

TOWN OF COLEBROOK
PLANNING & ZONING COMMISSION
Monday, November 18, 2019 – 6:30 P.M.
COLEBROOK TOWN HALL
Second Floor Meeting Room

Regular Meeting Minutes

Chairman Edward Lord called the November Regular Meeting of the Colebrook Planning & Zoning Commission to order at 6:30 P.M.

Regular members of the commission present were: Edward Lord, James Bickford, James Millar, Charles Buchanan, and Scott Norton. Alternate members present were: John Fernandez and Martha Neal. Also present was interim-Zoning Enforcement Official Marc Melanson.

The regular meeting agenda was reviewed with the following changes suggested:

Mr. Buchanan requested New Business item B (Application for a Special Exception for 204 Stillman Hill Rd.) be relocated to follow New Business item D. The new order of discussion would be items A, C, D, B, E, and then F.

Mr. Lord requested to add an item C to Old Business (Discussion of regulations and discussion of the new Planning & Zoning Commission regulations handout prepared under the on-going regulation review.)

Mr. Millar requested to add discussion of a request for attorney assistance to New Business item B.

Mr. Lord requested to revise the agenda item 4 (Approval of minutes of the regular meeting on October 21, 2019) to read review and approval of the special meeting of October 7, 2019, minutes as the October 21, 2019, meeting was canceled.

A motion was made by Mr. Bickford, seconded by Mr. Millar, to accept the above changes to the November 18, 2019, regular meeting agenda. The motion passed unanimously.

The October 7, 2019, Special Meeting Minutes were reviewed. No changes were offered. A motion was made by Mr. Millar, seconded by Mr. Bickford, to accept the minutes as presented. The motion passed unanimously with Mr. Norton abstaining as he was not on the commission at that time.

Chairman Lord opened the floor for public comment. There being none, the meeting progressed to New Business.

New Business item A. (Application for a Special Exception for an Accessory Apartment for 33 Stillman Hill Road.) Mr. Bickford recused himself from discussion citing relationships with the applicant. The Zoning Board of Appeals is scheduled to meet on December 3, 2019, to review the excess square footage on the applicant's plans. The applicants are aware of the possible need to change plans if the excess is not approved. A motion was made by Mr. Millar, seconded by Mr. Norton, to accept the application and schedule a public hearing at the December 9, 2019, regular meeting of the commission. The motion passed unanimously.

New Business item C. (Application for a Special Exception for 177 Winsted-Norfolk Rd.) Mr. Norton and Mr. Fernandez recused themselves from discussion citing membership in the applying organization. A motion was made by Mr. Millar, seconded by Mr. Buchanan, to accept the application and schedule a public hearing at the December 9, 2019, regular meeting of the commission. The motion passed unanimously.

New Business item D. (Application for a Special Exception for 4 Stillman Hill Rd.) Mr. Lord and Mr. Fernandez recused themselves from discussion citing positions on the board of the applying organization. A motion was made by Mr. Norton, seconded by Mr. Millar, to accept the application and schedule a public hearing at the December 9, 2019, regular meeting of the commission. The motion passed unanimously.

New Business item B. (Application for a Special Exception for 204 Stillman Hill Rd.) A motion was made by Mr. Bickford, seconded by Mr. Norton, to accept the application and schedule a public hearing at the January 13, 2020, regular meeting of the commission. During discussion of the motion, Mr. Millar requested to enlist the assistance of a land use attorney to act as special counsel to advise changes and courses of action. Mr. Millar made a motion, seconded by Mr. Bickford, "Be it moved that: The Planning & Zoning Commission engage a land use attorney, subject to budgetary authorization, to advise it on the applications for special exception #19-028 submitted by Norbrook Farm Brewery, LLC, and other matters." This motion also passed unanimously.

New Business item E. (Appointment of Mr. Marc Melanson as the Zoning Enforcement Officer.) A motion was made by Mr. Millar, seconded by Mr. Bickford, to appoint Mr. Melanson as the Colebrook Zoning Enforcement Officer. Discussion on the motion ensued and the motion passed unanimously.

New Business item F. (Review of the 2020 Meeting Schedule.) A motion was made by Mr. Buchanan, seconded by Mr. Norton, to accept the 2020 Planning & Zoning Commission Meeting Schedule. The motion passed unanimously.

Old Business item A. (109 Rockwell St. Extension for removal of shed.) Mr. Norton recused himself from discussion citing membership on the Zoning Board of Appeals panel that had made the previous decision. As the original deadline for removal of the shed was made by ZBA, a motion was made by Mr. Millar, seconded by Mr. Buchanan, that the applicant be referred back to ZBA for a decision. The motion passed unanimously.

Old Business item B. (245 Smith Hill Rd. Extension for use of trailer during construction.) A motion as made by Mr. Norton, seconded by Mr. Buchanan, to table the application until the December meeting awaiting more information. During discussion it was observed the Planning & Zoning Commission cannot issue an approval to extend based on the one year approval period in the regulations. Discussion ensued on the actual start time of the year-long period starting time and weather. It was also suggested the applicant apply to Zoning Board of Appeals for an extension of time based on mitigating factors. The tabling motion passed unanimously.

Old Business item C. (Discussion of regulations and new P&Z regulations handouts.) Discussion of how to handle the under-review copies of the proposed new Planning & Zoning Regulations, the enlistment of an attorney to assist, and a food-truck regulation. The commission needs additional time to review margin column notes before line by line discussion. Discussion was made to include Mr. Melanson in the review. Mr. Melanson recommends all commission members review the materials and meet together to discuss prior to meeting with the developer. It was suggested to hold a Special Meeting on January 6, 2020 at 6:30 P.M. for a work session and members should look to supply suggestions for re-organization, general comments, additions, and/or deletions.

Mr. Melanson had nothing new to report as the Zoning Enforcement Official.

Mr. Lord advised there were no bills or communications directed to the commission.

A motion was made by Mr. Norton, seconded by Mr. Buchanan, that the meeting be adjourned at 7:42 P.M. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton