

**TOWN OF COLEBROOK**  
PLANNING & ZONING COMMISSION  
Tuesday, December 17, 2019 – 6:30 P.M.  
COLEBROOK TOWN HALL  
Second Floor Meeting Room

Special Meeting Minutes

Chairman Edward Lord called the December 17, 2019, Special Meeting of the Colebrook Planning & Zoning Commission to order at 6:34 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.

Public Hearing PZC #19-027. (Applicant: Dennis Fisher. 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 legal notice was read by Mr. Lord. The Roll Call was unchanged from the attendees above with the exception of Mr. Bickford's recusal. Mr. Lord opened the public hearing. The certified notification of hearing letters were not sent to neighboring property owners by the applicant. A motion was made by Mr. Buchanan, seconded by Mr. Norton, to schedule a Special Meeting on December 30, 2019, to allow the applicant sufficient time to send the certified letters. The motion passed unanimously. A second motion was made by Mr. Buchanan, seconded by Mr. Millar, that the public hearing be continued to the December 30, 2019, Special Meeting. The motion passed unanimously.

Public Hearing PZC #19-029. (Applicant: Northwestern Connecticut Sportsmen's Association, Inc. Application for a Special Exception (Earth Excavation Permit) for 177 Winsted-Norfolk Road.) Mr. Norton and Mr. Fernandez recused themselves from discussion citing membership in the applying organization. The legal notice was read by Mr. Lord. Mrs. Neal was seated as a voting member by Mr. Lord in the place of Mr. Norton. The Roll Call was unchanged from the attendees above with the exceptions of the recusals of Mr. Fernandez and Mr. Norton. Mr. Lord opened the public hearing. Certified notification letters were sent as required, there were no representatives of the applicant present. Mr. Millar queried about complaints from past operations under a similar permit; Mr. Melanson advised there were no complaints on file. Mr. Melanson advised that there were additional conditions to the permit this time, items #1 and #9. (Item 1: In evaluating this application, the Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete and/or inaccurate, this permit shall be modified suspended or revoked. Item 9: The Permit shall expire two years from the date of approval.) Mr. Bickford asked that condition #1 be change to replace "shall" with "may" and add "by the commission." Mr. Lord read all nine conditions to the commission and advised the bond is on hand presently from the previous approval. Mr. Lord asked for comment from the public; there was none. A motion was made by Mrs. Neal, seconded by Mr. Buchanan, to close the public hearing. The motion passed unanimously. A

second motion was made by Mr. Bickford, seconded by Mr. Buchanan, to accept and approve the permit with conditional changes mentioned above. The motion passed unanimously.

Public Hearing PZC #19-030. (Applicant: Linda Raciborski. Application for a Special Exception for 4 Stillman Hill Road.) Mr. Lord and Mr. Fernandez recused themselves from discussion citing membership in the applying organization. Mr. Bickford assumed the duties of the chairman. Mrs. Neal was seated as a voting member by Mr. Bickford in the place of Mr. Lord. The legal notice was read by Mr. Bickford. The Roll Call was unchanged from the attendees above with the exceptions of the recusals of Mr. Fernandez and Mr. Lord. Mr. Bickford opened the public hearing. Certified notification letters were sent as required. Ms. Linda Raciborski outlined the intentions of the Colebrook Land Conservancy regarding four to six conservancy events per year and outlined the desired improvements to the site. Mrs. Neal questioned the depicted overflow parking on state roads; it was determined that would not be covered by the commission but rather under state regulations. Mr. Bickford asked about the parking lot composition; it was advised there would not be any pavement or gravel that it would be a grassed area in keeping with the current hay operation. Mr. Buchanan inquired if the desired outdoor lighting would always be on at night or only on during events; it was answered the lights would only be on during events, not on a continuous basis. Mr. Bickford queried about signage, noting there was nothing in the submitted plans for one, and also noting the applicant would need to return for sign approval; there are no present plans for a sign. Mr. Bickford cautioned about outside events and the presence of amplified sound. Mr. Millar asked about what type of outside events are proposed; it was answered that was not outlined presently, but they would be conservancy based. Mr. Melanson noted that acoustic music would be permitted, but not amplified. Mr. Bickford inquired about bathroom facilities; it was answered that portable facilities would be used. Mrs. Neal queried if the parking would be permanently marked; it was advised that it would not be as that would interfere with the hay operation but rather temporary markings would be used. Mr. Bickford questioned the timing of events, day or evening; it was answered day events that may carry over into the early evening. Mrs. Neal asked about food service during events; it was responded that they might have “pot luck” style refreshments, but would not sell food or alcohol. Mr. Millar inquired about commercial sales and activities; it was responded there would be none. Mr. Bickford queried about the timing of changes commencing; it was noted that work on the barn would begin in the spring pending grant approvals. Mr. Millar asked about rental use of the property; it was advised there would be no renting of the property. Mr. Bruce Bogdany of Wheeler Road inquired about how the events would be kept to smaller size, i.e. if the events will be for Colebrook Land Conservancy profit would tickets be sold; it was responded that the average event size has been 40-50 people and no expectation for increased size is anticipated. Mr. Millar cautioned about the type of events and Mr. Melanson noted the Colebrook Zoning Regulations do not allow outside events in the R2 area. With no further comments or inquiries, a motion was made by Mr. Buchanan, seconded by Mr. Millar to close the public hearing. The motion passed unanimously. Mr. Bickford asked commission members to continue deliberations, prior to calling a vote on the application, through the next regular meeting on January 13, 2020. Discussion of the continuance date ensued and it was determined to add calling a vote on this open application to the Special Meeting scheduled for December 30, 2019. The agenda item remains open.

Old Business. (Discussion regarding the hiring and how to utilize the Land Use attorney.) Mr. Millar asked if the hired land use attorney has an expected date to return recommendations; they do not currently. Mr. Melanson is coordinating site plans with the attorney. Conversation ensued on how the attorney interacts with the commission. Mr. Melanson will ask for feedback from the attorney for review and discussion at a Special Meeting to be held on January 6, 2020.

A motion was made by Mr. Norton, seconded by Mr. Buchanan, that the meeting be adjourned at 7:52 P.M. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton