

**ESSEX  
PLANNING and ZONING  
COMMISSION**

29 WEST AVENUE – ESSEX, CT 06426  
Essex Town Hall

**Special Meeting - Minutes**

Monday, December 14, 2020 7PM

**SPECIAL MEETING**

**1. Call to order and Seating of Members**

**Meeting Called to Order** By the Chariman at 7 Pm.

Present: Russ Smith, (Chairman)  
Jane Siris (Vice Chair/Clerk)  
Ralph Monaco (Regular Member)  
Mark Reeves (Regular Member)  
Erin Borruso (Regular Member)  
Robert Day III- (Regular Member)  
Gary Riggio (Regular Member)  
Jeff Lovelace (Alternate)  
Tom Carroll (Alternate)

Also in Attendance: Joseph Budrow (Zoning Enforcement Officer)  
Larry Shipman (Legal Counsel)

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**2. Approval of the Minutes :** November 30, 2020 Special Meeting

**Motion** made by Ralph Monaco to approve the November 30, 2020 special meeting minutes.  
Motion Seconded by Robert Day, III. No discussion on the minutes. **All in favor, Motion Carried 7-0**

**3. Public Hearing-** No public hearing scheduled

**4. New Business :**

- **Discussion of the Commission Legal Counsel position**

Chairman Smith recommended Larry Shipman as legal Counsel.

**Motion** by Russ Smith to recommend Larry Shipman as the Commission's Legal Counsel. Motion seconded by Ralph Monaco. **All in favor, Motion Carried. 7-0.**

- **Discussion on 2021 meeting calendar**

**Chairman Smith** noted that it appears that we have decided on the 1st Tuesday of the Month at 7 pm.

**Motion** by Rob Day, III to approve the 2021 Meeting Schedule. Motion seconded by Mark Reeves. **All in favor, Motion Carried 7-0**

- **Discussion of the Commission By Laws**

Joseph Budrow spoke regarding the proposed new bylaws. Article 1- Added "Planning and" updated the commission. There is an increase in voting members from 5-7 members. Some statutory language has been removed. Quorum is set at 4 members. The role of the Secretary was discussed as it will stand moving forward. The role of Town Planner going forward was discussed. Budget was discussed. Statutory language and its removal where not applicable was discussed. New language regarding the establishment of a standing committee on the POCD and its function. The old version along with a new version of the bylaws will be sent out for the mailing on the January meeting.

No questions from the Committee.

**5. Receipt of New Applications**

- **Application No. 20-05 - Jim Denham for Carol Denham, 15 New City Street** – An Application for a Site Plan Review to allow an accessory dwelling unit within a detached structure.

Chairman Smith noted that there was an error regarding abutter notices for this application and that we need to put it off until January. Vice Chair Siris asked what the error was. It was a rare clerical error regarding the abutters notice, that required a new set of abutters notices stating it is a site plan review.

The applicant Jim Denham spoke to the commission regarding the application and requested a special meeting for the following week for a site plan approval.

There was discussion of why this was a zoning issue and the progress of Mr Denham's project. Larry Shipman discussed why the best course of action moving forward was to correct the clerical error. The Chairman suggested it be moved to a special meeting for next week due to the clerical error.

**Motion** by Rob Day, III to schedule a special meeting on December 21, 2020 for Application 20-05. Motion seconded by Jane Siris. **All in favor, Motion Carried 7-0**

**6. Old Business : None**

## 7. Appointments/Reports from Committees and Officers

- Discussion for a potential liaison to **Economic Development Commission**

Currently the EDC meets every 2<sup>nd</sup> Wednesday of the Month at 4:00pm. Janet Peckinpaugh is the Chair. There is a vacancy on EDC. Robert Day will be taking on the Vacancy

- Discussion for potential liaisons to the **Lower Connecticut River Valley Council of Governments** (meetings are 4<sup>th</sup> Wednesday, 9am – 11am). Vice Chairman Siris had agreed to take on this position on the last meeting and requested the contact information so she can get in touch with River COG.

## 8. Staff Reports

- **Town Planner:** No Report
- **Zoning Enforcement Agent:** Joseph Budrow. One text change to discuss in section 20 we have a definition for commissions, and we need to add “Planning and” ... that will require a text amendment in January.

## 9. Correspondence and Invoices : None

## 10. Adjournment

Tom Carrol noted that the agenda on the new calendar has a different date in the agenda. There was a question as to if we needed to vote for the change in calendar. Council was ask to weigh in on if a vote was required and Larry Shipman Confirmed it was.

**Motion** by Russ Smith to change the January 5, 2021 meeting date to January 11, 2021. Motion seconded by Rob Day, III. **All in favor, Motion Carried 7-0**

- Next scheduled regular meeting is **Monday, January 11, 2021**

**Motion** to Adjourn by Jane Siris. Seconded by Mark Reeves. **All in favor. Motion Passes 7-0**

Sharon Marie  
Planning & Zoning Commission Clerk