**PLANNING & ZONING COMMISSION**

**REGULAR MEETING – MINUTES**

**MARCH 24, 2020 – 7:30PM**

**BY ZOOM VIRTUAL MEETING**

**PRESENT:** Don Wilkes, Laura Lemieux, Patrick Lucas, Cynthia Barrett, Lu-Ann Zbinden, and Alternates Will Clinton, and Thomas Carey

**EXCUSED:** Leya Edison

**OTHER:** Town Planner and Zoning Enforcement Officer Martin Connor, AICP, Mark Harris

**1. CALL TO ORDER AND DESIGNATION OF ALTERNATES.**

Don Wilkes called the meeting to order at 7:30PM. Meeting was conducted virtually through Zoom and recorded digitally.

**2. PUBLIC HEARINGS: Clark-Olsen – 4 Old Middle Street – Special Permit – Change of Use from Retail to Restaurant (portion of property)**

The public hearing was read into record by the Clerk. The applicant, Mr. Olsen, discussed the project and purpose of the change of use. The plan is to convert the first floor of his building into a catering/restaurant area. Mr. Olsen is still waiting for the TAHD final approval. Mr. Connor read his report and findings, on the project, into record. Mr. Connor suggested TAHD be a condition of approval for the special permit. Mr. Olsen is asking for the TAHD approval to be a condition for approval as well. **IN A MOTION by Ms. Zbinden and seconded by Ms. Barrett** it was **VOTED** to close the public hearing at 7:39pm. **Motion carries**.

**3. READING OF THE MINUTES:**

The Commission reviewed the minutes from the February 25, 2020 regular meeting.

**IN A MOTION by Ms. Lemieux and seconded by Ms. Barrett** it was **VOTED** to approve the minutes from the February 25, 2020 meeting. **Motion carries.**

**4. OLD BUSINESS: A. Clark-Olsen – 4 Old Middle Street – Special Permit – Change of Use from Retail to Restaurant (portion of property)** Ms. Lemieux asked about hours of operation. Mr. Connor found a submittal by the applicant in the file that showed proposed hours and business plan. It discussed the on-site food service plan and the off-site catering plan. Mr. Carey inquired about signage. Mr. Connor is authorized to sign off on signage as long as it meets the Zoning regulations.

 **IN A MOTION by Ms. Lemieux and seconded by Mr. Lucas it was VOTED** that the approval of the **Special Permit for Clark-Olsen – 4 Old Middle Street – Change of Use from Retail to Restaurant (portion of property)** is subject to submittal of the TAHD approval and the cafe catering company follow the hours of operation as proposed in the document which was the proposal for the café, dated October 29, 2019

**5. NEW BUSINESS:** **Deborah L. Monda – 21 Tamarack Lane – Accessory Apartment – Conversion of single-family dwelling.**

Jesse Monda reviewed the project for the single-family dwelling conversion to include an accessory apartment on behalf of the applicant Deborah L. Monda. The proposal to take an existing bedroom and bathroom over the garage to add a small addition to the garage and repurpose the bedroom and bathroom into a small apartment that would be attached to the existing home. The addition is about 17’x 22’. TAHD has signed off on the project and a zoning compliance package was put together, by

Planning and Zoning

March 24, 2020

Page 2 of 2

the applicant, to show compliance to section 3.7. Mr. Connor read his memo in regard to the application into record.

 **IN MOTION by Ms. Lemieux and seconded by Ms. Barrett** it was **VOTED** to approve the application for **Deborah L. Monda – 21 Tamarack Lane – Accessory Apartment – Conversion of single-family dwelling**. Motion carries.

**6. ZONING ENFORCEMENT OFFICER’S REPORT:**

Mr. Connor reviewed his report from March 21, 2020. The 2 items from the agenda were reviewed. The Aquarion Water Company submitted plans to replace the existing well station at 8 Tyler Lake Heights. The project does not need PZ approval but the Town needs to be notified. The approval is through the State of CT. There is also an Affordable Housing Plan Technical Assistance Grant. Mr. Connor wrote a memo to the First Selectman about the grant and the Selectmen authorized submission for the grant. Mr. Sanders of the Goshen Housing Trust was also contacted about the grant. This will be to help the Town plan for the affordable housing plan required in Section 8-30j, which needs to be submitted every 5 years. 118 Pie Hill Rd, lot line revision was discussed, Sharon Turnpike Assessor Map 06-008-076 most of the equipment was removed, the owner is requesting additional time. 203 Ivy Mountain Road, subdivision, owner needs to meet with an engineer, soil scientist and surveyor to determine subdivision potential. 12 Sunset Drive, legal action may need to be taken by Town Attorney. 62 Cottage Grove Rd, site visits made to check on S&E controls. 298 Town Hill Rd, project is completed. 3748 Hall Meadow Road, construction underway, site inspections made.

**IN A MOTION made by Ms. Zbinden and seconded by Mr. Lucas** it was **VOTED** to accept the ZEO activity report dated March 21, 2020, as presented. **Motion carries**.

**7. CORRESPONDENCE:**

Spending freeze memo from B. Valentine. Clerk read into record.

**8. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:**

**9. ADJOURNMENT:**

**IN A MOTION made by Ms. Zbinden and seconded by Ms. Barrett**, to adjourn the meeting at 8:02PM.

**Respectfully submitted,**

**Erin Reilly**

**Commission Clerk**