

1. Notice

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[COMMISSION PROCESS MEETING 4-14-2023.PDF](#)

2. Minutes

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[COMMISSION PROCESS MEETING MINUTES 4-14-2023.PDF](#)

Notice of Agenda

THE TOWN OF GREENWICH PLANNING AND ZONING COMMISSION

Planning and Zoning Commission Process Workshop

Friday – April 14, 2023 – 10:00 am

Virtual Meeting via Zoom

Please click the link below to join the webinar:

<https://greenwichct.zoom.us/j/89530286884?pwd=K3FQbXRMTDByV3FUQlgrY1FHaXVXZz09>

Password: 6580151

Or join by phone:

Dial by your location: +1 646 518 9805 US (International numbers available:

<https://greenwichct.zoom.us/j/89530286884?pwd=K3FQbXRMTDByV3FUQlgrY1FHaXVXZz09>)

Meeting ID: 895 3028 6884

Password: 6580151

MEETING AGENDA

1. Discuss how the Planning and Zoning Commission can make hearings more efficient

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or demetria.nelson@greenwichct.org as soon as possible in advance of the event.

TOWN OF GREENWICH
PLANNING AND ZONING COMMISSION
Planning and Zoning Commission Process Workshop

Friday – April 14, 2023 – 10:00 am

Call to Order: 10:09am

Attending: Levy, Macri, Yeskey, Lowe, Barolak, Welles, Jenkins and Alban.
(Barolak and Levy left at 11:00am).

MEETING AGENDA

- 1. Discuss how the Planning and Zoning Commission can make hearings more efficient**

Meeting was called on request of Commission members in order to shorten overall length of hearings. The following topics were proposed for discussion:

- Pre-applications were originally envisioned as brief 20 minute discussion and are now sometimes going for hours.**
- Applicant oral presentations are redundant vis-à-vis written material submitted and are thus inefficient use of time.**
- Incomplete applications are heard multiple times without resolution of missing items**
- Commissioners ask tangential questions and unnecessarily repeat statements**
- Public input is often redundant**
- Too much material is being submitted at the last minute**

MEETING CONSENSUS

- 1. Pre-application discussion will be limited to 20 minutes. Applicant to ask the Commission 2-3 key questions and not present the proposal itself.**
- 2. As each full application on regular and public hearing is opened, Chair will summarize outstanding and/or incomplete items and ask applicant**

- to address those. Applicant will not be prevented from establishing a record but shall be urged to be brief.
3. Staff will be asked to provide a listing of incomplete items in the application reports.
 4. Where possible, complex items are to be placed early in the meeting agenda.
 5. Agendas will be developed for a 6-hour maximum meeting length. Items that are not 'must open' should be delayed to meet this goal.
 6. The Commission will self-monitor and manage its participation as follows:
 - a. Avoid tangential topics, especially if not within P&Z statutory scope or necessary to reaching a decision. Chair is to remind members to focus on zoning and planning issues.
 - b. Those wishing to speak will raise virtual hand and not interrupt others.
 - c. Attorneys will not be interrupted for questions or corrections during their initial presentation.
 - d. Refrain from repeating statements or debating applicant. (At decision time, Commissioners will state for the record if an applicant has failed to satisfactorily address a stated concern and why.)
 - e. Until the application is closed and decision has started, Commission comments regarding an application shall be framed as questions to be addressed and not as conclusions which have been reached or views which are generally held.
 7. Chair will remind public speakers to avoid repetition. Time limits will continue at 2 or 3 minutes for all speakers for all applications.
 8. Chair clarified that the Commission may postpone considering last minute material but it may not preclude any information submitted while the application remains open.

Adjournment: 11:34am