

* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE *

General Counsel Commission
Municipal Building
Room 208, Second Floor
245 DeKoven Drive
Middletown, Connecticut 06457

REVISED AGENDA FOR REGULAR MEETING
TO BE HELD
APRIL 8, 2014 AT 7:00 P.M.

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TOWN CLERK'S OFFICE
MIDDLETOWN, CONNECTICUT

- A. **Call to Order.**
- B. **Public Comment.**
- C. **Approval of Minutes.**
 - 1. Review minutes of February 11, 2014 General Counsel Commission Regular Meeting
- D. **New Business.**
 - 1. Vetting of Michiel Wackers for position of Director of Planning, Conservation, & Development; and
 - 2. Ordinance: Chapter 262, Removal of Snow on Sidewalks and Fine, Section 262-19.
- E. **Other**
 - 1. Vacancy Reports
 - 2. Legal Expenses: Rose Kallor, LLP – Specialized Personnel Matters, \$1384.50
 - 3. Update on School Help Supervisor Position
 - 4. Update on RFP for Reclassification/Job Description Review
- F. **Adjournment.**

cc: Mayor Daniel T. Drew

If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.

Michiel J. Th. Wackers, AICP

Email michiel.wackers@cox.net

PROFESSIONAL EXPERIENCE

City of Middletown, Department of Planning, Conservation, and Development Middletown, CT
Deputy Director of Planning, Conservation and Development July 2005 - Current
Work with the community on a broad range of planning and development issues. Managed the day-to-day activities of Middletown's Community Development Block Grant. Staff to the Planning and Zoning Commission, Redevelopment Agency, Design Review and Preservation Board, and Citizen's Advisory Committee. Implement short and long-term goals highlighted in Plan of Conservation and Development and associated policies. Carry-out and coordinate community development, housing, economic development and downtown revitalization projects for the Department. Maintain the Department website and weekly email newsletter.

City of Middletown, Department of Planning, Conservation, and Development Middletown, CT
Community Development Specialist Feb 2003 - Jun 2005
Managed the day-to-day activities of Middletown's Community Development Block Grant, which includes overseeing over 60 active projects totaling over \$4-million in grant fund. Staffed three committees, the Design Review and Preservation Board and the Citizen's Advisory Committee, and the Redevelopment Agency.

Blumenthal 2002 Connecticut
Campaign Manager May 2002 -Jan 2003
Coordinated the setting up the campaign headquarters, organized fundraising effort, set-up databases, oversaw all campaign mailings, conducted positive and negative research and provided support for community and public relations events. Processed all donations and completed all state Campaign Contribution filings in a timely manner. Supervised all campaign volunteers.

HILLPAC/ Friends of Hillary (Political Action Committee) Washington, DC
Administrative Assistant / Intern Summer 2001
Compiled potential donor databases. Staffed fundraising events in home state. Performed administrative duties including processing of donations and drafting of correspondence with donors. Assisted with FEC reporting.

United States Senator Hillary Rodham Clinton New York, NY
Economic and Development Researcher / Intern Spring 2001
Carried out economic and development research. Wrote extensively on New York and economic issues for the Senator's consumption. Performed administrative duties as assigned.

World Trade Center North Carolina Raleigh, NC
Project Officer / Intern Fall 1999
Carried out administrative duties. Coordinated several World Trade Seminars for membership. Researched trade leads and performed market research.

United States Department of State- United States Information Agency Washington, D.C.
Reporter / Intern May 1999 - Aug
Reporter reporting on European Affairs at Congressional Committees, think-tanks and advocacy organization.

New Haven City Hall, Livable City Initiative New Haven, CT
Project Officer / Intern Summer 1997
Coordinated the House Painting Loan Program and Sliver Lot Program. Facilitated coordination between city government and contractors. Assistant to Deputy Director of the Livable City Initiative.

EDUCATION

MA, Political Science
(concentration in Public Policy)
City University of New York, NY, Feb 2005
BA, Political Science and International Studies
(Economics minor)
Elon University, NC, May 2000

HONORS

Pi Sigma Alpha- Political Science Honors Society
Omicron Delta Epsilon- Economics Honors Society

OTHER

American Institute of Certified Planners, 2007
Member, American Planning Association
Member, Connecticut Chapter- American Planning Assoc.

COMPUTER SKILLS

HTML, ASP, VBScript, MySQL, PHP

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Work Samples

Reports and Studies

Downtown Public Private Partnerships, 2014
Riverfront Concept Plan Evaluation Survey Results, 2014
Design Review and Preservation Board Work Plan- Survey Results, 2014
Brief History of Middletown's Riverfront, 2013
Summary of Middletown Parking 1935-2013, 2013
Middletown's Rail History and Potential, 2013
Middletown Business Confidence Survey, 2013
Determining a Safe Debt Limit for the City of Middletown: A Proposal, 2013
Proposed Mixed Use Zoning Text Amendment Comments, 2013
Proposed Mixed Use Zoning Text Amendment Analysis, 2013
Main Street Grand List 1988-2011, 2012
Downtown Development Sites, 2012
Signage Visual Preference Survey, 2012
Middletown Retail and Restaurant Study, 2012
Middletown's Income Distribution- Opportunities for Town Centers Development, 2012
Oddfellows Main Street Theater- Market Study, 2012
2020 Urban Housing Policy, 2011
Future of Middletown- Survey Results, 2011
2010-2015 Community Development Block Grant Consolidated Plan, 2010
Neighborhood Survey Report, 2010
Downtown Visualization Charrette and Visual Preference Survey, 2010
Middletown Redevelopment: Powers, History and Future, 2010
Middletown Housing Demand 2010-2030, 2010
106-118 Newfield Street- Charton Apartment Landslide, 2010
Rethinking Downtown Parking Requirements, 2008
Middletown Housing Report, 2008
Downtown Parking Counts, 2006

Regulations and Guidelines

Zoning Code Briefing Sheets- B1 Zone Sample
Signage Illumination Guidelines
Landscaping Guidelines

Streamlining Application Processes

Tax Abatement Application
Fast Track Signage Application
\$2,000 Small Business Creation and Expansion Grants

Other Projects- Supervising Consultants

Come Home to Downtown- Residential Feasibility Study, 2013
339 Main Street- Residential Conversion Architectural Feasibility Study, 2011
Downtown Housing Market Study 2010
180 Johnson Street- Remington Rand Historical Documentation, 2010
Mile Lane Army Reserve Base Closure Reuse Plan, 2008

Online Projects

Middletown Department of Planning, Conservation and Development Website
Riverfront Concept Plan Online Survey
Online Tax Abatement Calculators
Middletown's Riverfront Facebook Page
Zoning Enforcement Online Case Management Database
Online CDBG Grant Application

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