

Subject to Approval

MADISON PLANNING AND ZONING COMMISSION MEETING MINUTES

July 7, 2022

The Regular Meeting of the Madison Planning and Zoning Commission was conducted Thursday, July 7, 2022, at 7 p.m., remotely, using Zoom Videoconferencing. The public was invited to participate remotely by joining the meeting through a Zoom webinar link password, telephone call-in number, and a webinar identification number. Log-in and call-in details were posted to the Town of Madison website (<https://www.madisonct.org/>), prior to the meeting.

MEMBERS PRESENT

Carol Snow, Giselle McDowall, Elliot Hitchcock and Ron Bodinson

MEMBERS ABSENT

Seonaid Hay

ALTERNATES PRESENT

None

OTHERS PRESENT

Town Planner Erin Mannix. The meeting was recorded via Zoom Videoconferencing software for You Tube viewing.

The Meeting of the Madison Planning and Zoning Commission was called to order at approximately 7:00p.m. by Chairman Carol Snow.

She read her public hearing procedure statement.

PUBLIC HEARINGS:

22-09DVD. 761 Boston Post Rd. Map 38, Lot 96; DVD; Owner: Davis Realty; Applicant: Harold L. Blank/Madison Arts Cinema; Major Alteration in the Downtown Village District per Section 30 for digital sign. **(Continued from 6/16/22 mtg)**

Commissioner McDowall made the motion to continue Public Hearing # 22-09DVD. 761 Boston Post Road. Seconded by Secretary Hitchcock.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

Harold Blank, Cinema owner was present for the application. He states this is a modification of digital marquee sign for the cinema for graphics and color in promotion of movie. Mrs. Mannix showed a Marquee billboard promotional display / promotional special and a video example of the

type of display requested. Chairman Snow asked if the size of the screen will remain the same as it is now? Mr. Blank replies yes.

Mrs. Mannix states Mr. Blank went before ACCA on June 14, 2022, she further reviewed staff comments by memo dated July 7, 2022 which also included comments provided by ACCA.

Secretary Hitchcock asked about the hours of marquee illumination. Mr. Blank states from 10am to 30 mins after the last show. Commissioner Bodinson states he had concerns about the types of advertisement that will be shown, and furthermore the safety of pedestrians and cars.

Secretary Hitchcock suggested a 90-day condition of approval for the application to gain public inputs / perspectives, if any.

Secretary Hitchcock made the motion to close the public hearing. Seconded by Commissioner Bodinson.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

Deliberation of Public Hearing item

All commissioners were in favor of the application and decided to move forward with a conditional approval.

Commissioner Bodinson made the motion that the Madison Planning & Zoning Commission grant application #22-09DVD. 761 Boston Post Rd. Map 38, Lot 96; DVD; Owner: Davis Realty; Applicant: Harold L, Blank/Madison Arts Cinema; Major Alteration in the Downtown Village District per Section 30 for digital sign with the following conditions:

- 1. The marquee shall only include static color images produced by the production studios (ie. Playbill/movie poster) at intervals of thirty (30) seconds and;**
- 2. The display is limited to movie announcements and non-movie title specific promotional display exclusively for the cinema; and**
- 3. No off-premises or product advertising signage be permitted on the marquee.**
- 4. Marquee signage shall be limited to no later than 30 minutes after last showing, no later than 11pm.**
- 5. This approval shall be valid until November 3, 2022 to allow the Commission an opportunity to further evaluate any potential impacts on the public view or safety and further modify the terms of this approval as needed.**

This application is conditionally approved with the finding that these marquee sign modifications are compatible with the existing streetscape and surrounding buildings and

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that no further impact on the public view is anticipated within the Sub-District. The effective date of approval shall be July 15, 2022.

Seconded by Secretary Hitchcock.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

REGULAR MEEETING:

Pending Application(s)

22-15. 181, 187 Wildcat Rd., 193 Horsepond Rd. Map 67, Lot(s)44/45/49, RU-2 District. Owner: Asiye Kay, Francis Underhill, Catherine P. Dolph; Applicant: Nicholas Mingione, Esq., Application for lot line revision. **(Tabled to 7/21/22)**

DISCUSSION

21-19. Regulation Amendment. Moratorium Extension – Applicant: Madison Planning & Zoning Commission. ARTICLE 2.20.4 – Extend temporary moratorium on Recreational Cannabis Establishments until December 31, 2022. **(Set Public Hearing for 7/21/22)**

APPROVAL OF MINUTES:

June 2, 2022

Commissioner Bodinson made the motion to approve the June 2, 2022 minutes as submitted, seconded by Chairman Snow.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

June 16, 2022

Commissioner Bodinson made the motion to approve the June 16, 2022 minutes as submitted, seconded by Secretary Hitchcock.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

REMARKS: Commission Chair – None

Town Planner – the following memo dated July, 7, 2022 by Erin Mannix, Town Planner was reviewed and discussed with the commission.

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Town of Madison held a meeting to open packages of qualifications on Wednesday, June 22, 2022 at 10am. Carol Snow, P&Z Chair, Erin Mannix, Town Planner, and John DeLaura, Zoning Enforcement Officer were all present for the opening. The following is a list of received bidders. All packages included an original proposal, plus 4 copies, and a pdf on flash drive.

2023 Update of Madison's Plan of Conservation and Development List of Bidders:

1. Fitzgerald & Halliday, Inc. d/b/a FHI Studio
416 Asylum Street
Hartford, CT 06103
2. Tyche Planning & Policy Group, LLC
215 East Main Street, Suite #1
Vernon, CT 06066
3. The S/L/A/M Collaborative
80 Glastonbury Blvd.
Glastonbury, CT 06033
4. Planimetrics, Inc.
70 County Road
Simsbury, CT 06070
5. BFJ Planning
115 5th Avenue
New York, NY 10003
6. Colliers Engineering & Design CT, P.C d/b/a
Maser Consulting Engineering & Land Surveying
135 New Road
Madison, CT 06443

The Request for Qualifications provided an estimated timeline for the process as well as requirements for the statements of qualifications and criteria for award/method of selection. Below is an excerpt from the RFQ:

III. TIMELINE OF THE RFQ PROCESS

The following timeline has been tentatively established:

Publish RFQ: May 20, 2022

Statement of Qualifications Due: June 17, 2022

Short List of Selected Firms: June 24, 2022

Possible Interviews of Selected Firms: July 5-8, 2022

Selection/Recommendation of Firm: July 15, 2022

IV. SUBMISSION OF STATEMENT OF QUALIFICATIONS

1. Company Information. Provide a brief summary of the company, including the following information:

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- Clearly identify personnel who will have a role and lead the plan update; including resumes of team members, noting the specific individuals representing the lead consultant for comparable projects within the last five (5) years.

- **Sub consultants/Subcontractors.** Provide details on any services that will not be provided in-house. If consultants are to be proposed for use in response to this RFQ, please provide names of any and all consultants. Consultants named in the Statement of Qualifications may not be changed without prior notice and approval of the substitution by the Town. Provide details on any prior work with the named consultant(s).

2. Relevant Experience and References. Provide descriptions of comparable projects within the past five (5) years for which the company has performed similar services along with references and contact name(s) and information. The description of each project should include pertinent information such as the project type, size, scope of work performed, project features, and year completed.

3. Approach. Provide a description of a proposed work plan for the project including a proposed methodology, process, and approach to the scope of work and a proposed sequence and timetable of the proposed work plan.

4. Services Expected of the Town. Define the nature and scope of all services to be provided by the Town.

5. Familiarity with Madison. Extent of local knowledge of Madison and/or communities experiencing similar characteristics, development patterns, and issues. Demonstrate a working knowledge of issues typically facing a community like Madison and its potential in the concept of our region.

V. CRITERIA FOR AWARD/ METHOD OF SELECTION

A. Criteria. The Respondents will be evaluated on its qualifications by a selection committee selected by the Town using the following criteria:

- The key personnel to be assigned to the Plan update and their present workload.
- The firm's qualifications, experiences, and demonstrated familiarity with Plans in general and specifically Plans of a similar size, scope, and nature.
- The proposed Plan update approach, the ability to engage the public in an innovative and inclusive manner, and how staff and consultants will be organized and utilized throughout the key phases (please outline) of the Plan update.
- Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the Plan update.
- Presentation quality and readability of previously prepared town plans.
- Candidate response format and estimated Plan update fees. The Town is not bound to select the firm who proposes the lowest fees. The Town reserves the right to negotiate fees with the selected firm.

The Selection Committee was comprised of Carol Snow, P&Z Chair, Erin Mannix, Town Planner and John DeLaura, Zoning Enforcement Officer. Reviews included reading the proposals, examining and/or speaking to municipal references, and a meeting to discuss spreadsheet comparisons between the firms. In reviewing the proposals, focus was placed on 1. The Company Info & Key Personnel, 2. Experience & References, 3. Scope of Work & Timetable, 4. Town Services Expected, and 5. Familiarity with Madison. The Town was fortunate to receive responses from six well-qualified candidates. However, based on the above-criteria, a short list of consultants was formed

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including Tyche Planning & Policy Group, SLAM and Resilient Land & Water, LLC, and Planimetrics. The Committee opted not to hold interviews as an early consensus was found regarding the successful candidate.

It is the Selection Committee's recommendation that Tyche Planning & Policy Group be awarded the contract for consulting services to assist in the update of the Plan of Conservation and Development. John Guskowski has worked with the Commission over the last year serving as Interim Town Planner during the transition between Dave Anderson and myself. More recently, John assisted the Town in developing our Affordable Housing Plan which was unanimously adopted in May. The firm's recent involvements in Town help bring a unique familiarity and awareness of Madison's strengths and challenges with respect to development, diversity, and land use in general. Understanding communities of our size is a benefit and the firm's ability to facilitate community involvement is a top priority of Madison while updating the POCD. The small firm, personalized approach is something that has served our community well over the last year and is something that we hope to continue during the update process.

Should the Commission agree with the Selection Committee's recommendation, action should be taken to award the contract.

Commissioner Bodinson made the motion to accept the Selection Committee's recommendation that Tyche Planning & Policy Group be awarded the contract for consulting services to assist in the update of the Plan of Conservation and Development. Seconded by Secretary Hitchcock.

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

ADJOURNMENT

Secretary Hitchcock made the motion to adjourn at 8:20p.m.; seconded by Commissioner McDowall

IN FAVOR: Chairman Snow, Secretary Hitchcock and Commissioners McDowall and Bodinson

OPPOSED: None

ABSTAINED: None

Respectfully submitted,
Racquel Stubbs