

Town of Colebrook, CT
Planning and Zoning Commission
Regular Meeting Minutes, November 10, 2025 @ 6:30 p.m.
Colebrook Town Hall, Land Use Office

1. Call to order: Vice-Chairman Robichaud called the meeting to order promptly at 6:30 PM.
2. Vice-Chairman Robichaud welcomed new members:
 - a. Ms. Jennifer Hill, Regular Member
 - b. Mr. Kerry Jassen, Alternate Member
3. New Business
 - a. Vice-Chairman Robichaud opened new business by opening the election of officers procedural vote.
 - i. Mr. Robichaud nominated Todd H. Correll as Chairman and this was seconded by Mr. Catto. Mr. Correll was unanimously accepted as the New P & Z Commission, Chairman.
 - ii. Mr. Correll assumed the Chair for the meeting and nominated Mr. Robichaud as Vice-Chairman and this was seconded by Mr. Catto. Mr. Robichaud was unanimously accepted.
 - b. Chairman Correll called for a vote on the Planning and Zoning Regular Meeting dates for 2026. The proposed calendar dates were unanimously accepted.
4. Roll Call, Regular Members Present: Chairman, Todd H. Correll; Vice-Chairman, Theodore (Ned) Catto); Kevin Robichaud, Jennifer Hill, Will Sweeney
Alternates Present: John X. Fernandez, Kerry Jassen, Aden Ruwet (Absent)

Other Attendees:

Brad Bremer, First Selectman

Michael Halloran, Land Use Consultant

Mrs. Kate Kennedy

5. Agenda Review:
 - a. Remained as presented.

6. Discussion with Selectman regarding 76 Fritz Road.

Selectman Bremer stated that an official complaint had been filed against the owners of 76 Fritz Road and that the Town attorney has been engaged. The next steps are to have a "Cease and Desist" letter sent from Chairman Correll. A letter from the Town attorney, if necessary, re-stating that the trailer on the property must be vacated will be sent.

The landowners have yet to accept or respond to any correspondence, including certified letters which they never accepted. In addition, it was agreed that a third letter would be sent from Chairman Correll, with an additional one-hundred and fifty dollar fine (\$150).

7. Public Comment

None

8. Approval of the Minutes of October 14, 2025. Minutes were reviewed with two minor changes. Mr. Robichaud moved and Mr. Catto seconded to approve, all concurred.

9. New Business.

- a. 1 Centerbrook Road, Cease and Desist letter for setbacks and Village District review. This has to do with a structure that was positioned incorrectly on a property that had received approval for this installation. As a result of said misinformation, the application approval is null and void and the owner must go to the Board of Appeals to assess location of the structure and also participate in a Public Hearing for the Village District review which determine if the structure meets the aesthetic guidelines of the Village District. The Public Hearing is set for December 8, 2025 at 7:00 PM.

10. Complaint Procedure

- a. We created a formal complaint procedure form for the Town of Colebrook residents to utilize whenever they wished to file a complaint to the Planning and Zoning Commission. The form is currently being reviewed by the Town attorney.

11. Land Use Report

- a. 139 Bunnell Street
 - i. The owner is operating a non-permitted business as a commercial horse farm and riding stable. Owner has yet to secure a Special Permit for their business operation in a residential zone. The permitting process is in motion.
- b. 3 Pinney Street
 - i. New members were informed on the status of the correspondence of the issues related to 3 Pinney Street. It was agreed that the owner has

until December 31, 2025 to comply with the demands from the Planning and Zoning Commission.

12. Correspondence and Bills

None

13. Adjourn

It was moved by Mr. Fernandez and Seconded by Mr. Catto, all agreed and the meeting was adjourned at 7:50 PM.

Respectfully submitted,

John X. Fernandez, Acting Secretary