

**TOWN OF POMFRET  
ZONING BOARD OF APPEALS  
REGULAR MEETING MINUTES  
MONDAY, JUNE 18, 2012 AT 7:00 PM  
POMFRET SENIOR CENTER**

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

Absent: 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.
- B. Citizen's Comments – N/A
- C. Items to Add to Agenda – J. Robbins asked that the record reflect that R. Galante brought in cupcakes for Liz.
- D. Approve Minutes of May 21, 2012 – E. Cartier made a motion to accept the minutes as submitted. R. Galante seconded the motion and it was approved unanimously.

**II. NEW BUSINESS**

- A. Acceptance of New Application(s) – N/A
- B. Correspondence – N/A

**III. CURRENT BUSINESS**

- A. Edit draft copy of amended application.
  - E. Cartier thought the page numbers should be put in parenthesis. J. Robbins asked that on page 2, 2<sup>nd</sup> paragraph that “will” be changed to “shall”. On page 2, submittals, the letters A-K should be in lowercase. S. Hamby also thought that “site plan” doesn't need a letter next to it, and that the other lettered items should be indented and re-lettered. On this same page, D. Smutnick noticed that there appears to be an underscore between Zoning/Enforcement and Enforcement/Officer. The underscores will be removed. A. Gardner noticed that in the lettered items, there was no mention of driveways, and that was an issue that was very important in our last public hearing. J. Robbins then said that the lettered items need to be re-arranged a bit; move lot size under north arrow and add driveway location and design as a new item right under lot size. The next change is in the paragraph right after the lettered items. We are changing “the full board” to “the Board”. In that same sentence, we are

changing “full survey map” to “comprehensive site plan”. J. Robbins liked the look of the edited form. He asked if there were any more questions or comments. R. Galante mentioned the line above number 1 on page 1. He said it makes everything look tight and squashed. That line will be removed. On page 1 continued, we will be adding an e-mail line item. Also, under number 10 on page 1 continued, the word signature is spelled incorrectly and will be fixed. J. Robbins then said that he feels that everything has been addressed on the form. He made a motion to accept the changes and adopt the changes as edited this evening. The clerk will send the amended form to the members and if no further changes are needed, the application will become adopted. R. Galante seconded the motion and it was approved unanimously.

**IV. OTHER BUSINESS**

- A. Agenda items for next meeting – N/A
- B. Citizen’s Comments – N/A

Jim Robbins did state that the ZBA will not meet in July unless a new application is submitted.

- V. ADJOURNMENT** – E. Cartier made a motion to adjourn the meeting. A. Gardner seconded the motion and it was approved unanimously. The meeting was adjourned at 7:39 pm.

Respectfully submitted,

Lynn L. Krajewski, Clerk

Date approved: \_\_\_\_\_