

TOWN OF COLEBROOK
PLANNING & ZONING COMMISSION
Monday, October 5, 2020 – 6:30 P.M.
Colebrook Town Hall
Zoom Conference Meeting

Special Meeting Minutes

Chairman Ed Lord called the Special Meeting of the Colebrook Planning & Zoning Commission to order at 6:30 P.M. via Zoom Conference.

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

Alternate member present was: John Fernandez.

Absent member was: William Sweeney.

Also present was Zoning Enforcement Official (ZEO) Marc Melanson and Planimetrics Consultant Glen Chalder.

The special meeting agenda was reviewed with no changes suggested.

Mr. Lord opened discussion of the regulation workshop by ensuring that everyone was working with the June 2020 edition where red print indicates changes and yellow highlighted areas indicate items that continue to need work. Mr. Chalder confirms that is the correct edition.

Mr. Chalder provided a step by step suggestion on how the commission should proceed to get the current edition finished and ready to move toward adoption and Mr. Lord recapped the commission's intention and progress. Mr. Chalder advised that the commission should:

- Review the current edition and make any changes desired.
- Create an executive summary of changes.
- Have a public information meeting about the changes and format, this would NOT be an adoption meeting or start of the legal process for adoption.
- Collect and discuss comments from the community.
- Review and adopt or refuse public comments.
- Begin the legal process for adoption.

Mr. Chalder began leading the review of the June 2020 proposed edition, stating that unless something is specifically permitted, it is considered prohibited according to the regulations. The commission began a review of the June 2020 proposed edition beginning with Chapter 1.

- Chapter 1: No further work needed for this chapter on the June 2020 proposed edition.

- Chapter 2: Page 6 will be revisited at a later meeting. (Brewery, Winery, Distillery items.)
Page 10 will be revisited at a later meeting. (Lodging related items.)
Page 11 will be revisited at a later meeting. (Lot width definition revision with possible illustration from Mr. Chalder.)

- Chapter 3: Page 18 will be referred to the Town Attorney for an opinion. (Zoning permit for AirBnB style lodging.)
Page 21 will be revisited at a later meeting. (Mr. Chalder will work on wording of 3B1(2).)

A motion was made by Mr. Bickford, seconded by Mrs. Neal, that the meeting be adjourned at 8:06 P.M. There was no discussion on the motion. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton