

As of September 10, 2025

Town of Colebrook, CT

Planning and Zoning Commission

Regular Meeting Minutes, September 8, 2025.6:30 p.m.

Colebrook Town Hall, Second Floor Meeting Room

1. Call to order: Chairwoman Neal called the meeting to order promptly at 6:30 PM
2. Roll Call, Regular Members Present: Chairwoman Martha Neal, Todd H. Correll, Kevin Robichaud, Will Sweeney
Alternates Present: John X. Fernandez, Dave Goulet, Aden Ruwet
Regular Members Absent: Ned Catto
Other Attendees:
Michael Halloran, Land Use Consultant
Joyce Hemingson, Edna Travis, Amy Gillett
3. Agenda Review: Chairwoman Neal moved the Public Hearings to before, Old Business.
4. Approval of the Minutes of August 11, 2025 meeting were deferred until the October meeting.
5. Public Hearing

6:40 PM there was a motion by Mr. Robichaud to Close the Regular Meeting and open the Public Hearing. Mr. Ruwet seconded, and all concurred.

- a. Discussion was opened on Cannabis and Childcare language being added to the Colebrook Zoning Regulations. Chairwoman Neal read the Public Announcements that were posted in the newspaper and on the Colebrook Town Website.

There was no discussion, as everyone was satisfied with the language for both Cannabis and Childcare regulations. The text amendments were unanimously approved and had been preapproved by Northwest COG.

Mr. Correll moved to vote on accepting the Childcare guidelines, seconded by Mr. Robichaud.

Mr. Robichaud moved to vote on accepting the Cannabis regulations, seconded by Mr. Correll.

- b. Mr. Ruwet, seconded by Mr. Correll moved at 6:48 PM to open the Public Hearing on Plan of Conservation and Development (POCD). Chairwoman Neal read the public announcement that was posted in the newspaper and on the Town Website. The POCD was reviewed by Northwest COG who found the POCD to be within compliance and without fault.

Chairwoman Neal acknowledged the work of Joyce Hemingson and the Colebrook Conservation Commission for their work on the POCD. In particular, the newly expanded map section, consisting of nineteen maps. A rather significant accomplishment on behalf of the Town of Colebrook.

It was moved by Mr. Robichaud and seconded by Mr. Correll at 6:55 PM to close the POCD Public Hearing to which all agreed.

Mr. Robichaud moved, seconded by Mr. Correll to accept and approve the POCD, which will take effect on October 1, 2025. The motion was unanimously approved.

Mr. Robichaud, seconded by Mr. Ruwet at 6:50 PM moved to resume the regular meeting. The meeting was resumed by unanimous vote.

6. ZEO Report, nothing new to report.

7. Bills and Correspondence

A bill from Mr. Halloran was received and approved.

8. Old Business:

a. Update 3 Pinney Street

It was moved by Mr. Robichaud and seconded by Mr. Correll, approved by all, to send a new letter to Ms. Jasmin stating that the location of her sheds are in violation of Section 5. A, Item 3. The setbacks of these structures must be 100' from the property line and not the road. The letter will encourage Ms. Jasmin to visit the Land Use Office to confirm the location of her property lines. Upon securing said information, Ms. Jasmin will need to properly place her structures on her property or be in violation of the P & Z Regulations.

b. Update 653 Colebrook Road, shed

- i. Zoning Application was submitted by Mary Kate Roux and will be reviewed and acted upon by the ZEO.

c. Bohan and Mazepa Roads: Trailers and Laforge Letters

- i. Bohan Residence had no one there and does not look occupied..
- ii. Mr. Timothy LaForge was found to be in violation of having an occupied trailer on his property, which is currently being serviced by a generator that runs twenty four hours a day. It was agreed that a Citation Letter, signed and sent by Chairwoman Neal, representing a

\$150 fine would be sent via registered mail. The letter would allow Mr. Laforge two weeks to comply and pay his fine.

9. New Business

a. Complaint Procedure

- i. Mr. Correll had drafted a *Procedure for Handling Complaints to the Colebrook Planning and Zoning Board*. In addition, a formal *Complaint Form* was also submitted. All were in favor of the draft documents and ask that we now have an attorney review for final approval.

b. Tyche Proposal

- i. TYCHE, a planning and policy consulting group submitted a proposal to act as a Planning and Zoning Enforcement Agent for the town of Colebrook. The proposal was accepted with the condition, that TYCHE be more specific about the scope of work that is being provided under the monthly management fee.

10. Upon no further business the meeting was adjourned at 8:11 PM. Motion to adjourn was moved by Mr. Sweeney and seconded by Mr. Correll; all concurred.

Respectfully submitted,

John X. Fernandez, Acting Secretary