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PLANNING & ZONING COMMISSION

Monday, June 12th, 2023 - 6:30pm

Colebrook Town Hall – Colebrook Town Hall Meeting Room

Regular Meeting Minutes

Agenda Item 1: Call to Order

Chairman, Martha Neal called the June 12th, 2023, Regular Meeting of the Colebrook Planning and Zoning Commission to order at 6:34pm.

Agenda Item 2: Roll Call

Regular Members of the Commission present: Martha Neal, John Fernandez (Facetime during public meeting), Kevin Robichaud, Jennifer LaRocque, William Sweeney

Regular Member Absent: None

Alternate Members Present: Richard Marchesseault, David Goulet

Alternate Member Absent: Duncan McClave

Also present:

Scott Powell of 2 Center Brook Rd

Alan Thayer of 389 Colebrook River Rd

Chris Cogliano of 111 Spencer Hill Rd

Chip and Trish Woodman of 4 Eno Hill Rd

Tim and Serena Brainard of 317 Colebrook River Rd

Annette Wilkiera of 315 Colebrook River Rd

Agenda Item 3: Agenda Review

Motion was made by Martha Neal for agenda item #6 to be moved up for discussion if time permits before the public meeting at 7pm. Kevin Robichaud seconded the motion; the motion was unanimously accepted.

Agenda Item 4: Approval of Meeting Minutes, May 8, 2023

Agenda item 6: "Dunkin McClave" is revised to "Duncan McClave".

Kevin Robichaud moved to accept the Regular Meeting Minutes of May 8th, 2023, with the correction. William Sweeney seconded the motion; the motion was unanimously accepted.

Agenda Item 6: New Business

a. Short Term Rental Application: 2 Center Brook Road

Property owner Scott Powell presented his short-term rental application, including drawing schematics of the dwelling, as required per the permit application.

Discussion centered around if the building inspector was required to inspect the rental unit. Egress was also discussed, and plans reviewed.

Motion was made by Kevin Robichaud to accept the application with the following conditions: fulfillment of required documents for short term rental insurance and parking dimensions being presented. William Sweeney seconded the motion; the motion was unanimously accepted.

Kevin Robichaud made a motion to adjourn the regular meeting at 6:56pm until the public hearing at 7pm. Martha Neal seconded the motion; the motion was unanimously accepted.

Martha Neal called the June 12th, 2023, Colebrook Planning and Zoning Commission back to order and opened the public hearing at 7:01pm.

Agenda Item 5: Old Business 7:00 p.m. Public Hearing on Application #23-001

PZC# 23-001 Special Exception Food Truck / Hot Dog Cart

Chris and Jean Cogliano
312 Colebrook River Road

Legal notice for application #23-001 was read by Marth Neal.

Chris Cogliano presented application #23-001. Applicant is requesting approval to operate a Foor Truck / Hot Dog Cart at 312 Colebrook River Road.

Annette Wilkiera of 315 Colebrook River Road was concerned about traffic on the road, cars parking on her lawn with people walking across the street, cars turning around in her driveway,

lack of site visibility at proposed location, safety risk for Colebrook residents, and increased accidents at the Eno Hill intersection.

Chip Woodman of 4 Eno Hill Road was concerned about the traffic on Colebrook River Rd, yearly accidents in that area on Colebrook River Road, obscured vision at Eno Hill intersection, lack of parking for large trucks, overall safety, and Wetlands concern at the back of the applicant's property.

Trish Woodman of 4 Eno Hill Road was concerned with people pulling in and out of the applicant's property without access to a turnaround on the property.

Tim Brainard of 317 Colebrook River Road is concerned that his property is an easy turnaround area or an additional area to park and walk to the applicant's property.

Letter submitted by Paul and Irene MacBeth of 309 Colebrook River Rd. Letter was read into the record by Marth Neal and is on file with the application.

Will Sweeney, board member, asked applicant if someone from the DOT has been out to inspect the property. The applicant's response was no. Concern was also raised about the site lines with Eno Hill and the Fire Department. Suggests that the applicant come back with an A2 survey, as the application looks to be incomplete at this time.

Kevin Robichaud, board member, suggested the applicant check with the DOT to see if it is feasible. Large trucks pulling off is a concern. Recommends that the applicant contact the DOT and then come back to P&Z.

Jennifer LaRocque, board member, asked for confirmation that his property is in a business zone. Planned operational hours were asked for. The applicant stated most likely Sat and Sun from 12-5 or 12-6, during the warmer months.

Martha Neal noted that the Inland and Wetlands commission has not yet approved this application. Marth questioned if the Farmington Valley Health District had yet been contacted. The applicant's response was no. Martha also inquired if the applicant was aware of the licensing conditions. The applicant's response was that he would move forward with those licenses after P&Z approval.

John Fernandez, board member, recommended adjourning for 30 days until the applicant can get additional information from the DOT and Farmington Valley Health District.

Kevin Robichaud made a motion to adjourn the public hearing and to resume it at the next regularly scheduled Planning and Zoning commission meeting on Monday July 10th, 2023, at 7pm. John Fernandez seconded the motion; the motion was unanimously accepted.

Agenda Item 7: Bills and Correspondence

None

Agenda Item 8: Other Business Legal and Proper

None

Agenda Item 9: Adjourn

Jennifer LaRocque made a motion to adjourn the regular meeting at 7:32pm. Martha Neal seconded the motion; the motion was unanimously accepted.

Respectfully submitted,


Jennifer LaRocque