

DRAFT

Town of Colebrook, CT

Planning and Zoning Commission

Regular Meeting Minutes, January 12, 2026 @ 6:30 p.m.

Colebrook Town Hall Land Use Office

1. Call to order: Chairman Todd Correll called the meeting to order promptly at 6:30 PM.
2. Roll Call, Regular Members Present: Chairman Todd Correll, Edward(Ned)Catto, Jennifer Hill, Will Sweeney, Kevin Robichaud(absent)

Alternates Present: John Fernandez, Aden Ruwet and Kerry Jassen.

Mr. Jassen was seated for Kevin Robichaud

Other Attendees:
Jeremy DeCarli

3. Chairman Correll introduced Jeremy DeCarli from Tyche Planning and Policy Group. Mr. DeCali introduced himself to the commission. Mr. DeCarli will be acting as our new Zoning Enforcement Officer (ZEO), once approved by the Commission.

Chairman Correll proposed Mr. DeCali to be the new ZEO, seconded by Mr. Sweeney and the motion was unanimously approved.

4. Agenda review:
 - a. Remained as presented.
5. Approval of December 8, 2025 Meeting:
 - a. Minutes were deferred until the February 2026 Meeting.

6. Public Comment:

- a. None

7. Old Business:

- a. 76 Fritz Road

- i. A letter was sent to the owner of 76 Fritz Road stating that they were in compliance. The owner of 76 Fritz Road paid the outstanding fine of (\$300). All outstanding issues are currently resolved with this property.

- b. 1 Center Brook Road

- i. Cease and Desist letter due to setback issue. This has to do with a structure that was positioned incorrectly on a property that had received approval for the installation.

- c. 139 Bunnell Street

- i. The property owner is currently away and the issue of operating a business without a Special Use Permit will be followed up by Mr. DeCarli, ZEO.

- d. Complaint Procedure

- i. A motion to accept the new complaint procedure was moved by Mr. Jassen and seconded by Mr. Sweeney. The motion was unanimously approved.

8. New Business:

- a. Zoning Regulation Review

- i. Chairman Correll encouraged the commission to review the P&Z Regulations and seek any areas or regulatory concern that may need clarification, expansion, etc.

- b. Education Requirements

- i. Commissioners must have four hours of education with in their first year as a commissioner. One hour devoted to affordable housing and the remaining three hours on subjects that are of interest.

9. ZEO Report:

- a. None
- 10. Other Business:
 - a. There was discussion of an outstanding complaint. Chairman Correll will pull the complaint, Mr. Sweeney will follow up with old minutes so that they may review the complaint.
- 11. Adjourn:
 - a. It was moved by Mr. Catto and Seconded by Chairman Correll, all agreed and the meeting was adjourned at 7:38 PM.

Respectfully Submitted,

John X Fernandez, Acting Secretary