

1 **ZONING BOARD OF APPEALS – SPECIAL MEETING**
2 **Wednesday, December 13, 2023, at 7:00 P.M.**
3 **Main Meeting Room – Town Hall**
4 **933 Hopmeadow Street, Simsbury, CT 06070**
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6 **I. CALL TO ORDER** – Commissioner Hogan called the meeting to order at 7:03 P.M.
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8 **ROLL CALL**
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10 **Present:** Code Compliance Officer, Joseph Hollis; Zoning Board of Appeals Members:
11 Lawrence Boardman, JoAnn Hogan, Ram Kaza, and Sheree Landerman; and Zoning
12 Board of Appeals Alternate Members: Ali Rice and Jonathan Yeisley.
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14 **Absent:** Zoning Board of Appeals Member, Mark Freeman; and Zoning Board of
15 Appeals Alternate Member, Stacey Walczak.
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17 **II. ELECTION OF OFFICERS**
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19 **1. Election of Chair**
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21 Commissioner Rice and Commissioner Boardman nominated Commissioner
22 Hogan for Chair of the Zoning Board of Appeals.
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24 **MOTION:** Commissioner Hogan made a motion to appoint herself as Chair of the
25 Zoning Board of Appeals. The motion did not carry. (3-1-0).
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27 **2. Election of Secretary**
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29 **MOTION:** Commissioner Hogan made a motion, seconded by Commissioner
30 Boardman, to amend the Agenda with the Election of Officers being moved to after
31 the Approval of Minutes. The motion carried unanimously (4-0-0).
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33 **III. PLANNING. DEPARTMENT STAFF PRESENTATION – Mr. Hollis**
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35 **1. Zoning Board of Appeals Framework**
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- 37 • 6 regular members, and 3 alternates; must have 4 for quorum.
- 38 • Meetings are virtual, unless otherwise noted, on the 4th Wednesday of the
39 month at 7:00 P.M.
- 40 • Robert’s Rules is followed as a guideline, with Bylaws guiding activity.
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42 **2. Roles and Responsibility**
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- 44 • Regulate land use and enforce zoning regulations.
- 45 • Hear, consider, and decides appeals of Zoning Enforcement decisions.
- 46 • Hear and determine outcome of variance applications.

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3. Application Review

- Applicants have an opportunity to present their variance application and share their hardship.
- Commission has a discussion and allows public comments.
- Commission makes a motion to close the public hearing.
- Commission deliberates.
 - Variances should only be granted in extenuating circumstances.
 - Legal hardship is a unique feature of the land or structure that makes it difficult for owner to adhere to zoning regulations and therefore, prevents reasonable use of the land.
- Commission makes a motion to approve application.

4. Planning Department Contacts

- Code Compliance Officer, Joseph Hollis.
- Land Use Specialist, Christopher Donlon.

5. Training Requirements

- Must complete four hours of training in one year.
- Then must take part in training every other year.

6. Ethics

- No Exparte-Communications.
- Recuse if conflict of interest.
- Correspondence, including Town and personal emails, is now subject to FOIA.

IV. GENERAL COMMISSION BUSINESS

1. Approval of 2024 Commission Calendar

MOTION: Commissioner Hogan made a motion, seconded by Commissioner Kaza, to approve the 2024 Commission Calendar with the amendment of the November meeting being moved to the November 20th, 2024. The motion carried unanimously. (4-0-0).

2. Commission Bylaws Discussion

Mr. Hollis stated that the Bylaws have not been reviewed since 2015. Staff recommends reviewing them next meeting and making some updates. Changes will eventually go to a public hearing.

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V. APPROVAL OF MINUTES

October 25, 2023, Regular Meeting

MOTION: Commissioner Hogan made a motion, seconded by Commissioner Kaza, to approve the Minutes of the October 25, 2023, Regular Meeting as written. The motion carried unanimously. (4-0-0).

VI. ELECTION OF OFFICERS

MOTION: Commissioner Hogan made a motion, seconded by Commissioner Landerman, to move the Election of Officers to the January 24, 2024, meeting. The motion carried unanimously. (4-0-0).

VII. ADJOURNMENT

MOTION: Commissioner Hogan made a motion, seconded by Commissioner Kaza, to adjourn the meeting. The motion carried unanimously. (4-0-0).

Commissioner Hogan adjourned the meeting at 8:30 P.M.

Respectfully Submitted,

Amanda Blaze
Commission Clerk