

TOWN OF COLEBROOK
PLANNING & ZONING COMMISSION
Monday, September 14, 2020 – 6:30 P.M.
Colebrook Town Hall
Zoom Conference Meeting

Regular Meeting Minutes

Chairman Ed Lord called the September Regular Meeting of the Colebrook Planning & Zoning Commission to order at 6:32 P.M. via Zoom Conference.

Regular members of the commission present were: Edward Lord, James Bickford, Martha Neal, and Scott Norton.

Alternate members present were: John Fernandez and William Sweeney.

Also present was Zoning Enforcement Official (ZEO) Marc Melanson.

Absent member was: Charles Buchanan

The regular meeting agenda was reviewed with no changes.

There was no Old Business to discuss.

New Business Agenda Item 5A, “PZC Application #20-03 for a Special Exception to put an Apartment Use in a Business Building for 244A Colebrook River Rd.” Mr. Lord asked about some missing information on the application. Mr. Melanson had filled those areas in after the copies were made for the commission and will provide the commission with updated application pages prior to the public hearing. Mr. Melanson will check on correspondence from Farmington Valley Health District to accompany the application. A motion was made by Mr. Norton, seconded by Mrs. Neal, to accept the application and schedule a public hearing. Discussion on the motion centered around scheduling a public hearing. The public hearing will be held at the October 19, 2020 Regular Meeting of the commission. The motion passed unanimously.

New Business Agenda Item 5B, “PZC Application #20-01 for a Special Exception to demolish and rebuild 2 cabins for 6 Prock Hill Rd.” Mr. Melanson advised the application was complete, and similar to, previous applications with the same intention of rebuilding two cabins. This segment is also in accordance with the camp’s master plan previously reviewed. A motion was made by Mrs. Neal, seconded by Mr. Bickford, to accept the application and schedule a public hearing. Discussion on the motion centered around scheduling the public hearing. It was decided the public hearing would be scheduled for the October 19, 2020 Regular Meeting of the commission. It was also decided that PZC Application #20-03 would be scheduled for 6:30 P.M. and this PZC Application #20-01 would be scheduled for 7:00 P.M. to avoid overwhelming the COVID-19 limitations. The motion passed unanimously.

A motion was made by Mr. Bickford, seconded by Mrs. Neal, to accept the Special Meeting Minutes from June 29, 2020, as presented. There was no discussion on the motion. The motion passed unanimously.

A motion was made by Mrs. Neal, seconded by Mr. Lord, to accept the Regular Meeting Minutes from July 13, 2020, as presented. There was no discussion on the motion. The motion passed unanimously with Mr. Bickford and Mr. Norton abstaining as they were not present at the July 13, 2020, meeting.

A motion was made by Mr. Norton, seconded by Mrs. Neal, to accept the Special Meeting Minutes from July 20, 2020, as presented. There was no discussion on the motion. The motion passed unanimously.

A motion was made by Mr. Norton, seconded by Mrs. Neal, to accept the Special Meeting Minutes from July 29, 2020, as presented. There was no discussion on the motion. The motion passed unanimously.

Mr. Melanson reported that a regular bill from Planimetrics was paid for work on revision of the Colebrook Planning and Zoning Regulations. There was nothing else to report.

Under Other Business, the commission discussed the next potential date to schedule a Special Meeting of the commission for work on the proposed regulations. Monday, October 5, 2020, at 6:00 P.M. was settled on as the next available date. Mr. Melanson will coordinate with Mr. Chalder of Planimetrics.

A motion was made by Mrs. Neal, seconded by Mr. Bickford, that the meeting be adjourned at 6:59 P.M. There was no discussion on the motion. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton