SPECIAL MEETING

TOWN OF VERNON
Planning & Zoning Commission (PZC)
Meeting Minutes – *APPROVED*
Thursday, February 11, 2016
7:30pm
Council Chambers, Third Floor
Memorial Building
14 Park Place, Vernon, CT

1. Call to Order & Roll Call

- Meeting was called to order by Chairman Charles Bardes at 7:30 pm.
- **Regular members present:** Charles Bardes, Wes Shorts, Pete Hobbs & Susan Reudgen
- **Staff Present:** Town Planner Marina Rodriguez
- **Recording Secretary:** Audrey Lanz
- **Guests:** Attorney Mark Branse and Attorney Elizabeth Heins

2. Planning & Zoning Commission Training Session

- Attorney Mark Branse and his Associate, Elizabeth Heins, gave a presentation called 'Running a Meeting & Making a Decision'.
- The presentation touched on some points such as:
  - Holding pre application conferences with the applicant so they don't feel ambushed at the Public Hearing when questions come up.
  - The time spans between application submission, holding a Public Hearing and the decision.
  - What a Commission should do if a C.G.S. §22a-19a intervention is handed into record at a Public Hearing.
  - Having the Town Regulations with you at meetings.
  - Making a final decision / motion based on facts not personal opinions.
- A question and answer session followed the presentation.
- A copy of the slide show will be emailed to all commission members.

3. Adjournment

The meeting was adjourned at 9:15pm

Respectfully Submitted,

Audrey Lanz

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Recording Secretary