

**TOWN OF MONTVILLE  
PLANNING & ZONING COMMISSION  
310 NORWICH NEW LONDON TPKE.  
UNCASVILLE, CT 06382  
PHONE (860) 848-6779 - FAX (860) 848-2354**

**REGULAR MEETING MINUTES of  
February 28, 2017**

- 1. Call to order:** CHAIRMAN PIENIADZ opened the February 28, 2017 Regular Meeting at 7:00 pm.
- 2. Pledge of Allegiance:** All rose to pledge the flag.
- 3. Roll call:** COMMISSIONERS PRESENT: Desjardins, Duchesneau, Hillsberg, Pieniadz, Pike, Polhemus, Siragusa, COMMISSIONERS ABSENT: Bolles, McNally and Toner. STAFF PRESENT: Marcia Vlaun, Town Planner; Colleen Bezanson, Assistant Town Planner, and Elizabeth Burdick, Zoning Officer.
- 4. Workshop:** The purpose of this “workshop meeting” was to give a synopsis of some of the departmental functions / duties completed by the Planning & Zoning Department (P&Z).

The P&Z provides support to the following Commissions: Planning & Zoning, Inland Wetland, Zoning Board of Appeals, and Economic Development. The department also manages work on the census, other special projects, as assigned, for: the Mayor, the Town Council as well as other boards, commissions and building committees. Inspection services are provided for the Planning & Zoning and Inland Wetlands Commissions. P&Z is responsible for various Project Management; Grant Administration; and assistance to the public with regard from preparation to completion of land use applications (Zoning Permits, Home Occupations, Liquor Permits)

The Town Planner gave explanation on how P&Z must adhere to Connecticut General Statutes with regard to timelines during the processing and reviewing of Applications (Wetland, Site Plans, Coastal Site Plans, Special Permits, Subdivision/Resubdivision Plans, Affordable Housing; CGS 8-24, Zone Text and Zone Map Changes, Location Review for Gas Stations and Mechanical Licenses) which are submitted to P&Z. Economic development, editing and publishing of bid specs, grant writing, reports for study groups and commissions, various requested research, acceptance/handling of complaints, as well as submission of ads to newspaper. Also discussed were the zoning map, history of home values, foreclosures, and employment history.

- 5. Adjourn:** CHAIRMAN PIENIADZ adjourned meeting at 9:00 pm.

Respectfully submitted,

*Michelle M. Giroux*  
Recording Secretary