

**Amended Minutes: Approved at 8/21/23 meeting  
Member name spelled incorrectly**

**Sterling Planning and Zoning Commission  
Regular Meeting Minutes  
Monday, July 17, 2023  
Town Hall Meeting Room**

**Members Present:** Frank Bood, Ross Farrugia, Victoria Robinson-Lewis, Dana Morrow

**Members Absent:** John Angelone

**Alternate Members Present:** Jason McLevy

**Alternate Members Absent:** Jon Turban & Kim Smith-Barnett

**Also Present:** Lincoln Cooper, Jim Larkin of NECCOG, Howard Haggerty, David Held of Provost & Rovero, and Melissa Bradley - interim recording secretary

- I. **Call to Order:** F. Bood called the meeting to order at 7:30pm.
- II. **Seat Alternates:** Jason McLevy was seated as a regular member in the absence of John Angelone.
- III. **Pledge of Allegiance:** All stood to honor the Pledge of Allegiance.
- IV. **Audience Comments:** Howard Haggerty requests an update of progress from the last meeting. F. Bood replies there will be reports throughout the agenda.
- V. **Approval of Minutes:** D. Morrow made a motion to approve the minutes of 5/15/2023 as presented. R. Farrugia seconded the motion. Motion passed 5-0.  
D. **Morrow** made a motion to approve the minutes of 5/22/2023 as presented. R. Farrugia seconded the motion. Motion passed 5-0.  
D. **Morrow** made a motion to approve the minutes of 6/26/2023 as presented. R. Farrugia seconded the motion. Motion passed 5-0.
- VI. **Correspondence:** Erika Lorange submitted a letter of resignation as recording secretary for the commission due to a busy schedule.
- VII. **Unfinished Business:** V. Robinson-Lewis made a motion to move this item discussion after VIII - New Business. D. Morrow seconded the motion. Motion passed 5-0.

## **VIII. New Business**

**A. Text Amendment to Zoning Regulation - Article 4 Dimensional Requirements - Section 4.02 Minimum Buildable Area - Shape and Location of Minimum Buildable Area:**

**B. Text Amendment to Subdivision Regulation - Section 3 Definitions - Section 10 Design and Construction Standards:**

**C. Re-Subdivision Application by Fred & Judith lafrate, 80 Porter Pond Rd:**

Discussion held on the above three items as they are interlacing. J. Larkin states the commission has 65 days to hold a public hearing. A letter was submitted by Provost & Rovero regarding Fred & Judith lafrate granting a 65 day time extension referencing Job No. 223008.

David Held will hold his comments until the public hearing.

V. Robinson-Lewis made a motion to add item A & B: text amendment to zoning regulations and text amendment to subdivision regulations, to the public hearing on August 21st at 7pm. D. **Morrow** seconded the motion. Motion passed 5-0.

V. Robinson-Lewis made a motion to hold a public hearing on September 18th at 7pm regarding item C: re-subdivision application. D. **Morrow** seconded the motion. Motion passed 5-0.

**D. 8-24 Referral for the Potential Sale of Lot 13, 19 Industrial Park Rd.:**

The Board of Selectmen voted to accept an offer of \$42,000 for this property and requested the commission's comments. Discussion ensued.

F. Bood states they cannot comment in good faith without seeing a site plan and plan of action. There is a disconnect of information between the EDC and PZC. F. Bood will write a letter to EDC chair Renee requesting the needed information. F. Bood requests of L. Cooper that policy and procedures be extended to volunteer boards and commissions and not just employees.

V. Robinson-Lewis made a motion for the chair, F. Bood, to email the EDC

coordinator and ask for a general scope and site plan of the proposed sale. R. Farrugia seconded the motion. Motion passed 5-0.

**VII. Unfinished Business: Review and discuss Zoning Regulation Amendments:**

Excavations: Time Limit: 5 years with an annual review

Offsite Materials: Add land clearing wastes to importing as well

List specifically the Federal Holidays when work is prohibited

Soil Erosion and Sediment Control Plan: Include the Earth Excavation Plan in this section

Accessory Dwellings: Amend to reflect the State

Cannabis: Needs to be addressed at public hearing as well

Next project for the commission to take on will be Special Permits.

V. Robinson Lewis made a motion to move Accessory Dwellings and Cannabis to the September 18th public hearing at 7pm. D. **Morrow** seconded the motion. Motion passed 5-0.

V. Robinson-Lewis made a motion to move Excavations and Site Plan to the August 21st public hearing at 7pm. D. **Morrow** seconded the motion. Motion passed 5-0.

IX. **Audience Comments:** None

X. **Any Other Business:** None

XI. **Adjournment:** R. Farrugia made a motion to adjourn the meeting. D. **Morrow** seconded the motion. Meeting adjourned at 8:57pm.

Respectfully Submitted;

Melissa J. Bradley  
Interim Recording Secretary

