



**TOWN OF WILTON  
PLANNING BOARD MEETING  
APPROVED MINUTES**

**DATE:** July 6, 2016  
**TIME:** 7:30 PM  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Wilton Planning Board Members: Chairperson Jeff Kandt, Vice-Chairperson Sara Spittel, Tracey Ewing, Neil Faiman, Alec MacMartin, Camille Pattison, Dawn Tuomala, Kermit Williams, Sorrell Downing. Attendees: Neel Family

**Public Hearing**

Vice-Chairperson Kandt opened the public Hearing at 7:30 PM.

***Conceptual Discussion regarding a Change of Use at 17 Main Street from Attorneys Office to a Church***

Mr. Neil presented a drawing of how he would update the existing space to accommodate the space to change from an attorney's office to a church.

- The two current office partitions would be removed to create a large open space.
- The buyers would add a handicapped bathroom.
- The doorway would be added to allow for accessibility and to bring to code per the fire chief recommendation.

Board members asked about traffic. The potential buyers have observed traffic on Main Street on Sunday and don't find on street parking to be an issue. Mr. Williams pointed out the town own the end of the building and this space could provide supplemental parking. The church currently meets in the Masonic Temple and is familiar with Sunday traffic/parking patterns in Wilton. The concern would be the potential mid week service and the competition for parking with the Theater.

The potential buyers do not have plans to sublet the space.

The Planning Board asked the Neel Family to create a Site Plan Review Application and focus on the "boxes" that are relevant: capacity, employees, hours, parking and signage. The applicants were directed to the Building Inspector regarding the Sign Application. The applicants were asked to obtain a letter from the Fire Chief.

### **Minutes 6-15-16**

The clarification of the criteria for the Weeks application was updated. Ms. Downing to correct.

There was a formatting issue and it appears two files were merged so this will be updated by Ms. Downing for the next meeting (7-20-16).

*A MOTION was made by Mr. MacMartin and SECONDED by Ms. Spittel to move the review of the Minutes from 6-15-16 to the 7-20-16 meeting.*

*Voting: 7 ayes. Motion carried.*

### **Master Plan – Town Facilities Chapter**

Ms Tuomala added subcategories and updated the recommendation page to correspond with the text. The confusion between the forests that are listed in the Master Plan but not in the conservation plan was discussed. It was agreed the two documents should be consistent.

Mr. Williams asked the Wilton Water Works creation be clarified and there was dispute between members on how the Wilton Water Works was established. Documentation and legal clarification will be brought to the 7-20-16 meeting.

*A MOTION was made by Ms. Spittel and SECONDED by Mr. MacMartin to obtain historical documentation about the Wilton Water Works creation and discuss at the 7-20-16 meeting.*

*Voting: 7 ayes. Motion carried.*

### **Rules of Procedure**

The updated Rules of Procedure will be sent out for approval at the next meeting (7-20-16)

### **Other Business**

#### **CIP**

This item was supposed to be on the agenda for this meeting but was forgotten by Ms. Downing. It will be added to 7-20-16. Ms. Tuomala has updated this document and has asked it be reviewed and maintained. Ms. Ewing has agreed to represent the Planning Board and attend the CIP meeting Monday 7-11-16. CIP Committee Membership will be added to the 7-20-16 agenda.

#### **Change in Board Membership**

Ms. Tuomala presented a letter of resignation to Chairman Kandt. Ms. Tuomala has asked that the CIP be maintained and updated in her absence. The Planning Board thanked her for her service.

**Thank you to Ms. Pattison**

The Board thanked Ms. Pattison for her work with the Town of Wilton. Ms. Pattison is leaving her position at NRPC.

*A MOTION was made by Ms. Ewing and SECONDED by Mr. MacMartin to adjourn the meeting.*

*Voting: 7 ayes. Motion carried.*

Chairperson Kandt declared the meeting adjourned at 9:30 PM.

Respectfully Submitted,  
Sorrell Downing  
Secretary