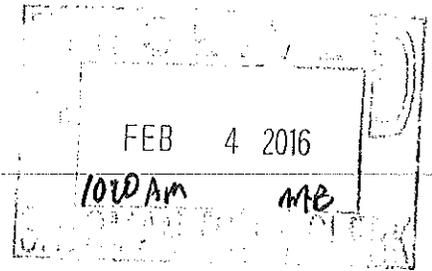




**TOWN OF SHERMAN**  
Planning & Zoning Commission  
**ANNUAL ORGANIZATIONAL MEETING**  
&  
**REGULAR MONTHLY MEETING MINUTES**  
Thursday, January 21, 2016  
7:00 pm, Mallory Town Hall



**DRAFT**

**Members Present:** J. Burruano, N. Volkmar, T. Hollander, M. Lee, M. Sichel, J. Finch P. Voorhees and Alternates W. Knaak and R. Peaburn

**Absent:** Alternate A. Muoio

**Audience:** None

**Also Present:** ZEO R. Cooper and Administrative Clerk C. Branson

**I - ANNUAL ORGANIZATIONAL MEETING**

**Call to Order:** Chair, J. Burruano Called the Meeting to Order at 7:00 pm.

**Election of Officers-**

The Nominating Committee Chair, M. Sichel reported the recommended the slate of Officers; Nominating Jeannene Burruano as Chair, Neil Volkmar as Vice- Chair, and Mary Lee as Secretary all to be seated in these positions until January 1, 2018.

Commissioner J. Finch Moved to Approve the Slate of Officers as recommended Jeannene Burruano as Chair, Neil Volkmar as Vice- Chair, and Mary Lee as Secretary all to be seated until January 1, 2018.

Seconded by: M. Lee

Vote: For: Unanimous

**Review of current By-Laws-**

The Commission discussed Article XI, Section 1 and agreed to amend the following by adding as needed, shown here in bold. "The Commission shall have the following standing committees as **needed:** "

Commissioner N. Volkmar Moved to Amend the Planning & Zoning Commission By-Laws, last Amended May 1, 2008, Article XI, Section 1 by adding. The Commission shall have the following standing committees as **needed:** shown here in bold.

Seconded by: M. Lee

Vote: For: Unanimous

**Adjournment-**

Commissioner N. Volkmar Adjourned the Annual Organizational Meeting at 7:15 p.m.

**II - REGULAR MONTHLY MEETING**

**Old Business:** No Old Business

**New Business:** No New Business

**Approval of Minutes:**

Regular Monthly Meeting of December 3, 2015

Commissioner P. Voorhees Moved to Approve the Minutes of Regular Monthly Meeting of December 3, 2015 as written.

Seconded by: M. Lee

Vote: For: Unanimous

**Public Comment:** No Public Comment

**Correspondence:**

Oblong Land Conservancy- seeking permission to erect a sign between Route 37 and Durgy Lane showing where in Sherman the Great Swamp exists.

**FY 2016-17 FY Proposed Budget:**

The Commission discussed year to date balances of the FY 2015-16 Approved budget. ZEO R. Cooper will compile the year to date expenditures for the Land Use Attorneys. Discussion followed. The Commission will be presented the proposed FY 2016-17 Budget for approval at the next Regular Meeting.

**Zoning Enforcement Officer's Report:**

ZEO R. Cooper reported a total of 5 Zoning Applications were approved, 8 Statements of Intent were approved, 0 were withdrawn, 1 was denied and 8 remain under review. Several ongoing cases were updated and reported resolved. Discussion followed regarding the need to implement new fees for the Statements of Intent, historically these permits are free of charge, however they require just as much attention such as site visits, and measuring at least twice to confirm the location proposed as well as location confirmed. The Commission agreed it would be sensible to charge a fee of \$100.00 per application, of which \$ 60.00 is sent to the State. ZEO R. Cooper read an email into record that he received from Mr. Walsh at 29 Brinsmade Lane from back in 2013 regarding his property edge dispute. Mr. Walsh had attended the December Meeting and spoke during Public Comment asking the Commission to take appropriate action. Mr. Cooper has looked into the complaint and has determined that this complaint is out of the Town's Jurisdiction and would be considered a Civil matter between Mr. Walsh and the Brinsmade Lane Homeowner's Association. A letter was sent to Mr. Walsh reflecting Mr. Cooper's determination.

Commissioner M. Sichel Moved to Approve the ZEO's report of December 2015 as written.

Seconded by: M. Lee

Vote: For: Unanimous

**Committee Reports:**

None

**Chairman Report:**

Chair, J. Burruano welcomed Alternate Ryan Peaburn to the Commission. The Commission reviewed the Planning and Zoning Primer. Mrs. Burruano reminded the Commissioners of the Land Use Academy classes that UConn offers, there is a very beneficial workshop this April. Also, the same program offers to come to Town's if they can get over 15 participants. Discussion followed regarding inviting Kent, and or New Fairfield to round out the attendance numbers. Mrs. Burruano will try to reserve a date in May. Additionally, ZBA has requested a workshop with Atty. Matt Willis next Wednesday and has extended an invitation to any P&Z Commissioners who may be interested in attending.

**Regulations Review:**

Section 322 Building Projections

Section 322.1 B - Fences and Walls

The Commission continued to review possible amendments to this section of the Zoning Regulations.

**Adjournment:**

Adjourned the Meeting at 9:30 pm.

Respectfully submitted,



Christine Branson, Commission Clerk

January 28 , 2016