

**Minutes of the Zoning Commission of the Town of Caroline  
Meeting on Tuesday, October 12, 2021  
7:15 p.m.–9:30 p.m.**

The meeting was called to order at 7:17 p.m. by Jean McPheeters via Zoom.

Attendees:

Zoning Commission Members: Michele Brown, Jean McPheeters, Wil Lawrence, Ernie Bayles, Evie Weinstein, Barbara Knuth, Bruce Murray, Bill Podulka, Val Warke  
Tim Murray, Town Board Liaison

Others: Consultant Nan Stolzenburg, Town Supervisor Mark Witmer

Attendees: 1-714-258-0644, Gideon, Mary Koblar

- 1) Privilege of the Floor: No speakers.
- 2) Approve Minutes of the September 28, 2021 meeting (Weinstein, Bayles) unanimously approved
- 3) Town Board Liaison Report: No report.
- 4) Planning Board liaison report: No report.
- 5) Public Meeting: We discussed the purpose of the meeting—to articulate to residents what we are doing and an introduction to zoning and to gain input from residents. We also talked about how to reach the public and how to get input especially if the meeting needs to be held over Zoom. We also discussed having open houses in a place like the Brooktondale Fire Station, which is quite large, where we could have displays of maps and information and ask people to stop in for 15-20 minutes over a few hours. That might be a good preview or follow-up to a Zoom meeting. We are looking at holding the town meeting on perhaps Thursday, December 2. However, we want to be ready for that meeting and feel comfortable with what we are saying.
  - a. Our tentative 3-part plan is to do a town-wide mailing with written information and the invitation to a Zoom meeting on 12/2 and then to follow up that with open houses perhaps on the 12/3 and 12/4. These could be in different places in the town.
  - b. We will also have a robust signage program.
  - c. Jean will write a proposal for the discussion at the Zoom meeting and distribute it before our next meeting.
- 6) Tonight's work: Nan walked us through the rest of the Commercial uses. Some details will need to be discussed more. (See attached for detail.)
- 7) We reviewed the rewritten Article 1. Thanks to Ernie, Michele, Wil and Barb. It was moved for adoption by Wil, seconded by Barb. Unanimously approved.
- 8) Our next meeting will be on Tuesday, November 26, 2021 at 7:15 p.m. on Zoom

The meeting adjourned at 9:31 p.m.

Respectfully submitted,

*Jean McPheeters*