



**Town of Trumbull  
Economic Development Commission Meeting**

Long Hill Room  
5866 Main Street  
Trumbull, CT 06611  
Thursday, June 19, 2008  
7:15 p.m.

**AGENDA**

- |    |  |                     |
|----|--|---------------------|
| 1. | Review and Approval of May Meeting Minutes | B. Matthews         |
| 2. | P&Z Update                                 | R. Matthews, D. Cox |
| 3. | Business Breakfast (6/24)                  | D. Cox              |
| 4. | Director's Report                          | D. Cox              |
| 5. | Future Meeting Content                     | R. Matthews         |
| 6. | Recognition Program                        | M. Arnold           |
| 7. | New Business                               | All                 |

**CALL TO ORDER:** The meeting of the Town of Trumbull Economic Development Commission was called to order at 07:24 p.m. by Chairperson Bob Matthews.

**IN ATTENDANCE:** In attendance were the following Commissioners:

Jim Abraham          Martin Arnold          Beryl Kaufman          Susan Kohn          Bob Matthews

and Deborah Cox, Director of Economic Development

**Absent:** Barry Diamond, John Malfettone, Karl Mizak

**MEETING MINUTES:**

**1. Approval of May, 2008 Meeting Minutes.**

A **motion** was made to approve the May 21, 2008 meeting minutes by Jim Abraham, and seconded by Beryl Kaufman.

**VOTE:** A vote to approve the May 21, 2008 meeting minutes was passed unanimously.

## 2. **Planning & Zoning Update**

Chairman Matthews reported that the new Planning & Zoning Regulations will be voted on at a Public Hearing on June 25. The regulations will primarily be an update of the existing regulations, however, with a change in structure and the addition of definitions. In addition, some of the key changes that were made to the industrial and commercial areas of the regulations are as follows:

- ZBA is restricted to grant use variances or variances on conditions of a special permit
- The footprint for parking garages has increased
- More flexible heights and setback changes have been made (including up to 75 ft heights allowed in IL-3)
- Changes in the way that heights are measured (from the sill of the first floor)
- Freestanding restaurants are now allowed in the IL ones (particularly useful as an amenity in the parks)
- Medical uses are now allowed in all IL zones
- Restrictions on the amount of medical usage within a building has been removed
- Restaurants serving liquor are now allowed to be next to each other to allow for more options for the town's residents
- Changes made to signage for better readability, particularly in the Design District
- Changes made to the allow flexibility in the number and type of businesses permitted in a building within the Design District on White Plains Road

Chairman Matthews noted that the EDC, and particularly the Director of Economic Development, were the key drivers for the changes of the last 8 of the above 10 mentioned changes.

Planning and Zoning Chairman Tim Herbst stated to Chairman Matthews that the Planning and Zoning Commission will address a number of outstanding significant changes and additions to the regulations beginning in September. Such topics include:

- Additional changes in IL-3, such as modifications to setbacks
- Mixed Use Regulations
- Design District on Main Street
- Town Hall District

## 3. **Business Breakfast**

Director Cox reported that the Business Breakfast scheduled for June 24<sup>th</sup> from 8:00 – 9:30 is on target. The breakfast is targeted at the top 30 tax payers and employers in Trumbull. There are approximately 60 expected to attend. The agenda is as follows:

- |  |                                      |
|--|--------------------------------------|
| • Welcome                                      | EDC Chairman Matthews                |
| • Highlights of Trumbull Econ. Dev. Activities | First Selectman Ray Baldwin          |
| • Highlights of the National and Local Economy | Dr. Phil Lane, Ph.D. Fairfield Univ. |
| • Partnering with U.I.                         | Garrett Sheehan – U.I.               |
| • Partnering with the BRBC                     | Paul Timpanelli – BRBC               |
| • Partnering with Trumbull Econ. Development   | ED Director Deborah Evans Cox        |

**4. Director's Report:**

Attached is the Director's Report. The director highlighted the amount of inquiries handled this month, and some of the retention and marketing efforts. Planning and Zoning regulations have also been a focus in an effort to influence some final changes to facilitate economic development in the near future. In addition, as noted above, the Business Breakfast is a major event and focus this month, and plans are coming along smoothly.

**5. Future Meeting Content:**

Chairman Matthews suggested the possibility of enriching the content for some of the future EDC meetings by inviting outside guests. Topics would include, but not be limited to those that may help to expand the Commission's knowledge and awareness in the area of local, regional, or national economic development. Commissioners are invited to suggest topics or help find speakers.

**6. Recognition Program:**

The EDC Business Award Program will commence next year due to the timing of the Trumbull Chamber's Business (TCC) In Bloom Award. Commissioner Martin Arnold reported that the TCC will be holding a Business After Hours on June 24<sup>th</sup> and will award ten Business In Bloom Awards. Some of the businesses received the Business In Bloom Award at the suggestion of the Economic Development Director. Depending on timing and an agreement on the criteria, the EDC and the TCC may fully partner on a recognition program next year.

**7. New business:**

- Chairman Matthews reported concerns regarding attendance of EDC Meetings, particularly as a quorum is needed for voting, as well as for gaining ideas and general consensus.
- Chairman Matthews stated that there is still an opening in the EDC and he asked for suggestions for candidates. In addition, Chairman Matthews will be meeting with a candidate in the next month and based on input from other commissioners, he may recommend him for appointment.

Meeting adjourned at 9:12 p.m.

Respectfully submitted by,  
Deborah Evans Cox  
Director

**2008 Meeting Dates:**

<b>01 – 17</b>	<b>02 – 21</b>	<b>03 – 20</b>	<b>04 – 17</b>
<b>05 – 15</b>	<b>06 – 19</b>	<b>07 – 17- cancelled</b>	<b>08 – 21</b>
<b>09 – 18</b>	<b>10 – 16</b>	<b>11 – 20</b>	<b>12 – 18</b>



Town of Trumbull  
Economic Development  
June 19, 2008 Report

**Director's Report**

**Recruitment Efforts**

- Worked on searches for eight different applicants:
  - 2 entertainment complexes (each are looking to buy land or partner)
  - 1 monument company (looking to buy land)
  - 1 large retail business (preliminary search phase – considering several towns)
  - 2 medical offices (both are already in Trumbull, but looking for their own 5-7,000 s/f building)
  - 1 Olympics Team training facility (still looking)
  - 1 large office space (looking at several towns)
- Met and gave a tour to a site selector New Haven County
- Met commercial broker who had a prospect looking for 10 acres

**Retention & Expansion Efforts**

- Met with DECD and Unilever regarding current status of their latest consolidation efforts. They have increased to approximately 1,200 jobs in the Trumbull Campus.
- Made monthly contacts with Westfield and Trumbull Center. No new development to report at this time. We have discussed status of their centers and various opportunities and issues.
- Attended the opening of the new cafeteria at Spinnaker's building on Nutmeg Drive.
- Attended BEI Annual Breakfast.
- Met with or spoke to several businesses, including SFA Marketing, Fabricchem, and Preferred Printing, and approximately 50 businesses in town due to various events attended and hosted.
- Met with developer of the new condos on Route 111
- Presented at the BRBC Women's Leadership Breakfast and met several Trumbull business professionals
- Coordinating Business Breakfast with top 30+ businesses and new businesses. We are expecting approximately 60 attendees, and new contacts have been gathered as a result of this effort.
- Investigated concerns from residents regarding new commercial building expansion on Corporate Drive. Once the building is up, the developer will meet with residents to determine what reasonable accommodations can be made to buffer them. However, there is already a fairly wide buffer of trees between the building and the resident.

- A recent conversation with a building owner indicates that a large employer is currently evaluating whether to stay in Connecticut or leave the state. The Director will work with the DECD and the building owner in an effort to retain the company in CT and in Trumbull.

## **Marketing/PR**

- Working on establishing presence on two websites commonly used by site selectors
- Updated website with 2008 demographics
- Met with Economic Development Site Selector Marketing firm to determine their capabilities. We may use their services to get web attention from site selectors.

## **Revitalization and Beautification Projects:**

- Beautification:
  - Oce Imagistics island is underway, and will be completed by the end of June
  - Westfield Mall has finished two islands on Main Street
  - Beginning discussions with the Marriott to take over two Vazzy islands
  - Working with Engineering and DECD on logistics for the Grant for revitalizing Town Center

## **Regional Economic Development**

- Hosted the monthly One Coast Regional CEDs Council Steering Committee meeting.

## **Planning & Zoning Regulations**

- Reviewed the last two iterations of the new P&Z regulations.
- Provided a document outlining a few outstanding concerns and errors to P&Z. The document was presented by Bob Matthews at 06/11/08 P&Z meeting.
- Consolidated and submitted a “Permitted Use Grid: (5 page spreadsheet) to P&Z so that they can incorporate it into the new regulations for ease of use by developers and prospective commercial clients.
- Crafted and submitted a potential solution to P&Z to address the setback concerns in the IL-3 zone. This was especially important because of a pending application, as well as some prospective developments in this zone. After P&Z expressed their fear that such a change would cause the Regional Planning Associations to delay P&Z’s ability to adopt the new regulations on June 25, Economic Development consulted with P&Z and it was determined that the change was not significant enough for such a delay. Nevertheless, P&Z declined the document at this time, and they have incorporated the setback requirements for the known pending application only.
- Attended P&Z meetings on zoning regulations. However Economic Development was prohibited from participating directly in the June 18 work session for the second time in the 15 months.
- Met and had several conversations with neighbors regarding the proposed Design District on Main Street zone. There is much concern with this proposed zone, including parking issues and intrusion on the neighborhoods.
- Gave feedback and offered suggested guidelines to P&Z regarding some of the neighbor concerns.

**Other**

- Attended Charter Cable Advisory Meeting, BEI meeting, BRBC Business Showcase, BRBC Annual Lunch
- Met with Senator Rob Russo to introduce him to Trumbull Economic Development

Respectfully Submitted By,

Deborah Evans Cox  
Director, Economic Development