

# RECORD OF PROCEEDINGS

Minutes of

Special Meeting

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held December 4, 2018 \_\_\_\_\_ 20 \_\_\_\_\_

The Council of the City of Milford met in special session in Council Chambers at 745 Center St. at 5:30 p.m. on December 4, 2018. Mayor Albrecht called the Work Session-Special meeting to order with the Pledge of Allegiance and a Moment of Silence and gratitude for the late President George H.W. Bush.

**Roll Call: Present:** Mayor Albrecht, Vice Mayor Brewer, Ms. Russell, Mr. Brady, Ms. Chamberland, Mr. Haskins, Ms. Evans

Work Session Discussion-An open discussion for the Downtown Design Guidelines presented by Jay Stewart. A hardcopy of information in its draft which combined the existing B-2 district chapter and the OMO zoning district chapters into a single ("MRD" Milford River District) chapter. We are nearing the conclusion of the project and this is one of the last work session scheduled.

Permitted Uses and Conditional Uses-definitions were discussed.

Density for multi-family structures - proposing as conditional use, capped at no more than six units per acre. If 7 or higher shall only be permitted with an approved planned development overlay district strict designation.

Mix uses: Offices vs. Shops First floor office uses - Supplemental Use Standards - Special Standards for Office Use. The biggest issue during the last Public meeting was parking. Looking into New tenant standard space size. Discussion on square footage to be considered. What regulates against warehouse space, which is vacant looking, and the space being taken up downtown. What do we have to prevent this from happening again was discussed? Possibly writing a letter to property owner and asking if the space is being used as a storage/warehouse. Need information regarding how to have a good mix downtown and have it enforced. Need to figure out the standards.

Outdoor Eating Establishments-Sidewalk right of way standards.

Single Family and Two Family Residential Districts - a map showing the location was available. Zoning Certificate required: current code uses Certificate of Appropriateness or COA.

Exemptions that do not require a zoning certificate in the district was discussed-Improvements Subject to Review and the step process for Minor Building Improvement, Major Building Improvement, Administrative Review Building Improvement. Good example would be a balcony request process would equal a Major Improvement. If joint meeting goes to Planning Commission Meeting in January then back to Planning Commission in February. Ms. Holbrook thinks a neighborhood meeting then to Planning Commission meeting. Question whether this was too fast? Too slow of a process? Approximately 2 months or 1 month. Suggested that have the neighborhood meeting about 1 week before the PC meeting. Mr. Stewart thinks that the two month process before it is effected is a good standard given the district that it would be in. If we could also give the applicant the process timeline it would help most developers. Council agreed to keep at two months the way it is proposed. Current Code Standard of Review: process is encouraged

New Construction projects not to have Chain link fence and if feasible, provide bicycle amenities/facilities. Would make the downtown even more bicycle friendly.

Current code states that no more than 60% can be glass for storefronts. Suggested to be updated to show more transparency and be updated to not less than 50% glass of the ground floor, front facade. Design Guidelines Added - Permitted exterior material - fiber cement. Looks like siding.

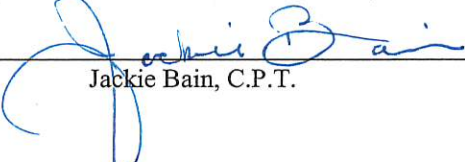
Vinyl and Aluminum siding be prohibited. Color Palette - currently we have palette for review. Regulate colors? Council said yes. Suggested that it would show colors that would fit into the guidelines. And to keep it regulated between Pam and Planning Commission could make those decisions based on the color palette color guidelines. And to inform developers that there is a palette and to have colors represent the colors based on the palette.

Sign standards - Roof mounted signs shall be prohibited. Allowed with each business - a non flashing open/closed sign. Size restricted to standard size. Reviewed information regarding landscaping improvements related to mechanical equipment- dumpsters, Mechanical equipment, HVAC viewable from the public right away was also discussed to have appropriate screening. Outdoor Storage and Service parking lots discussed.

Next Step: Final Draft for Review

**Adjourn:**

There being no further business to come before the regular Council meeting, the meeting adjourned at 6:54 p.m. with a motion from Ms Evans, seconded by Mr. Brady. All voted yes.

  
Jackie Bain, C.P.T.

  
Fred Albrecht, Mayor