

***Town of Colebrook***  
PLANNING & ZONING COMMISSION  
Monday, December 14, 2020-6:30 P.M.

**Regular Meeting Minutes**

**1. Call to Order:**

Chairman Ed Lord called the Regular March 9, 2020 Meeting of the Colebrook Planning and Zoning Commission to order at 6:34 PM.

**2. Roll Call:**

Regular members of the Commission present: Chairman Ed Lord, Vice Chairman Jim Bickford, Charles Buchanan and Martha Neal.

Alternate members of the Commission present: John Fernandez.

Also, present for this meeting was Zoning Enforcement Officer Marc Melanson and Planimetrics Consultant Glenn Chalder

Members of the Commission absent: Regular Member Scott Norton and Alternate Will Sweeney.

**3. Agenda Review:**

A motion was made J. Bickford, seconded by M. Neal to move item #7 Approval of Minutes after Item 3 Agenda Review. Chairman E Lord said that we should get the approval of minutes out of the way so that we can concentrate on the Regulations. The motion passed unanimously.

**7. Approval of Minutes**

November 9, 2020 Regular Meeting

During the discussion, the following issues were found with the minutes:

1. The meeting date in Item 1 should be December not March.
2. Scott Norton was not at the meeting and should be marked as absent.

A motion was made by J. Bickford, seconded by C. Buchanan, to accept the minutes of the November 9, 2020 Regular Meeting with the following changes.

1. Change the date in #1 Roll Call from March to November.
2. Change Scott Norton from being present at the meeting to being absent.

The motion passed unanimously.

**4. Old Business**

There was no old business

**5. New Business**

Discuss email from C. Buchanan regarding desegregation.

There was discussion on this issue and whether the town should try to get ahead of the issue. G Chalder gave an update on where the process was in the legislature. He also said that NWCOC was working on the issue.

**6. Proposed regulations Workshop**

The Commission discussed the review of the proposed regulations by the attorney (M. Willis). The following are the highlights of the discussion.

1. **Section 2.B. (Definition of Building Height)** G. Chalder will get some definitions of Average Finished Grade.
2. **Section 2.B. (Definition of Dwelling, Single Family)** Add the wording attached to a permanent foundation so that it also covers mobile homes.
3. **Section 2.B. (Definition of Open Space)** Change the word educations to educational.
4. **Sections 3.A.3.1(7), 3.A.3.2(5), 3.B.3.1(9), 3.B.3.2(6), 3.C.3.1(7), and 3.C.3.2(7) (Transient Lodging)** M. Willis sent a Short-Term Rental Agreement proposal for the Commission to review.

The following are the highlights of the review.

- a. Remove the number of leases allowed during a calendar year.
- b. Remove any part that says that it is required to be inspected by the Building Official and Fire Marshall but require a review of the application by them.
- c. Obtain a separate permit for each unit.
- d. Remove the section that states that the owner shall provide a copy of all rental transactions.
- e. Require no permit if less than 2 rental units and owner resides on the property.

Glen will rework the document for the Commission to review.

5. **Sections 5.B and 5.C** Glenn will rework this section to make it similar to Norfolk requiring 10 Acres for a farm and how to calculate how many animals can be on a property.
6. **Section 5.K** Remove Joint Ownership and make it a Single Owner.
7. **Section 6.A (Signage)** Marc will talk to the attorney to see if we can use N. Stonington's or Kent's sign regulations as sample regulations that the town can look at so that we can address the sign issue. Glenn will revise this section and submit it to the Commission for review.
8. **Section 6.B.3.4** Change the word waiver to exception. Only ZBA can give a waiver.
9. **Section 6.1.1** Remove the word Commercial.
10. **Section 7.B** Change from non-conforming to legal non-conforming where required.
11. **Section 8.A.4.1.** There were no issues with changing from 1 year to 2 years.
12. **Section 8.D.7.4.b.** Town Attorney suggested adding showing requested modifications. G. Chalder is going to work on the wording.
13. **Section 8.H.3.3.** G Chalder is going to add another sentence to make sure that it is clear that it can be denied for either reason and not need to include both.
14. **Section 8.H.7.3.a.** G. Chalder agrees with removing the word surety bond but will keep the sentence for other types of financial guarantee.

Those were all the comments from the Attorney. The Commission decided to end here and continue at the next meeting. Consensus was not to have a meeting until after the new year.

#### **8. ZEO report/ Discussion with ZEO**

No report and no discussion

#### **9. Bills and communications**

No Bills or communications

#### **10. Other Business**

No Other Business

**11. Adjournment**

A motion was made by C. Buchanan, seconded by M. Neal, that the meeting be adjourned at 8:20 P.M. There was no discussion on the motion. The motion passed unanimously.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Marc Melanson".

Marc Melanson  
Zoning Enforcement Officer