

## Subcommittee to Update Zoning Procedures Minutes 4/15/2025

1. Call to order 6:11PM By William Harris
2. Pledge of Allegiance by all present
3. Roll Call
  - a. William Harris
  - b. Albert Misiewicz
  - c. David Kopjanski
  - d. Paul Denice – excused absence
  - e. Kevin White – invited attendee (Zoom)
4. Communications - no communications
5. Public Portion – no one from the public spoke
6. Minutes of March Meeting approved; motion by Al Misiewicz, 2<sup>nd</sup> by Dave Kopjanski; motion carried
7. ZEO Kevin White provided inputs to draft Site Plan Application
  - a. An objective should be to simplify the application and process as much as possible. 90% of applications received are from 1<sup>st</sup> time applicants who tend to be intimidated by the documentation they think they may be required to provide.
  - b. Emphasized that a cover sheet be created for the application with bullet points indicating requirements in applicant friendly language. This cover sheet becomes a guide for the applicant to follow and insure applications have all required information, supporting referrals, and variance approvals. Subsequent portions of the application would provide additional details as applicable.
  - c. Add definitions of terms used in the Planning and Zoning process. For example: “Right of Use”.
  - d. Kevin to provide a mark-up of draft document for May meeting
8. Short discussion of subdivision application: a review and revision of P&Z regulations may be required concurrent with any application changes.
9. Agenda Items 8,9,10 tabled to focus on completion of Site Plan application and start of Special Exception application
10. Subcommittee changes: W. Harris notified members of resignation. Will explore chance to continue participation as an advisor to support completion of subcommittee objectives.
11. Next meeting May 20, 2025
12. Motion to Adjourn at 6:47 PM by Dave Kopjanski, second by Al Misiewicz, motion carried