1. Roll Call

Chair George Closson calls the meeting to order at 7:00PM. In attendance are commission members John Cooney, Craig Sanden, Williard Platt, Charlene LaVoie (Alternate/Seated, voting member in Peter Marchand’s absence), and Adam Quagliaroli. Peter Marchand (Vice Chairman) is absent excused. Also in attendance are staff members Lance Hansen (Town Planner) and Jim Rollins (Director of DPW).

2. Public Comment

None

3. Agenda Review

None

4. New Business

A. PZC #23-15-1
   Excavation Renewal Special Permit
   Applicant – Mountaintop Trucking
   Owner – AJK LLC
   Proposal – Two-year renewal of approved excavation permit

Wes Clow from Mountaintop Trucking attends the meeting as Mountaintop’s representative.

_Craig Sanden makes a motion to approve PZC #23-15-1. Charlene LaVoie seconded the motion, and the motion is unanimously approved._

5. Public Hearings

A. Public Hearing continued for proposed driveway regulations.

Jim Rollins continues/leads the driveway regulations discussion.

_Williard Platt makes a motion to approve proposed driveway regulations with suggested edits by the commission, Craig Sanden seconded the motion and the board unanimously approved._

6. Other Business (*BEFORE item 5)

A. Election of 2024 Planning and Zoning Officers

   **Chairman:** Charlene LaVoie makes a motion to nominate George Closson as Chairman of PZC for 2024. Craig Sanden seconded the motion, and the board unanimously approved.

   **Vice Chairman:** George Closson nominates Peter Marchand as Vice Chairman of PZC for 2024. Charlene LaVoie seconded the motion and the board unanimously approved.
Secretary: Charlene LaVoie makes a motion to nominate John Conney as PZC secretary for 2024. George Closson seconded this motion, and the board unanimously approved.

B. Planning Discussion for Parking as Principle use Zoning Regulations
Discussion with continuation until the Monday January 8, 2024 regular meeting.

C. Public Act 23-142 Zoning Regulation – Set Public Hearing Date (1.8.2024)
Discussion. Public Hearing set for January 8th, 2024.
Motion to set a Public Hearing date for Public Act 23-142 at the January 8th, 2024, PZC meeting by Craig Sanden, seconded by Charlene LaVoie and unanimously approved by the board.

D. Discussion for Offering Application Site Walks for Public Participation
Discussion. Site walks are to be posted and available for public participation when a public hearing for an application has been set by the commission. Standard practice will be for the site walk to be scheduled on the Thursday afternoon prior to the public hearing.

7. Old Business
   A. Zoning Map Discussion and Edits
      The land use office needs an updated zoning map for the town; issue pending per Lance Hansen and having access to Timmons GIS license for data layers. The “What’s Legally Required?” Eighth Edition has been reprinted to help land use officials and board members standardize their practices. Charlene LaVoie has advocated for a copy to be purchased by the town for each land use commission member.

8. Approval of Minutes: November 27, 2023
   Craig Sanden makes a motion to approve the minutes of the Planning and Zoning Commission for November 27th, 2023. John Conney seconded the motion, and the motion was unanimously approved by the board.

9. Communications
   Lance Hansen reported that 137 Torrington Road - Fracasso property under contract. The November 11th, 2024 (Veteran’s Day, Observed) meeting has been removed from the 2024 calendar.
   Charlene LaVoie makes a motion in support of Highland Lake Watershed Association and Winchester Land Trust acquisition of “Laurel Ridge”; 508 acres to the east of Highland Lake. Williard Platt seconded this motion, and the board unanimously approved.

10. Adjournment
    John Cooney makes a motion to end the December 11, 2023, PZC meeting at 8:03PM. Craig Sanden seconded the motion, and the board unanimously approved.

Respectfully submitted,
Lauren Dombrowski, CCTC
Assistant Town Clerk and Board Clerk