

**PLANNING AND ZONING COMMISSION
TOWN OF ASHFORD
REGULAR MEETING
June 13, 2016**

Present: Jeff Silver-Smith (Chairman), Alex Hastillo (Secretary), Doug Jenne, Gerry Nagy, Tom Paul, Nord Yakovleff, Bob Zaicek, Janet Bellamy (alt.), Tim Moran (alt.), Michael Gardner (Land Use Officer), and Francine Hodovan (Recording Secretary).

Guests: Johnathan Allen.

1. Call to Order: The June 13, 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: Ms. Bellamy was seated for Mr. Dufresne and Mr. Moran was seated for Mr. Williams.

3. Review of Meeting Minutes for May 9, 2016 Regular Meeting: The review and acceptance of the minutes of the May 9, 2016 regular meeting were tabled for lack of a quorum from that meeting.

4. Bills: Ms. Hodovan submitted a bill for tonight's meeting which was signed by Chairman Silver-Smith. It was then given to Mr. Gardner for accounting purposes before it is sent to Finance to be paid.

5. Correspondence: Letter dated June 8, 2016 from RCN Capital to the P&ZC was received by the Commission.

MR. MORAN MOVED AND MS. BELLAMY SECONDED A MOTION TO MOVE ITEM 7A, LAKE WOODS LANE SUBDIVISION: REQUEST FOR EXTENSION OF APPROVAL OF SUBDIVISION TO HERE ON THE AGENDA. VOTING FOR: SILVER-SMITH, HASTILLO, JENNE, NAGY, PAUL, YAKOVLEFF, ZAICEK, BELLAMY AND MORAN. VOTING AGAINST: NONE. ABSTAINING: NONE. MOTION PASSED 9-0.

7. a. Lake Woods Lane Subdivision: request for extension of approval of subdivision: Mr. Allen presented, along with Mr. Gardner's assistance, the history of this subdivision to the current date where all contractors, approvals and plans are in place to continue the project. The building permits for this subdivision were originally approved in 2005. In 2010, the Planning and Zoning Commission approved the request of the developer to remove the designation of subdivision as an "over-55" development and the will pay a fee to the town in lieu of open space. The fee in lieu of open space remains at \$2,400.00 per lot. Currently there are only three developed lots on Lake Woods Lane. The original subdivision went into foreclosure and the property changed hands. The permits meanwhile, expired. Mr. Gardner said that the new owner is looking to have the approval reinstated. Final paving and monumentation of the lane still needs to be done and the Land Use Office retains a copy of the letter of credit from United Bank for that.

MR. ZAICEK MOVED AND MR. YAKOVLEFF SECONDED A MOTION TO APPROVE THE REQUEST FOR EXTENSION FOR THE LAKE WOODS LANE SUBDIVISION PENDING LEGAL COUNSEL'S COMPLETED CORRESPONDENCE AND LETTERS. VOTING FOR: SILVER-SMITH, HASTILLO, JENNE, NAGY, PAUL, YAKOVLEFF, ZAICEK, BELLAMY AND MORAN. VOTING AGAINST: NONE. ABSTAINING: NONE. MOTION PASSED 9-0.

6. Unfinished Business:

a. Ashford P&ZC Bylaws: The May 9, 2016 updated version of the bylaws and the changes requested by the Commission were reviewed. Another change was requested: Add "In the absence of both the Chairperson and the Vice-Chairperson the Secretary shall preside over the meeting." Mr. Silver-Smith will make all changes or corrections to Section 1 before the next regular meeting of the P&ZC.

b. Fee Schedule Review: Mr. Silver-Smith stated that Page 1 of the new Fee Schedule was accepted at the May 9, 2016 meeting. Mr. Gardner stated that he is currently using the new schedule that was approved at the May 9, 2016 meeting with no problems. It was noted that Mr. Williams has yet to report to the Commission regarding final definitions on Page 2 of the fee schedule regarding large (utility scale) developments. Mr. Silver-Smith will go over previous correspondence they've had and he will be speaking

with Mr. Williams as soon as he is again available as well as speak with the BOS regarding escrow accounts for handling fees in order to finalize the fully proposed fee schedule.

7. New Business:

b. Review of P & Z Regulations: Articles 1 and 2: Chairman Silver-Smith requested that the Commission review Articles 1 and 2 of the P&ZC Regulations. With regards to the definitions in Section 2 he requested that the Commissioners look for any that may be in conflict. In Section 3, he requested that they look for any disparities or incongruencies, or for areas that may be in conflict with State or Federal Regulations or Statutes.

8. Zoning Officer's Report:

- There were two zoning approvals this month, one for an addition on a private home and the other for a 2-car residential garage.
- There have been no further developments on the Cumberland Farms project; they are still in review for the septic system.
- Regarding the United Bank Letter of Credit for the Lake Woods Lane project, Mr. Gardner reiterated that Lake Woods Lane Road is designed to be accepted as a Town Road and it is built to be up to Town improvements standards, but again, it still needs signage and monumentation.
- Finally, he stated that there has been some activity at the old Concrete Factory site with surveyors, title searches, soil testing, etc.

9. Other Business: None.

10. Public Comments: None.

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

The June 13, 2016 meeting of the Ashford Planning and Zoning Commission adjourned at 7:50 p.m.

Respectfully submitted,

Francine Hodovan
Recording Secretary