

**PLANNING AND ZONING COMMISSION
TOWN OF DEEP RIVER, CONNECTICUT**

Town Hall

174 Main Street

Deep River, Connecticut 06417

1. A **regular meeting** of the *Deep River Planning and Zoning Commission* held on Thursday, September 20, 2018 at the Richard H. Smith Town Hall was called to order by Chairman Ben Whelan at 7:17 p.m. immediately following a duly called Public Hearing. Members present: David Basilone, Anthony Bolduc, Sara Denegre,, Jane Samuels, Ben Whelan, and Alternates Christopher Desrosiers and Jonathan Kastner. Absent: Bruce Edgerton, Janet Edgerton. Also present: Nancy Howard (recording secretary).

2. Approval of Minutes: A motion was made by Tony Bolduc and seconded by Sara Denegre to approve the minutes of the regular meeting of August 2018 with the following amendment: At the end of the Executive Session add the following sentence: “After coming out of Executive Session the Chairman and ZEO talked with the commission about voting procedures.” Voted Unanimously.

3. Payment of Bills: No bills received.

Jane Samuels noted that she would like to receive paper copies of the agenda and minutes in advance of the meeting.

4. Correspondence: Sara Denegre noted receipt of the following correspondence:

(a) Memo dated 9/12/18 from ZEO Jefferson regarding review of Application #110; (b) email from Chairman Bruce Edgerton regarding discussion concerning Regulations Committee; and (c) ZBA minutes of 9/18/18 meeting.

5. Additions to Agenda: No additions.

6. Larimar Show Stables, 88 Bahr Road (Map 37, Lot 2): A public hearing was held immediately prior to this meeting on Application #108, Application for Special Permit by Larimar Show Stables for the purpose of Halloween hayrides at 88 Bahr Road. A motion was made by Tony Bolduc and seconded by Sarah Denegre to approve Application #108 as submitted. Voted Unanimously.

7. Richard Riggio & Sons, Inc, 254 West Elm Street: Application #110, Application for Site Plan review was received from Richard Riggio & Sons, Inc. for the purpose of an accessory apartment on property of Carol Flaim at 254 West Elm Street (Map 47, Lot 3). Tony Bolduc noted that a possible condition of approval should be to get a change of use certificate from the Connecticut River Area Health District (CRAHD) which is required for an accessory apartment. Jonathan Kastner noted exception and recommended approving the application as it stands. The Acting Chairman noted that Alternate Kastner was not seated as a voting member. After inquiry, Mr. Kastner noted for the record that he asked that he be seated for an absent member. The Acting Chairman noted that the Alternates were not seated. A motion was made by Tony Bolduc

and seconded by Jane Samuels to approve Application #110 subject to the condition that the applicant apply to the Conn. River Area Health District to determine if a change of use certificate is required. Voted Unanimously.

8. Regulations Committee: Jane Samuels noted that she recommends having a Chair and possibly a Secretary of the Regulations Committee. Regular meeting dates had been set for the Regulations Committee, when it is necessary. Jane noted that she checked in the Town Clerk's office for agendas and minutes of the Regulations Committee and none were posted for 2018. She noted that minutes should be posted for availability to the public. The purpose of the Regulations Committee is to make recommendations to the Commission. Janet noted that a Chairman of the Committee would be able to oversee the proceedings. Jonathan Kastner noted that the Commission is created by Town Ordinance. He indicated that the Regulations Committee allows an opportunity to review and discuss prior to presentation to the public. Jane noted that she would like an opinion from the Attorney in order make sure that the actions of the Committee are open and transparent. Jane noted that in accordance with the open meetings law is that all gatherings of a quorum of members of multi member agency is a meeting. Discussion was tabled to the next regular meeting.

9. Audience: None present.

10. Reports: No reports.

11. Commissioner Training: Members noted need for Commission training. Tony Bolduc will investigate training available through UCONN.

12. Other Business:

Jane Samuels asked for a printed list of Commission members and their contact information.

Jane Samuels requested that the Commission look at the Bylaws of the Commission and review in comparison with other towns. Jonathan Kastner provided copies of the Town Ordinances for formation of the Commission. Discussion on Bylaws was tabled to the next regular meeting.

Jane Samuels asked that the ZEO provide a file with copies of the correspondence and reports received on a monthly basis for review at the meeting since she does not have the ability to print emails. Jane asked that arrangements be made for her to pick up paper copies of any items emailed to members prior to a meeting.

An invoice was received from Howard McMillan & Tycz for legal services regarding Prisley in the amount of \$1,565.50. A motion was made by Tony Bolduc and seconded by Sara Denegre to approve payment of invoice as presented. Voted Unanimously.

13. A motion was made by Tony Bolduc and seconded by Sara Denegre to adjourn at 8:24 p.m. Voted Unanimously.

Respectfully submitted
Nancy Howard
Recording Secretary