

October 20, 2020

Call to Order: The monthly meeting of the Sterling Planning and Zoning Commission was called to order at 7:40 p.m.

Roll was called: Frank Bood-present, Dana Morrow-present, Ross Farrugia-present, Victoria Robinson-Lewis-present, Alternate Michael Rouillard-present, and Alternate Kim Smith-Barnett-present.

An alternate was not seated for the vacancy.

Staff present- Jamie Rabbitt, Patricia Ball, and Mike Zizka (via telephone at 7:50 p.m.).

Also present- John Angelone.

Audience of Citizens: No comment.

Approval of Minutes: D. Morrow, made a motion, seconded by V. Robinson-Lewis to approve the monthly meeting minutes of 7/21/2020 as written and presented. All voted in favor of the motion.

Correspondence: Chairman F. Bood stated he received a copy of two letters addressed to Mr. Norman Thibeault, Jr. P. E., Killingly Engineering Associates, one dated 8/27/2020, and the other dated 9/17/2020 from State of Connecticut, Department of Transportation regarding Sightline Demonstration Plan for Rouillard, Route 14, Town of Sterling (copies on file).

Unfinished Business:

a. Discussion Regarding the Plan of Conservation and Development: V. Robinson-Lewis asked why this has not been finalized as she thought it was to be completed in 2019. J. Rabbitt stated because there is a portion of the report that relies on demographic data, they were waiting for the current demographics data to be released before completing the report. Chairman Bood tabled this item.

b. Consider & Act on Changing Meeting Day/Time Schedule for 2020: Commission members discussed possible days available based on personal schedules. D. Morrow, made a motion, seconded by R. Farrugia, to change the monthly meeting to the second Wednesday of the month at 7:30 p.m. Jamie stated he will need to confirm with his schedule that this day and time works for him. All voted in favor of the motion.

New Business: None

Audience of Comments: Chairman F. Bood welcomed John Angelone to the meeting, as he may have an interest in joining the commission. J. Angelone introduced himself to the commission members.

Any Other Business:

a. Commission Workshop – Roles, Responsibilities, Policies and Procedures: R. Farrugia, made a motion, seconded by D. Morrow to table this item. All voted in favor of the motion.

R. Farrugia, made a motion, seconded by D. Morrow to add to the agenda under any other business, Item b. Valley View Road Discussion. All voted in favor of the motion.

b. Valley View Road Discussion: J. Rabbitt initiated a telephone call on speaker with Mike Zizka, legal counsel for the Town. Chairman Bood discussed the subdivision on Valley View Road and asked M. Zizka to provide guidance on what the commission should be following for best practices for any future subdivisions. Originally the subdivision on Valley View Road was supposed to have an easement for the movement of a driveway, that easement was never recorded. The easement in place now makes lot 8 of that subdivision non-compliant and there are questions whether lot 7 would be compliant. F. Bood asked what the process should be moving forward for future subdivision approvals. M. Zizka stated he recommends conditions for the entire subdivision and that proper easements must be recorded, and to not allow building permits until all drainage in the project is completed. The Planning and Zoning Commission can have drafts of the easements go through the town attorney at the time the subdivision is to be approved and requirements must be filed with the town before the subdivision is approved; and as long as in the minutes, the final map does not have to be signed unless easements are required, then there should be signed deeds with language of pre-approved and the volume and page references of where filed included on the plans. Finally, the plan does not get signed if easements are not recorded. Chairman Bood thanked him for his input.

Executive Session to Discuss 177 Gibson Hill Road – aka- Gibson Park, LLC: D. Morrow made a motion, seconded by R. Farrugia to enter into executive session and to include M. Zizka (via telephone) and Town Planner J. Rabbitt in the session to discuss 177 Gibson Hill Road. All voted in favor of the motion.

Entered executive session at 8:19 p.m. and left executive session at 8:49 p.m.

There were no votes taken during executive session.

V. Robinson-Lewis made a motion, seconded by R. Farrugia to have the town's legal counsel proceed with any necessary legal proceedings to enforce the Town's Zoning Regulations, Town Ordinances, and the Stipulating Judgement associated with Gibson Park LLC and Roland Toutant including, but not limited to, enforcement letters and litigation. This motion shall also include authorization to proceed with any necessary legal proceedings against any tenants/leases of the property. All voted in favor of the motion.

Adjournment: D. Morrow made a motion, seconded by R. Farrugia, to adjourn at 8:50 p.m. All voted in favor of the motion.

Attest: _____
Patricia Ball, Recording Secretary

Attest: _____
Dana Morrow, Secretary