



Woodstock Zoning Board of Appeals
Regular Monthly Meeting-Minutes
Monday- February 26, 2024
Downstairs Meeting Room B
Woodstock Town Hall

I. The call to order by Chair Stuart Peaslee was at 6:03 PM

II. Roll Call of Members present: Stuart Peaslee, Bill Chaput, William Brower, Marty Nieski (until 6:22 PM), Dorothy Durst (Alt)

Members Absent: Robert Laurens/out of the area

Others Present: First Selectman Jay Swan

III. Designation of Alternates: Dorothy Durst was seated in the absence of R. Laurens

IV. Public Hearing: none

V. Unfinished Business: none

VI. Monthly meeting:

a. Review of Special January 22, 2024 Minutes: Tabled to next meeting.

b. Correspondence and Bills: *There were no bills.

*During the meeting, at 6:22 PM, Member Marty Nieski wrote a memo of resignation from the ZBA, effective immediately, shared it with the First Selectman and submitted it to the Chair.

S. Peaslee thanked Marty for his service to the town, noting that a quorum remained in attendance.

c. Staff report and Administrative matters:

* Chair S. Peaslee - the goal with careful review of Administrative matters is to make things run smoothly within the Zoning Board of Appeals, and to meet the public's needs.

1. A review took place of the proposed changes to the ZBA Bylaws, incorporating all the previous suggestions for revision by Members as well as from the consulting firm/ZEO, with a couple of sentences clarified.

Motion S. Peaslee seconded by B. Chaput that the ZBA members accept and approve the ZBA Bylaws as revised 02-26-2024 carried unanimously.

2. Per the request of the Town Clerk for clarification:

Motion W. Brower seconded by B. Chaput to modify the minutes of the March 13, 2023 ZBA Meeting to state that Stuart Peaslee was, by consensus of the ZBA members in attendance, advanced from the Alternate position to a Full Member position, filling the vacancy created by the resignation of Robert Smith, for the duration of R. Smith's term. Motion carried unanimously.

3. Member B. Chaput has compiled a **Welcome, New ZBA Member** packet, the contents of which he reviewed, noting the addition of Land Use Training Guidelines since the last meeting, and a better resource outlining Roberts Rules of Order. The consensus of the

Members is that it is ready to be formalized. An addition to the Letter was suggested: that the new member read previous ZBA minutes and perhaps those from surrounding towns, to become familiar with the process. B. Chaput will email a final, compiled & sequenced document to the Members. After a final review by the ZBA, a copy will be available in the Land Use Office for new Members, and will be stored in electronic format to facilitate updating.

4. Thanks were extended to Tracey Giarrusso (Land Use Office administrator) and Delia Fey, (Woodstock Planner/NECCOG), for assembling many Administrative documents which were distributed to the ZBA members at this meeting. That includes the July 18, 2019 Woodstock Zoning Regulations, along with the two subsequent modifications; all of the Connecticut General Statutes applicable to ZBA and to FOIA; and other documents needed for Administrative Business.

5. S. Peaslee created/distributed a document to help facilitate a potential applicant's process of understanding and completing the steps needed to file an Appeal to the ZBA. It will be reviewed at the next meeting.

6. The consensus of the Members was to hold a monthly ZBA meeting, as scheduled, in order to continue to address Administrative matters. Statutes review will be part of each meeting. Soon the review of the 2015 Application forms themselves, along with support materials, will begin. The first week of March, we will welcome Dan Malo to the Land Use Office as Inland Wetlands Agent and Zoning Enforcement Official, full-time.

VII. New Business: none

VIII. Citizens' Comments:

* Reminders to Members: report Land Use training to the office for database entry.

* The Town Attorney will present a Land Use update, Town Hall, Room 1 on March 7 at 7:30 PM. Any member who wishes to pose a question in advance will notify the Chair, who will pass the questions along through the Town Planner. Some specific possible questions were noted.

* The Steve Byrnes Zoning Quarterly Newsletters have been forwarded to all ZBA Members as requested and will continue to be received.

IX. Adjournment:

Motion W. Brower seconded by B. Chaput to adjourn at 7:07 PM carried unanimously.

Respectfully submitted by Dotti Durst, Acting Recording Secretary.

DISCLAIMER: These minutes have not yet been approved by the ZBA. Please refer to the next meeting's minutes for approval/amendments.