



RECEIVED

2024 JAN 25 A 11: 06

TOWN CLERK  
BETHEL, CT

**TOWN OF BETHEL  
LAND USE DEPARTMENT**

Clifford J. Hurgin Municipal Center  
1 School Street  
Bethel, Connecticut 06801

---

PLANNING & ZONING COMMISSION  
MEETING MINUTES  
January 23, 2024  
7:00 p.m.  
Bethel Municipal Center  
Meeting Room D & Google Meet

**Commissioners Present:** K. Stevens, *Chairman*; K. Grant, R. Legnard, P. Shanley, M. Kozlowski, D. Cuny, D. Ryan, E. Brudvig

**Commissioners Absent:** S. Braden, K. Parsons

**Staff Present:** B. Cavagna, *Planning & Zoning Official*; D. McCollum, *Land Use Coordinator*; and Dan Carter, *First Selectman*

**Meeting to Order:** K. Stevens called the meeting to order at 7:01 p.m., and led the Commission in the Pledge of Allegiance. Commission and Staff introduced themselves to the assembled public. K. Stevens read the Electronic Device Meeting Policy.

**BUSINESS MEETING:**

K. Stevens sat D. Cuny for S. Braden and E. Brudvig for K. Parsons for all remaining votes during this meeting.

MINUTES: Motion by K. Grant, seconded by R. Legnard, to approve Regular Meeting Minutes of 1/9/24. Motion passed unanimously.

INVOICES: None

**WORK SESSION:**

Election of Officers

Motion by K. Stevens, and seconded by R. Legnard to elect P. Shanley, *Chairman*; K. Grant, *Vice Chair*; and M. Kozlowski, *Secretary*. Motion passed unanimously.

Staff and Commission thanked K. Stevens for his 18 years of service on the Land Use Commissions and his commitment through Civic organizations within the Town.

P. Shanley took over as Chairman for the remaining of meeting.

B. Cavagna discussed POCD history and the Implementation Plan packet handed out at previous meeting with the Commission. Discussion ensued.

**PLANNER'S REPORT:**

B. Cavagna presented Affordable Housing Worksheet to the Commission. Discussion ensued.

B. Cavagna presented a draft Planning and Zoning Commission Policy regarding Application submittal to the Commission. Discussion ensued.

Motion by D. Cuny, and seconded by K. Grant to adopt Planning and Zoning Commission Policy for acceptance of new applications. Motion passed unanimously.

B. Cavagna expressed the importance to the Commission attending the education course that will be held on January 29, 2024, in Meeting Room D or by Google Meet at 6:00 pm. All three Land Use Commissions, Planning and Zoning Commission, Zoning Boards of Appeals Commission, and Inland Wetlands Commission regarding Land Use Commissioner Training. The course will be on code of ethics, and how to conduct a Public Hearing, Freedom of Information, and general meeting conduct.

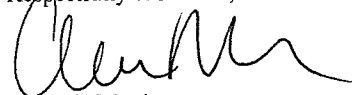
**PUBLIC INPUT:** Betty J "BJ" Liberty 8 Grand Street

**COMMISSION COMMENTS:** Paul Shanley

**ADJOURN:**

Motion by P. Shanley, seconded by K. Stevens at 7:50 p.m. Motion passed unanimously.

Respectfully submitted,



Amanda Martinez  
Recording Secretary