

TOWN OF COLEBROOK
PLANNING & ZONING COMMISSION
Monday, December 9, 2019 – 6:30 P.M.
COLEBROOK TOWN HALL
Land Use Office

Regular Meeting Minutes

Chairman Edward Lord called the December 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: Martha Neal, William Sweeney, and John Fernandez. Also present was Zoning Enforcement Official Marc Melanson.

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

A motion was made by Mr. Lord, seconded by Mr. Bickford, to amend the order of the agenda where New Business Item 6A (Meet with Halloran & Sage regarding Land Use Attorney) would be moved to follow Item 3, Agenda Review. The new order of discussion would be agenda items 1, 2, 3, 6, 4, 5, 7, 8, 9, and 10. The motion passed unanimously.

New Business item A. (Meet with Halloran & Sage regarding Land Use Attorney.) Attorney Matthew J. Willis of the Hartford office of Halloran & Sage provided an overview of their land and municipal law qualifications and experiences in assisting towns across the state in land use matters. Members of the commission had questions answered with regard to how Halloran & Sage would represent the town commission and provide legal assistance. After Attorney Willis departed, a motion was made by Mr. Millar, seconded by Mr. Buchanan, to engage Halloran & Sage to assist the commission. During discussion on the motion, it was noted that the Colebrook Inlands & Wetlands Committee would use Halloran & Sage for land use issues as well. A course of action was decided that Mr. Millar would provide Colebrook First Selectman Thomas McKeon with the letter of engagement for signature and Mr. Melanson would be the principal point of contact. The motion passed unanimously.

The November 18, 2019, Regular Meeting Minutes were reviewed. No changes were offered. It was noted that since that meeting, a Special Meeting was scheduled for December 17, 2019, where, in concurrence with all applicant parties, the November 18, 2019, Regular Meeting Agenda New Business items A, B, and C, public hearings will now be held at a December 17, 2019 Special Meeting. A motion was made by Mr. Bickford, seconded by Mr. Buchanan, to accept the minutes as presented with the noted change to the date for the three public hearing applications. The motion passed unanimously.

Chairman Lord opened the floor for public comment. There being none, and there being no further New Business, the meeting progressed to Old Business.

Old Business item A. (109 Rockwell St. Extension for removal of shed.) Mr. Melanson related that Colebrook Zoning Board of Appeals approved an extension until April 30, 2020, for the relocation of the shed at 109 Rockwell Street.

Old Business item B. (245 Smith Hill Rd. Extension for use of trailer during construction.) Mr. Melanson related that Colebrook Zoning Board of Appeals advised an extension was warranted until April 30, 2020, for the use of a trailer during construction at 245 Smith Hill Road due to extenuating weather circumstances at various points during construction. A motion as made by Mr. Bickford, seconded by Mr. Buchanan, to approve the advised extension through April 30, 2020. The motion passed unanimously.

Old Business item C. (Review of New Regulations.) No discussion of the draft regulations occurred, however, members were reminded to continue their individual review of the proposals for discussion at the Special Meeting on January 6, 2020, at 6:30 P.M. in the Land Use Office of the Colebrook Town Hall.

Old Business item D. (Food Trucks.) No discussion of food truck provisions occurred; members were reminded that this item will also be on the January 6, 2020, Special Meeting agenda.

Mr. Melanson's had no further items than the Zoning Board of Appeals decision and recommendation noted above to report as the Zoning Enforcement Official.

Mr. Melanson advised there was one bill received for \$3067.68 from Planometrics for phase one of the new draft regulations. He will review the payment schedule contract and forward the bill to the Selectmen's Office for payment as appropriate.

A motion was made by Mr. Buchanan, seconded by Mr. Norton, that the meeting be adjourned at 7:32 P.M. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton