

TOWN OF COLEBROOK
PLANNING & ZONING COMMISSION
Monday, February 8, 2021 – 6:30 P.M.
Colebrook Town Hall
Zoom Conference Meeting

Regular Meeting Minutes

Agenda Item 1. Call to Order

Acting Chairman Charles Buchanan called the February 2021 Regular Meeting of the Colebrook Planning & Zoning Commission to order at 6:30 P.M.

Agenda Item 2. Roll Call

Regular members of the commission present were: Charles Buchanan, Scott Norton, Martha Neal, William Sweeney, and John Fernandez.

Alternate member present was: Kevin Robichaud.

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

Absent members were: None.

Other Colebrook Commission/Board Members and Public Guests: James Bickford, Duncan Wilbur, Christopher Johnstone, Catherine Norton.

Agenda Item 3. Agenda Review

The regular meeting agenda was reviewed and no changes were necessary.

Agenda Item 4. Election of Officers.

- A. Chairman:** Acting Chairman Buchanan opened the nominations for the office of Chairman of the Colebrook Planning and Zoning Commission. Mr. Fernandez nominated Mr. Buchanan. The nomination was seconded by Mr. Norton. There were no further nominations. Mr. Buchanan was elected unanimously to the position.
- B. Vice Chairman:** Chairman Buchanan opened the nominations for the office of Vice Chairman of the Colebrook Planning and Zoning Commission. Mr. Sweeney nominated Mr. Norton. The nomination was seconded by Mr. Buchanan. There were no further nominations. Mr. Norton was elected unanimously to the position.
- C. Secretary:** Mr. Buchanan opened the nominations for the office of Secretary of the Colebrook Planning and Zoning Commission. Mr. Buchanan nominated Mr. Fernandez. The nomination was seconded by Mr. Norton. There were no further nominations. Mr. Fernandez was elected unanimously to the position.

Agenda Item 5. Old Business.

There was no Old Business to bring before the commission.

Agenda Item 6. New Business.

There was no New Business to bring before the commission.

Agenda Item 7. Proposed Regulation Workshop.

Mr. Chalder presented a PowerPoint summarization of the work the Commission has done to date on the Colebrook Planning and Zoning Regulations. The presentation is available via Zoom video recording in the Colebrook Land Use Office.

Mr. Chalder recommended the following schedule to proceed with the revised Colebrook Planning and Zoning Regulations:

- A. March 8, 2021, Regular Meeting - the Commission will hold an information question and answer session on the revised Regulations. Mr. Chalder will provide Mr. Melanson with notification material. The Commission will seek to advertise the session via signs in the center of town, using the town email notification list, local Facebook accounts, press releases to area newspapers, and Colebrook School newsletters. Mr. Melanson will coordinate with Mr. McKeon, First Selectman, for use of town resources.
- B. March 22, 2021 – email comment/suggestion session closed. Mr. Chalder will gather the comments/suggestions for the Commission.
- C. April 12, 2021, Regular Meeting – the Commission will review and act upon the comments to produce a final draft of the proposed Regulations.
- D. Following any changes, the completed draft will be submitted to regional planning agencies for their review. The Commission will seek to schedule a public meeting in May or June.

Mr. Chalder left the meeting at 7:11.

Agenda Item 8. Approval of Minutes.

The commission reviewed the Special Meeting Minutes from January 14, 2021. Mr. Fernandez made a motion, seconded by Mrs. Neal, to accept the minutes as presented. There was no discussion on the motion. The motion passed unanimously.

Agenda Item 9. ZEO report/Discussion with ZEO

No report.

Agenda Item 10. Bills and Communications

There were no bills or communications to bring before the commission.

Agenda Item 11. Other Business

Mr. Melanson asked if the Commission wanted a land use attorney to come and make a presentation on the procedures and use of land regulations. The Commission would possibly invite the Colebrook Zoning Board of Appeals and the Colebrook Inlands and Wetlands Commission to a special meeting. The Commission was in favor of a presentation. Mr. Melanson will talk to First Selectman McKeon about the prospect and timing.

Agenda Item 11. Adjournment

A motion was made by Mr. Norton, seconded by Mr. Fernandez, that the meeting be adjourned at 7:17 P.M. There was no discussion on the motion. The motion passed unanimously.

Respectfully submitted by,

Scott T. Norton