

**TOWN OF POMFRET
ZONING BOARD OF APPEALS
REGULAR MEETING MINUTES
MONDAY, MAY 21, 2012 AT 7:00 PM
POMFRET SENIOR CENTER**

Present: Chairman James Robbins, member; Vice Chairman Richard Galante, member; Elizabeth Cartier, member; Sarah Hamby, Alternate.

Absent: David Smutnick, member; Allison Gardner, member; Kevin Vernon, alternate; Barry Jessurun, alternate. Staff: James Rabbitt, AICP; and Ryan Brais, ZEO.

Jim Robbins opened the meeting at 7:03 pm and noted that a quorum was present.

I. REGULAR MEETING

- A. Seat Alternates – Sarah Hamby was seated for Allison Gardner
- B. Citizen's Comments – N/A
- C. Items to Add to Agenda – J. Robbins made a motion to make a correction under Current Business Item A; it should be discussion of possible application change regarding more detailed maps and further explanation within the application itself. R. Galante seconded the motion and it was approved unanimously. J. Robbins then made a motion to add under New Business to consider the release of refundable fees in the memo sent to the ZBA from the Town Treasurer. R. Galante seconded the motion and it was approved unanimously.
- D. Approve Minutes of March 19, 2012 – R. Galante made a motion to table this item until the end of the agenda. E. Cartier seconded the motion and it was approved unanimously.

II. NEW BUSINESS

- A. Acceptance of New Application(s) – N/A
- B. Correspondence –
- C. Consider the release of refundable fees in memo sent to the ZBA from the Town Treasurer. J. Robbins read into record the memo and list of four people who were on the list to receive refunds: Baker's Dozen, Elizabeth Cartier, Georgie Davis & James McNamara, and William & Deborah Wentworth. After minor discussion, J. Robbins made a motion to refund/return the balances of these four accounts in full, which will be a total of \$500. R. Galante seconded the motion and it was approved unanimously.

III. CURRENT BUSINESS

- A. Discussion of possible application change regarding more detailed maps and further explanation within the application itself. There was a discussion about wanting more detailed maps because the maps submitted are sometimes sketchy. J. Robbins said we need to have the ZEO review the applications for completeness. The first draft of this was as follows: 1) the ZEO shall determine the completeness of all applications; 2) the ZEO determines completeness; and 3) the ZEO will only accept applications when they are determined to be complete. (This was amended later in the discussion.) It was decided that on Page 2 Submittals, we are adding another item necessary under item 1. After lot boundaries and lot dimensions we are adding “lot frontage existing on an existing way”. Where it states Significant Natural Features, we are adding “topography” after streams and ledge. The amended notation for the ZEO discussed above is now to read as follows on Page 2 Submittals in the 2nd paragraph after the 1st sentence and before the 2nd:
- 1) The ZEO shall determine completeness of all applications; and 2) the ZEO shall only accept applications once determined complete as outlined below. On Page 2 Submittals, the paragraph following items numbered 1-5 will be deleted. Jim wrote some further information regarding hardship, and it will be inserted on the Page titled Line by Line Instructions for Page 1. The board had a discussion regarding hardship and went over the complete application regarding all editing that is needed. The clerk will edit the document and e-mail it to the board members.

IV. OTHER BUSINESS

- A. Agenda items for next meeting – J. Robbins asked that we add edits to application for our next meeting
B. Citizen’s Comments – N/A

- V. ADJOURNMENT** – R. Galante made a motion to adjourn. It was seconded by S. Hamby. The Chairman closed the meeting at 8:25 pm.

Respectfully submitted,

Lynn L. Krajewski, Clerk

Date approved: _____