TOWN OF ESSEX
PLANNING COMMISSION
MINUTES
July 14, 2022

Note: *This meeting was in-person and virtual on Teams.

PLANNING COMMISSION (PC) PRESENT:
IN PERSON: Jonathan Schumacher; and Patty Davis
VIRTUAL: Dustin Bruso, PC Chair; John Mangan; David Raphael; and Tom Furland

OTHERS PRESENT:
IN PERSON: Katherine Sonnick, Community Development Director; Sharon Kelley, Zoning Administrator; Darren Schibler, Planner; Paula Duke and Sally Fleury
VIRTUAL: Bryan Currier; Bryan Thompson; and Lorraine Zaloom.

The meeting was called to order at 6:03 p.m. Chairman Bruso called out the Commissioners present, both virtually and in the room.

Chairman Bruso introduced and welcomed back the former town planner and now the newly appointed Community Development Director, Katherine Sonnick. Sonnick stated that she was excited to be back and begin her work in the Essex.

Chairman Bruso MOVED and Commissioner Schumacher SECONDED a Motion to recognize former Planning Commissioner, Ned Daly, for his years of service and work effort. The MOTION passed 6-0.

AGENDA ITEM 1: ELECTION OF OFFICERS: The gavel was turned over to Katherine Sonnick for discussion. Sonnick noted that the full Commission was not in attendance and noted that it may be wise to hold off on this matter. Commissioner Schumacher asked if the topic was discussed with Vice-Chair Knox and if so, was he was willing to continue in his role. Chairman Bruso thought that he would be willing to continue. Sonnick suggested that Vice-Chair Knox should be present to speak for himself on this matter.

Commissioner Furland MOVED and Commissioner Mangan SECONDED a MOTION to discuss and vote on this matter when there is a full commission in attendance. The MOTION passed 6-0.

AGENDA ITEM 2: APPROVAL OF PC OPERATING PROCEDURES:
Chairman Bruso referred to Section G of the document and suggested keeping the first sentence and delete the second sentence; move ‘J’ (Staff comments and input) to be a new ‘H’ and renumber the remaining items accordingly. Commissioner Mangan requested that this item be bumped and revisited to the next meeting. The PC agreed.

AGENDA ITEM 1: PUBLIC COMMENTS:

Chairman Bruso welcomed newly appointed Planning Commissioner, Patty Davis. Commissioner Davis said, “She is honored to be here” and noted that she has a learning curve and “will be a sponge for now.”

Sharon Kelley thanked Commissioner Raphael for alerting her to a discrepancy in the Finding of the consent agenda. Kelley noted the correction related to acreage due to a previous PC approval wherein lots were combined. As a result, she required the engineer to make changes to the plat and a change to the draft consent letter. Kelley reported that she sent the changes to the PC and applicant prior to the meeting.

AGENDA ITEM 2: CONSENT AGENDA:

- **BOUNDARY LINE ADJUSTMENT: Glenn & Ronaly Cummings and ATC Sequioa, LLC:** Proposal to convey 0.94 acres to 23 Corporate Drive to 21 Corporate Drive located in the Resource Preservation District-Industrial (RPD-I) Zoning District. Tax Map 72, Parcels 3-21 & 3-23.

Commissioner Schumacher MOVED and Commissioner Davis SECONDED a MOTION to approve the consent agenda as written. The MOTION passed 6-0.

AGENDA ITEM 3: MINUTES 6/9/2022:

Commissioner Raphael MOVED and Commissioner Furland SECONDED a MOTION to approve the 6/9/2022 minutes as written. The MOTION passed 6-0.

AGENDA ITEM 4: OTHER BUSINESS

Sharon Kelley reported that she issued an administrative approval for 6 Oliver Wight Drive as the building was constructed as a 7,200 sq. ft. building instead of a 6,000 sq. ft. building that was approved by the PC. Kelley noted that the increase in size did not encroach the setback requirements.

John Alden was present on behalf of Rick Bove to discuss the façade and look of 4 Carmichael Street as Mr. Bove was planning to do improvements to the building. He informed the PC that the building located at 8 Carmichael Street was recently painted. Sharon Kelley confirmed that the Zoning Regulations do not allow the PC to regulate the color of a building. Alden asked the PC if they wanted to continue to see the building with its faux rooftop façade or without the façade. He would like the process to be handled simply and understands that a minor application may be required. Alden showed picture plans of the building, one in its current state with the rooftop faux facade and, the second with the façade eliminated. Alden noted that over the years complaints have been that the building "looks like frontier town" and thought this forum would be a good opportunity to discuss with the PC to determine how involved the process would be should Bove decide to move forward. A brief discussion ensued regarding architectural design and changes. Alden thanked the PC as he felt he had enough information to relay to his client.

The meeting adjourned at 6:27 p.m.

PLANNING COMMISSION

By:______________________________

Dustin R. Bruso, Chair