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As of April 13, 2021

**TOWN OF COLEBROOK**  
PLANNING & ZONING COMMISSION  
March 16, 2021@7:00PM  
Zoom Conference Meeting

Special Meeting Minutes

**Agenda Item 1. Call to Order.**

Chairman Buchanan called the March 16, 2021 Special Meeting of the Colebrook Planning and Zoning Commission to order at 7PM.

**Agenda Item 2. Roll Call.**

Regular Members Present: Charles Buchanan, Chairman; John X Fernandez, Martha Neal, Scott Norton, William Sweeney

Alternate Members Present: 0

Members Absent: Kevin Robichaud, Alternate

Also Present were Marc Melanson, Zoning Enforcement Officer (ZEO); Glenn Chalder, Planimetrics; Consultant and former Commission Members, Edward (Ed) Lord and James (Jim) Bickford

Chairman Buchanan introduced Glenn Chalder as having been a consultant from Planimetrics. Mr. Chalder has been a key component in developing the new P & Z Regulations,

Mr. Chalder shared an on-line Power Point presentation for the public. Mr. Chalder made it clear that this is a meeting designed to provide the community with answers to questions. This meeting is not scheduled to adopt the new rules.

Mr. Chalder explained the role of Zoning regulations and how they are designed to help the community. He gave an overview of the new structure of the rules focusing on the four main components:

1. Basics;
2. Zones and Use
3. Standards
4. Procedures

Mr. Chalder reiterated that the new Regulations are intended to be user friendly, organized and clear as to their intent. Mr. Chalder opened the meeting to all after his presentation.

1. Martin Connor, AICP wrote a letter in support of the work done by the P & Z Commission behalf of his client Norbrook Farm Brewery. He/they were pleased

with all of the new documentation and felt the rules would support the ongoing business plans of the Brewery. M. O'Connor's letter will be submitted as an attachment to the minutes.

2. Kate Kennedy, agreed that all of the work on the new regulations was clear and informative. K. Kennedy had a question for the Commission regarding insurance:

Page 80, section 5.N: Why is town requiring proof of insurance here and not elsewhere? Are these the equivalent of Air BNB's?

Mr. Chalder responded that this is short term liability insurance that is mandated by State. The Town must adhere to State regulations. The State statute is designed to protect the neighborhood.

3. Ian asked about the elimination from the regulations as to the ability to build a cabin? Mr. Chalder noted that new construction must comply with State building, health and fire codes. Ian understood that his concern is a State regulatory issue and not one of local P & Z Regulations.
4. Lily Remoundos asked if there plans for storm water management? She has had issues with State road work that has created drainage issues on her property. She is wanting to know if these concerns are addressed in the newly proposed regulations.

L. Remoundos issue was created by road work which is not within the purview of the P & Z Regulations. This issue is to be directed to the State/Town Road Department (s) which created the problem. The responsible party should resolve this issue for L. Remoundos.

5. Mr. Lord raised a concern that was not correctly presented in the letter written by M. O'Connor. M. O'Connor will resubmit his letter for the record with the correction.
6. Mr. Norton, on behalf of the Commission, the Town, and the community; thanked James (Jim) Bickford and Edward (Ed) Lord for their leadership as stalwart members of the Planning and Zoning Commission. They worked tirelessly on behalf of the Town to develop and restructure these new regulations.
7. Bryce Zygmont, asked about the "Grandfather Law" as it is not clearly defined in the new regulations. Mr. Chalder responded by saying that this is a term and not a law. Mr. Chalder went on to explain, if a non-conforming condition pre-existed before regulations, that particular condition would be allowed to remain. However, once a regulation has been adopted, the particular condition cannot be altered/expanded without complying with the current regulations.

B. Zygmont, for example, was asking, if every time you sell a property that has a saw-mill is the saw mill grandfathered? Mr. Chalder responded by saying this is a

legal question, but an example is that if the law of abandonment comes into play. Mr. Chalder answered by stating that if the sawmill was dormant, then it may no longer be a grandfathered item. This issue is a moving target within the courts and Mr. Chalder encouraged getting the advice of counsel.

8. Chris Johnson felt that the process for getting food truck permits was cumbersome/complicated. If the application process for a food truck is adhered to by the applicant, then why can't ZEO have the permission to issue the permit, thus streamlining the process? Mr. Johnson is asking the commission to revisit the process to see if permitting food trucks could not be simplified.

Catherine Norton, speaking as to how the Historic District Commission works, stated that she is in support of the food truck permitting process as outlined in the regulations. C. Norton stated that this is exactly the work the P & Z Commission needs to do: govern/execute and oversee the regulatory process.

9. L. Remoundos felt alternative energy options were not being encouraged in the New Regulations. Mr. Chalder stated that solar facilities are permitted on private properties in the R-2 district with a zoning permit. L. Remoundos was not fully aware of this condition and appreciated the information.

Mr. Chalder mentioned that another public session would be held at 6PM on Thursday, March 18, 2021. Mr. Chalder would not be present but Mr. Melanson, ZEO, would be on hand to lead the discussion.

Mrs. Neal had submitted a number of edits and comments to Mr. Chalder for consideration. Mr. Chalder acknowledged Mrs. Neal's notes and said he would incorporate them into the regulations, where appropriate.

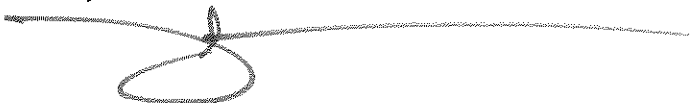
Mr. Chalder stated that after the next session on Thursday he would compile all comments for the P & Z Commission to review. Once we are set, we will move to a public hearing and the earliest that would be is in May as a public posting must exist for 35 days prior to a public hearing

A motion was made and seconded to adjourn the meeting at 7:57 PM. The motion was passed unanimously.

Note: This meeting was audio/video recorded via Zoom.

Respectfully submitted by,

John X. Fernandez

A handwritten signature in black ink, consisting of a long horizontal line with a loop at the end, positioned below the typed name.