

**Town of Marlborough
Community Development Advisory Commission
Marlborough Town Hall
July 26, 2004
7:00 p.m.**

1. CALL TO ORDER

Nancy Bader called the meeting to order at 7:11 p.m. in the meeting room of Marlborough Town Hall. Commission members in attendance included Gordon Isleib, Ned Hickey, Carolyne Gatesy, Bill Mogensen, Nancy Bader, Paul Slot and Joanne Goode. Also present was Peter Hughes, Planning and Development Director.

2. RECOGNITION OF GUESTS

Diane Church, Regional Standard.

3. PUBLIC COMMENTS

There were no public comments.

4. ACCEPTANCE OF MINUTES

Motion by Ned Hickey to approve the minutes of the June 21, 2004 meeting. The motion was seconded by Carolyne Gatesy and it was carried by a unanimous vote (Paul Slot & Joanne Goode abstained).

5. REVIEW OF STEAP GRANT

Peter Hughes explained the background of the STEAP (Small Town Economic Development Program) grant. The state of CT has \$20MN in funding and each small town in CT (fewer than 15,000 residents) is eligible to receive up to USD 500K. Marlborough has applied for a \$500K STEAP grant to cover a town center plan, town center streetscape improvements and a town marketing plan. He explained that the grant is administered through the Office of Policy and Management (OPM). Mr. Hughes explained the process and stated that the town should find out in September if the grant is approved.

The first component of the grant is the town center plan. Mr. Hughes explained that sewers will be constructed in the center of town in an 18-24 month period and this is going to attract development to Marlborough's center. The CDAC, along with the town's other boards and commissions, need to have a clear plan for the town center before sewers are in. This will require changes to the town's zoning regulations. Some items that will need to be addressed are traffic concerns, design controls and development of a town green. Mr. Hughes stated that if the STEAP money is obtained, the town will hire a group of consultants to work on a town center plan. The CDAC, along with the members of the Planning Commission, will participate in interviewing the consultants. It will be very important for the town to have a clear idea of what the plan should include. Town staff and board members need to direct the consultants, not the other way around. Given these upcoming activities, Mr. Hughes stated that it might be prudent for the Zoning Commission to hold a public hearing in January 2005 to consider a 6-month moratorium on new construction.

The other two components of the STEAP grant are streetscape improvements (sidewalks, benches and other enhancements) and a town marketing plan. The marketing plan is important because it will market both the business park and the community. Peter Hughes closed his discussion by

saying that now is the time to seize control or undesirable development could come to town and it will be too late to stop it.

Carolyn Gatesy asked Mr. Hughes whether he knew anything about CERC (Connecticut Economic Resource Center). Mrs. Gatesy stated that CERC is a non-profit organization that assists towns with economic development and marketing plans. Mr. Hughes stated that he is familiar with CERC. Mrs. Gatesy distributed information on CERC to the other members for their review.

6. REVIEW OF CURRENT PLANS, OPPORTUNITIES, OBSTACLES FOR TOWN CENTER

Mr. Hughes distributed copies of an aerial map of Marlborough taken in 2001/2002. He pointed out the various parking lots in town and stated that current zoning regulations require too much parking. This is something that will need to be changed. He also pointed out various parcels of land that may be available for development in the future. Bill Mogensen stated that Marlborough has a big advantage over Hebron and East Hampton because of its Rte. 2/Rte. 66 intersection. He stated that there is an opportunity for business development in Marlborough away from the center of town where people commute on Rte. 2, come to work, and then leave. Under such a scenario, it would be important to make sure that residential roads do not become bypasses for main roads for commuter traffic.

Bill Mogensen said that the town needs to implement design conditions. There was some discussion about the Village District Act. Mr. Hughes stated that this act allows a town's Zoning Commission to dictate design conditions. Mr. Hughes stated that he will obtain more information on the Village District Act for the next meeting.

7. DISCUSSION OF AD HOC COMMITTEE: BUSINESS & PROPERTY OWNERS

Nancy Bader stated that she wants to involve the town's business and property owners in the discussion of planning Marlborough's town center and future development. There was a discussion about the best way to involve these people. Nancy Bader stated that an ad hoc committee (consisting of business and property owners) could be formed. The members agreed that, at a minimum, these individuals should be notified of the formation of the CDAC and its objectives and should be encouraged to participate in the process. Peter Hughes said that he will provide a list of all business and property owners for the next meeting.

8. DISCUSSION OF COMMUNITY SURVEY

Peter Hughes advised that the town has obtained a \$5K grant to do a community survey. He explained that the survey could be done either by telephone or direct mailer. Mr. Hughes distributed copies of two different mail surveys, one from a town in central Texas and another from Hanover, New Hampshire. One survey included visual alternatives for residents to choose from and the other was a list of various questions. Mr. Hughes stated that Marlborough's survey (which will focus on the development of the town center) should combine the best of both types. He said the CDAC should aim to send out the survey in September. The CDAC members need to decide what information they want to obtain from the survey as the next step. This item will be a main focus point for the next meeting.

9. DISCUSSION OF VISION FOR TOWN CENTER

Mr. Hughes distributed copies of a zoning map for the members to review. He stated that there are 16,000 acres of land in town. The State of CT owns 2,800 acres as open space and the town owns 500 acres as open space. He also stated that approximately 500 acres in town are zoned as commercial. He stated that currently there is approximately 5,000 acres in town available for residential development. This is a relatively small amount.

There was a discussion about the need to provide reasonably priced housing for the elderly and young professionals in town. Mr. Hughes stated that the state likes to see approx. 10% of housing available to this segment of a community. The members discussed different ideas about how to provide this housing (that it should be close to the center of town, attractive, etc.).

Mr. Hughes stated that the whole process of planning for the town's development is new to everyone and all boards and commissions will need to work together to shape Marlborough's future. He read a quote from Scottsdale, Arizona's town mission statement that said, among other things, that a town that knows and builds on its assets will be successful.

Nancy Bader stated that she envisions the CDAC as operating like a capital improvement planning group. She stated that the town does not have a lot of financial resources, yet there are requests from all town departments for new items. She wants the CDAC to prioritize and plan for the future in a way that fits into the plan for the town's development.

There was a brief discussion about the system of walking trails that runs through neighboring towns and it was suggested that future plans could include connecting Marlborough to these already-established trail systems.

Peter Hughes distributed copies of Marlborough's Open Space & Cultural Resource Strategy, which was prepared in June 2004. He encouraged all the members to read the document so it could be discussed at the next meeting.

Ned Hickey distributed copies of a memo he wrote regarding town center development components. He encouraged the other members to also write down their ideas and send them to Peter Hughes so that Mr. Hughes could combine them into a working document for the next meeting. This will assist the members in forming a vision for the town center.

Nancy Bader said that an all boards meeting has been scheduled for November 9, 2004 at 7:30 in the Senior Center. She stated that the topic for the meeting will be CDAC/town center development.

10. MEETING SCHEDULE

The members agreed on the following meeting dates: August 16, 2004, September 27, October 25, November 22 and December 20. All meetings will be held at 7:00 p.m. at Town Hall. In November the meeting schedule for 2005 will be set.

11. OTHER

There was no other business.

12. PUBLIC COMMENTS

There were no public comments.

13. ADJOURNMENT

Motion by Ned Hickey to adjourn the meeting at 9:00 p.m. The motion was seconded by Joanne Goode and carried by a unanimous vote.

Respectfully submitted,

Mary Sciano