

**PLANNING AND ZONING COMMISSION
TOWN OF ASHFORD
REGULAR MEETING
March 14, 2016**

Present: Jeff Silver-Smith (Chairman), Gerry Dufresne, Alex Hastillo (Secretary), Doug Jenne, Sandy Moquin (alt.), Gerry Nagy, Tom Paul, Richard Williams, Nord Yakovleff, Bob Zaicek, Michael Gardner (Land Use Office), and Francine Hodovan (Recording Secretary).

Guests: Aliza Makuch, Eastern Highlands Health District.

1. Call to Order: The March 14, 2016 regular meeting of the Ashford Planning and Zoning Commission was called to order by Chairman Jeff Silver-Smith at 7:00 p.m.

2. Seating of Alternates: None.

3. Review of Meeting Minutes for January 11, 2016 Regular Meeting:

MR. HASTILLO MOVED AND MR. NAGY SECONDED A MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE P&ZC OF JANUARY 11, 2016 AS WRITTEN. VOTING FOR: SILVER-SMITH, HASTILLO, JENNE, NAGY, WILLIAMS, YAKOVLEFF AND ZAICEK. VOTING AGAINST: NONE. ABSTAINING: PAUL AND DUFRESNE. MOTION PASSED 7 TO 0.

Review of Meeting Minutes for January 25, 2016 Regular Meeting:

MR. ZAICEK MOVED AND MR. PAUL SECONDED A MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE P&ZC OF JANUARY 25, 2016 AS WRITTEN. VOTING FOR: SILVER-SMITH, JENNE, NAGY, PAUL, WILLIAMS, YAKOVLEFF, ZAICEK AND DUFRESNE VOTING AGAINST: NONE. ABSTAINING: HASTILLO. MOTION PASSED 7 TO 0.

MR. NAGY MOVED AND MR. HASTILLO SECONDED A MOTION TO MOVE ITEM 7A, UNDER NEW BUSINESS TO HEAR ON THE AGENDA. VOTING FOR: SILVER-SMITH, DUFRESNE, HASTILLO, JENNE, NAGY, PAUL, WILLIAMS, YAKOVLEFF AND ZAICEK. VOTING AGAINST: NONE. ABSTAINING: NONE. MOTION PASSED 9 TO 0.

7. New Business:

A. Presentation by Eastern Highlands Health District (EHHD) Representative: Ms. Aliza Makuch introduced the concept of a healthy community and spoke of two free workshops that the EHHD is sponsoring along with the Community Health Action Response Team (CHART). They received a grant to work on a "Plan 4 Health" with the area communities. The workshops are being held to get decision makers familiar with the Toolkit which is available online. These workshops were created for local planning and zoning commissioners, other local boards and commission members, or anyone interested the land use/public health partnership. The dates are 3/31 at Mansfield Town Hall Council Chambers from 5:30 p.m. to 7:30 P.M. and on April 20, 2016 also from 5:30 to 7:30 P.M. There is no cost for the workshop but registration is required as a light dinner will be served. Contact Aliza Makuch at 860.429.3325 to register. Ms. Makuch said she would forward the email with the links to register as well. To view the toolkit, log on to www.healthyeasternct.com, along with a 5-minute video to be distributed to all Commission members.

4. Bills: Ms. Hodovan submitted a bill for tonight's meeting which was signed by Chairman Silver-Smith.

5. Communications: Invitation from Aliza Makuch to the EHHD/CHART workshops.

6. Unfinished Business:

A. Ashford P&ZC Bylaws: Mr. Silver-Smith stated that the origin of the Ashford Bylaws were taken from the book, Planning and Zoning in Connecticut, 4th edition. The point of this discussion is to determine if the P&ZC wishes to maintain a set of bylaws, pare them down, improve on them or do away with them. Mr. Williams stated that since they are basically a legal framework for procedures for the P&ZC, they should be maintained. All agreed that they should be pared down not copying Connecticut Statutes, updated and reissued

Mr. Williams noted in 4 areas in particular that that need to be corrected:

- Chapter 8: the process for disqualification of a current member should be reviewed.
- Regarding Public Hearings, it may currently read as if the public gets a vote at Public Hearings and that should be clarified.
- Article 5, Section 2 should be updated to state the dollar amount the Chairperson can sign for.
- Article 5, Section 5: The Annual Budget is done by the Land Use Department, not the P&ZC.

It was also noted that the bylaws should keep things operational, statutes that are already there should be taken out. Mr. Silver-Smith and Mr. Hastillo will be reviewing the bylaws and updating them. They will provide a copy of the draft to members before the next meeting when they will be discussed.

Mr. Silver-Smith stated that he will also be looking into attendance. He said that the commission has really good attendance but it can be an issue when someone is absent for a number of meetings when there is a discussion on an application that will require a vote. It can then easily be determined if a board member can review the CD's of the meetings missed or if they will have to abstain from voting on an issue due to absence.

7. New Business:

B. Fee Schedule Review: Mr. Silver-Smith and Mr. Gardner have been in discussion regarding the fee schedule which needs to be updated for new forms and costs from both the Town and the State. Gardner has some recommendations from the previous attorney's office and it was suggested that the current fees immediately be discarded. Mr. Gardner said that the setting of fees has been done by him with the help of the Commission. It was decided to speak with counsel before any further decisions are made. Mr. Silver-Smith had a list for comparison of Ashford against Deep River, Pomfret and Lisbon which should be helpful in this determination. Currently the regulations are on the website in a locked, but searchable file.

Another point Mr. Williams brought to the commission's attention stated that he has a PDF file copy of the POCD and suggested that Mr. Silver-Smith request a word document of the POCD as well, with all of the original photos, charts, maps and graphs.

8. Zoning Enforcement Officer's Report:

Mr. Gardner said that when the Commission approved the site plan drawing with the right turn only coming east, the Department of Transportation had not yet approved it. The telephone pole that had been obstructing the view has also since been removed. Cumberland's will update their site plan and send the drawings with a modification to the driveway. They also do not yet have approval from the EHHD for the septic system placement.

9. Other Business: Mr. Williams stated that the Pith Products building appears to be may be fully occupied in the near future. Also, Architecture students from UConn presented a proposal to dthe town to do a study of a hypothetical buildout of the town. The students will be working in various parts of town and plan to present their ideas to the P&ZC for input.

10. Statements from the Board: Mr. Silver-Smith stated that on March 26, Saturday, there will be an advanced training at the Land Use Academy. Richard Roberts and Kent Slater both from Halloran & Sage will be presenting and anyone who has not gone to a workshop by them should go. You will be fully reimbursed for mileage and fees. Mr. Williams also stated that the workshops are very instructive and very well done.

11. Adjournment: MR. WILLIAMS MOVED AND MR. DUFRESNE SECONDED A MOTION TO ADJOURN. VOTING FOR: SILVER-SMITH, DUFRESNE, HASTILLO, JENNE, NAGY, PAUL, WILLIAMS, YAKOVLEFF AND ZAICEK. VOTING AGAINST: NONE. ABSTAINING: NONE. MOTION PASSED 9 TO 0.

The March 14 2016 meeting of the Ashford Planning and Zoning Commission adjourned at 8:42 p.m.

Respectfully submitted,

Francine Hodovan
Recording Secretary