economic Development David Anderson stated that he and Chairman Clark attended a Board of Selectmen meeting and encouraged the modification of the flood plain ordinance; the selectmen were in favor of doing so.

Adjournment

Vice Chairman Matteson made the motion to adjourn at 8:04 p.m.; it was seconded by Secretary Burland and unanimously approved.

Vote to adjourn at 8:04 p.m. passed, 7-0-0.

IN FAVOR: Chairman Clark, Vice Chairman Matteson, Secretary Burland, and Commissioners Miller, Richardson, Hitchcock, and McDowall.

OPPOSED: None.

ABSTAINED: None.

Respectfully submitted,
Marlene H. Kennedy, clerk