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 **MINUTES**

**Planning Commission Public Hearing – Warren’s Hill, 4 Saw Mill Road**

**Monday, August 24th, 2020**

**6:30 PM**

**Virtual meeting via Zoom**

**Members present via Zoom:**

Ms. Cynthia Ross-Zweig, Chairman

Ms. Kirsten Bennett

Mr. Keith Landa, Alternate

Mr. Jeff Morrell

**Members not present**

Mr. Patrick Hearty, Vice Chairman

Mr. Cory Neumann

Mr. Patrick Callahan, Alternate

Mr. George Martignetti, Alternate

**Other Town Officials Present:**

Mr, Neil Marcus, Town Attorney

**Call to Order -** Chairman Cynthia Ross-Zweig called the meeting to order at 6:34pm. In addition to the commissioners and Town Attorney there were about nine members of the public present. The purpose of this public hearing was for the subdivision application for Warren’s Hill located at 4 Saw Mill Road.

**Pledge of Allegiance**

**Appointments** – Jeff Morrell made a motion to elevate Keith Landa to full voting member. Cynthia Ross-Zweig seconded the motion. **Vote 3-0-0 (Motion approved)**

**Opening of public hearing**

* Chairman Cynthia Ross-Zweig instructed commissioners to open the Warren’s Hill application packet and advise if all items from the PC checklist were received.
	+ Cynthia Ross-Zweig noted that copies of certified return receipts of abutting property owners were not received. JoAnn Miller (applicant) stated she would email them to the PC email address.
	+ Keith Landa read the letter from Conservation Inland/Wetlands dated August 14, 2020.
	+ Cynthia Ross-Zweig read the letter from Zoning received August 24th, 2020.
		- Mike Mazzucco stated the actual width of the access way is 50ft. The request for the 25ft reduction is only for the pavement, not the actual width of the access way.
* Mike Mazzucco, engineer representing the applicant, presented the plans for the subdivision. He stated it is a five-lot subdivision on 9.6 acres in the R44 district. The average lot size is 1.43 acres, which is about 40% larger than the one acre minimum required. He noted the waiver request is for 4.02 (4), which is the percentage increase of the interior lot from 25% to 60%. The main reason for that was to avoid a short town road. The other waiver is for 4.07 (3B) for the common driveway width from 25ft to 22ft. He will follow up with David Bennett about the deeds, the driveway maintenance agreement, and the homeowner’s association documents.
	+ Kiersten Bennett requested clarification if the waiver requested was for the PC or Zoning. Attorney Marcus confirmed in the Planning Commission section 7.03 allows the commission to waive any of the requirements after making certain findings.
	+ Mike Mazzucco asked if it would be possible to get a resolution drafted and have a vote at the next public hearing? Attorney Marcus stated there is an option for that.
	+ Attorney Marcus asked if there is going to be bonding requested for the work? Mr. Mazzucco stated he did provide a bond estimate for the fire tank and possibly for the common driveway.
	+ Cynthia Ross-Zweig noted the next PC meeting is September 28th, 2020.
	+ Keith Landa asked if there was a clear list of what is needed to move forward?
	+ Cynthia Ross-Zweig listed the items needed to move forward as:
		- The Engineer’s recommendation
		- Open space needs to be finished
		- Formal letter requesting waiver
		- Receipts for the certified letters
		- Shared access way agreement
		- Formal association information

Keith Landa makes a motion to pend the Warren’s Hill Subdivision to the next meeting. Kirsten Bennett seconded the motion. **Vote:** **4-0-0 (Motion approved)**

**Adjournment** – Jeff Morrell made a motion to adjourn the meeting at 7:28pm. Keith Landa seconded the motion. **Vote: 4-0-0 (Motion approved)**