

**DRAFT**

**Town of Colebrook, CT**

**Planning and Zoning Commission**

**Regular Meeting Minutes, December 8, 2025 @ 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; Vice-Chairman, Kevin Robichaud, Jennifer Hill, Ned Catto. Alternates Present: Aden Ruwet and Kerry Jassen.

Regular Members absent: Will Sweeney

Alternate Members absent: John Fernandez

Other Attendees:

Mrs. Kate Kennedy

Mr. and Mrs. Bodycoat, 8 Center Brook Road

A motion was made by Kevin Robichaud to seat Aden Ruwet for Will Sweeney Todd Correll seconded the motion and motion was unanimously approved.

3. Approve Minutes:  
Jennifer Hill made a motion to approve the minutes from the November,10 2025 meeting. Motion was seconded by Todd Correll and the motion passed without further discussion.
4. Discussion with Selectman:  
The Town Attorney reviewed, edited, and returned the formal Complaint Procedure Guidelines for final approval from the Commission.



Chairman Correll will add the contact information for the new Zoning Enforcement Officer (ZEO) to the complaint application.

5. Old Business:

- a. At 76 Fritz Road the trailer has been moved, and currently, there is no one living in the trailer. The owners of the property and the trailer are currently in compliance with Colebrook P & Z Guidelines. There are two outstanding one hundred and fifty dollar fines (\$150) that are outstanding. Chairman Correll will send a letter stating that the fines must be paid within thirty (30) days. Notice of Violation will be put on the Land Use Records.
- b. The animal shelters (sheds) at 3 Pinney Street have been moved and are in compliance with the Colebrook Planning and Zoning Regulations.

6. New Business:

- a. 320 Colebrook River RD. (Sign). A motion was made by Chairman Correll to accept the sign, motion was seconded by Kevin Robichaud and the motion was unanimously passed.
- b. An application for a garage addition at 166 Pinney had been submitted. Upon review, Chairman Correll moved to approve a permit for the new addition. Motion was seconded by Ned Catto, and the motion was unanimously passed.

7. Land Use Report:

Mike Halloran visited the property at 139 Bunnell Street on November 11<sup>th</sup>, 2025. Mr. Halloran informed the owner that a Special Permit was required in order for them to manage a business on the property. Currently, a business is being operated on the property. They will be informed that an Application must be submitted by the next P&Z Meeting on January 12<sup>th</sup>, 2026.



8. Public Hearing: Todd Correll began the Public Hearing promptly at 7:00 PM.

- a. This hearing was about a shed on 1 Center Brook Road. There was support of the shed from neighbors who agreed that the structure was in keeping with aesthetics of the neighborhood. There were an additional five letters of support for keeping the structure in its current location. Letters will be part of the public record.
- b. Residents requested a better method of communication for getting out information regarding Public Hearing notices and subsequent meetings.
- c. The Public Hearing was closed at 7:14 PM.

The regular meeting was immediately resumed.

A motion was made by Kevin Robichaud to approve the shed on one Center Brook Road in regards to its aesthetics and other features in keeping consistent with village district aspects of Colebrook regulations section 4.A.and 8.H.9

9. Kevin Robichaud made a motion to adjourn the Regular Meeting, Chairman Correll seconded, and all concurred.

Respectfully Submitted, Vice-Chairman, Kevin Robichaud