

PLANNING & ZONING COMMISSION REGULAR JANUARY 14, 2025, HYBRID MEETING

Present: Regular members Anna Timell, Keith Bodwell (Zoom) Christine Gray, James LaPorta (Zoom), Stephen Saccardi, Alternate Bruce Bennett and LUA Karen Griswold Nelson.

Absent: Regular member Phill West, alternates Will Evans and Michelle Shipp.

Others present: Planning Consultant Janell Mullen.

Chairman Anna Timell called the meeting to order at 7:04PM with a quorum established. Alternate Bruce Bennett was seated for regular member Phill West.

1. APPROVAL OF MINUTES; November and December regular meeting minutes.

Motion made by Stephen Saccardi, seconded by Bruce Bennett, to approve the November meeting minutes as presented: unanimously approved.

Emails from Robert Hiltbrand and Barbara Pascale from Allee Design were made part of the record for discussion and prior to action on the approval of the minutes.

Note was made with requests for additional information to be supplied at the January meeting regarding height requirements and impervious surface coverage. There was discussion led by Janell Mullen regarding height issues, timing of the receipt of the application, the minutes reflecting the discussion of the change of the regulations regarding height (December 1 versus receipt of the application in November). It was requested that full/size architectural drawings regarding the height be supplied for the February meeting. There was additional discussion regarding the square footage of the impervious surfaces, the non-conformity factors of the lot, and the discussion regarding "impervious surface" regulations in the Housatonic River Commission regulations and their relationship. There was additional discussion of the non-conformity discussion at the November meeting, the interface between approvals between various entities involved in the approval process and possible changes to the process moving forward. Town Planner Mullen agreed to provide information for discussion at the next meeting for processing applications. There was discussion of "as built" language, requirements, etc.

Motion made by Mr. LaPorta, seconded by Ms. Gray, to approve the December meeting with the amendment that the impervious coverage calculations and height be provided by the architect (and/or engineer) at the January meeting: unanimously approved,

2. NEW APPLICATIONS: None

3. PENDING APPLICATIONS.

Receipt of information regarding ZP# 1243- 44 Kent Road (See under approval of minutes)

4. CORRESPONDENCE AND COMMUNICATIONS.

CBA Planning & Zoning “Connecticut Land Use Law for Municipal Land Use Agencies and Boards – Saturday March 22, 2025. (To be discussed under LUA/CEO report.)

Chairman Timell addressed Commission attendance at the March 22nd CBA Land use law seminar meeting based on conversations between LUA Griswold Nelson and First Selectman Ridgway regarding the approval of funding for all Commission members to attend (Zoom) and receive “the book”. Note was made that attendance would count for required educational credits. Chairman Timell addressed information regarding attendance at the event and asked Commissioners to notify the Land Use office by Feb. 26 if they plan to attend.

Mr. LaPorta addressed attendance at a Desegregate Connecticut Webinar in early December that would qualify for educational credit (1 as per Ms. Mullen). Mr. LaPorta addressed information provided at the seminar regarding the number of building lots and homes in various towns, including Cornwall, with questions raised as information being accurate. (To be followed up by staff.) The Chair asked members to provide brief summaries to the Commission of useful information received at educational seminars.

5. STAFF REPORT -

**LUA/CZEO – Karen Griswold Nelson (CBA educational opportunities)
Enforcement Actions – (Covered by Anna Timell)**

ZP#1244 – YMCA Camp Mohawk – Patrick Marchand applicant – Renovation of existing cabins for access/health, and safety purposes – 246 Great Hill Road. Permit approved.

ZP#1245 – William Mayer – Construction of a single-family residence – 41 Hall Road. Permit approved.

ZP#1246 – Tyler Cheney owner/GK Electric applicant – installation of a code compliant generator – 159 Dibble Hill Road. Permit approved,

ZP#1247 – Karen Doeblin/Robert Lacey owner/applicants – Garden shed to be used for storage – no electricity or water – 150 Valley Road. Permit approved,

ZP#1248 – Kurt Gilman owner/Valiant Energy applicant – Replacement, enlargement and relocation of underground propane tank – 7 Rumsey Drive. Permit approved subject to conditions.

6. PLANNING WORKSHOP MEETING –

- **Bylaws review.** (draft copy screen shared)

Chairman Timell addressed proposed changes to the bylaws and in particular to staffing for the clerk and/or secretary and election of officers relating to time frames for reviewing the bylaws. Griswold Nelson addressed the consideration of adding language to the bylaws regarding the educational credits.

There was discussion regarding meetings times, “public comment”, “public hearings”, “show of hands” and proper titles and other overall wordsmithing and legal clarification with agreement that Chairman Timell would supply a clean copy for the February meeting prior to any vote.

- **Annual Planning Meeting- attendance, commission roles, etc.**

There was a general discussion of the January 22, 2025, planning meeting with table assignment of Commission members to lead the discussion at the 4 “Plan” topic tables. Chairman Timell addressed food, expected attendance, and suggested topics including interest in working and collaborating with the P&Z Commission on working on goals and implementation of the Town plan. Food was to be organized by Steve Saccardi.

- **Discussion of a Standard Operating Procedure for evaluating requests from the CCT for support for a particular project.**

A (partial) document was screenshared and copies included in packages. Ms. Mullen gave an overview of the (entire document) based on previous discussions regarding a methodology for recommendations and letters of support from the P&Z Commission for open space acquisitions. Ms. Timell addressed conversations with First Selectman Gordon Ridgway regarding the relationship between affordable housing and open space preservation with input from commission members regarding the matter. With note made of conversations and conflict between housing and open space/conservation advocates, discussion ensued as to Commission roles and responsibilities relating to the Plan of C&D and the process for amending the Plan if needed. There was discussion as to better communication and work with Town Plan partners now and in the future and in particular relating to the referrals and support for all town projects. The consideration of standard operating procedure was taken off the table for discussion.

7. ADJOURNMENT.

Motion made by Mr. Bennett, seconded by Ms. Gray, to adjourn the meeting at 9:00PM; unanimously approved.

Respectfully submitted,

Karen Griswold Nelson for Commission secretary Phill West