

**SUFFIELD PLANNING & ZONING COMMISSION
MINUTES OF REGULAR MEETING
December 19, 2022**

Present: Mark Winne, Chairman
Erin Golembiewski, Vice Chair
Ginny Bromage, Secretary
Tracy Hespelt
Leon Litvak
Christine Sinopoli
Jacob Byrnes, Alternate
Jeff Girard, Alternate

Absent: Ross Wilcox, Alternate

Also Present: Bill Hawkins, AICP, Director of Planning & Development
Colin Moll, First Selectman
Glenn Chalder, AICP, Planimetrics
Ellie Binns, Administrative Assistant

The proceedings of this meeting were recorded and are available on the Town website, along with all of the application materials.

I. ROLL CALL

Chairman Winne called the meeting to order at 7:00 PM as a hybrid meeting with five member's in-person and three members participating remotely on the video/teleconference call.

Ms. Bromage read the legal notice for the public hearing.

II. PUBLIC COMMENT – None

III. PUBLIC HEARING

File #2022-11- Request for a special permit/site plan approval as amended to convert the building located at 140 South Main Street (St. Joseph's Church) into residential apartments per Section V.U. Adaptive Reuse Zoning Regulations. Map 44H, Block 47, Lot 217. Applicant: James McMahan.

Mr. Hawkins reported that the applicant had contacted him and requested in writing that the public hearing be postponed until the January meeting as they have not yet received a capacity letter from the Water Pollution Control Authority.

Mr. Litvak moved to continue the public hearing on this application to the January 23, 2023 regular meeting. The motion was seconded by Ms. Bromage and approved 6-0-0.

2022-2032 - Plan of Conservation and Development

Mr. Hawkins gave a power point presentation summarizing the Plan of Conservation and Development (POCD) which the Commission began working on in 2019. There have been meetings with other commissions, a town wide survey for input from the community, as well as a public information meeting. The feedback has been incorporated in the final draft as appropriate. The Capitol Region Council of Governments (CRCOG) has also reviewed the document and found no apparent conflict with the regional POCD. Mr. Hawkins explained that the POCD is a document that is required to be updated every ten years by state statute and serves as an advisory document to help guide Suffield into the future. Mr. Hawkins stated that the POCD should be consulted by the all boards and commissions when making decisions that may impact the future of Suffield. There was discussion of having an implementation committee formed to make the POCD a working document and possibly update it more frequently than the required ten years. There was no public input and Chairman Winne asked for a motion to close the public hearing.

Ms. Bromage moved to close the public hearing. The motion was seconded by Mr. Litvak and approved 6-0-0.

IV. OLD BUSINESS

File # 2022-11- The public hearing was postponed to the January 23rd regular meeting.

2022-2032 - Plan of Conservation and Development

Ms. Bromage moved to adopt the 2022-2032 Plan of Conservation and Development as presented, with an effective date of December 26, 2022. The motion was seconded by Mr. Litvak and approved 6-0-0.

V. NEW BUSINESS

The 2023 meeting schedule was reviewed, which continues holding meetings on the third Monday of the month except in cases where it falls on a legal holiday. In those cases the meetings will be held on the following Monday. The meetings are scheduled for the Town Hall hearing room at 7 PM.

Ms. Bromage moved to approve the 2023 meeting schedule as presented. The motion was seconded by Mr. Litvak and approved 6-0-0.

VI. REPORTS

Chairman – None

Director of Planning & Development - Mr. Hawkins reported that Suffield has been awarded a two million dollar Community Development Block Grant for upgrades to the Housing Authority property.

VII. MINUTES

Ms. Bromage moved to approve the minutes of the November 21, 2022 regular meeting with the correction of the address for Kip Moncrief to 364 South Main St. The motion was seconded by Mr. Litvak and approved 6-0-0.

VIII. CORRESPONDENCE

There was correspondence addressed to the Chairman about outdoor lighting that has been referred to the Zoning Enforcement Officer.

IX. ADJOURNMENT

With nothing further to come before the commission, Ms. Bromage made a motion to adjourn the meeting at 7:37 PM. The motion was seconded by Ms. Golembiewski and approved unanimously 6-0-0.

Submitted,

Ginny Bromage, Secretary

cc: Assessor, Building Official, Conservation Commission, Selectmen, Town Clerk, Town Engineer, Zoning Enforcement Officer, Commission Counsel