

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MEETING
Thursday, February 18, 2021 – 7:30 PM
ZOOM Online

In accordance with Governor Lamont's Executive Orders and social distancing guidelines recommended by the CDC in response to COVID-19, members of the Planning & Zoning Commission participated in the meeting via ZOOM online.

MINUTES

I. MONTHLY MEETING AT 7:30 PM:

a) **Call to Order:** Jeffrey Gordon called the meeting to order at 7:33 pm.

b) **Roll Call:**

Members Present: Jeffrey Gordon, Frederick Rich, Jeffrey Marcotte, Joseph Adiletta, Mark Blackmer, Timothy Young, Syd Blodgett, Gail Dickinson

Alternates Present: Dwight Ryniewicz, Doug Porter, Nancy Fraser

Absent: David Morse

Noted for Record: Quorum

Others Present: Delia Fey, Atty. Rich Roberts, Members of the Public

Jeffrey Marcotte led the Pledge of Allegiance.

II. MEETING RULES AND GUIDELINES: Chairman Gordon briefly reviewed the rules and regulations associated with the Governor's Executive Orders relative to conducting meetings via Zoom Online during COVID-19.

III. DESIGNATION OF ALTERNATES: Nancy Fraser, Doug Porter, and Dwight Ryniewicz were seated. However, Mr. Ryniewicz removed himself as a result of Commissioner Dickinson joining the meeting.

IV. CHAIR'S REPORT: Chairman Gordon thanked the Commissioners and staff for their ongoing work with the Planning & Zoning Commission. The annual legal training session is scheduled for Thursday, March 4, 2021, at 7:30 pm. Documents were distributed regarding the Public Records & Retention Policies. The virtual CT Land Use Seminar is scheduled for Saturday, March 6, 2021. Commissioners wishing to attend can register by contacting the Land Use Department.

Commissioner Adiletta joined the meeting. Therefore, Doug Porter was removed as an alternate.

V. CITIZENS' COMMENTS: None.

VI. MEETING MINUTES:

a) January 21, 2021 Regular Meeting: **Motion** was made by Gail Dickinson, and **Seconded** by Frederick Rich, to **Approve** the January 21, 2021 Regular Meeting minutes as presented. Nancy Fraser **Abstained**. **The motion passed.**

VII. PRELIMINARY DISCUSSION: None.

VIII. NON-RESIDENTIAL ZONING PERMIT:

a) Unit 2A, 283 Route 169 – Jennifer McDowell – Change of Business from Villager Newspaper to Lyon Hill Consulting & Tax Preparation

Chairman Gordon noted that ZEO Tina Lajoie was unable to attend the meeting but confirmed the application is complete.

Ms. McDowell thanked the Commission for its consideration. Chairman Gordon noted the sign permit is typically bundled into the zoning permit and requested clarification from the applicant on the notation on the application. Ms. McDowell clarified three signs are proposed and she shared the possible locations. Ms. McDowell will continue to work with Ms. Lajoie on the sign regulations.

Motion was made by Joseph Adiletta, and **Seconded** by Timothy Young, to **Approve** Unit 2A, 283 Route 169 – Jennifer McDowell – Change of Business from Villager Newspaper to Lyon Hill Consulting & Tax Preparation. **The motion passed unanimously.**

b) The ARC – 22 Route 171 – Change of Business from Pine Knoll Real Estate to ARC Bakery

Chairman Gordon stated the Commission was waiting on NDDH approval for this application, which was included in the meeting packets. Ms. Lajoie had shared previously with Dr. Gordon that nothing further was required on the application other than a Certificate of Bakery once zoning approval has been granted.

Applicant Jennifer Ricci shared the ARC's excitement about this project and thanked the Commission for its consideration. It was confirmed that signage requests were included in the application. Ms. Ricci will contact Ms. Lajoie to further discuss the sign regulations.

Motion was made by Gail Dickinson, and **Seconded** by Mark Blackmer, to **Approve** The ARC – 22 Route 171 – Change of Business from Pine Knoll Real Estate to ARC Bakery. **The motion passed unanimously.**

IX. PUBLIC HEARING:

a) SP-96-04-M – GED Enterprise, LLC dba Bradford Standing Seam – 130 Brockway Road – Modification to a Special Permit

Chairman Gordon reported that written notification was received requesting to reschedule the public hearing to March 18, 2021. Therefore, the public hearing was not opened.

Motion was made by Joseph Adiletta, and **Seconded** by Mark Blackmer, to **Reschedule** the public hearing to March 18, 2021, at 7:45 pm. **The motion passed unanimously.**

X. OLD BUSINESS:

a) 645-10-29 – Center Road LLC – 3 Lot Subdivision – Map 5126, Block 23, Lot 11 – Application Withdrawal

Chairman Gordon stated written notification was received indicating the applicant would be withdrawing this application as the property was sold and the new owner has no interest in a subdivision.

Chairman Gordon referenced the timelines associated with subdivisions and his memo (all previously distributed to Commissioners) regarding the Center Road, LLC application. Atty. Roberts had reviewed, as well as Delia Fey, and both conferred with the timelines presented. Dr. Gordon also shared the Governor's Executive Orders were expiring on March 9th. Atty. Roberts confirmed that the Orders were extended through April 19th and apply to the Commission.

XI. STRATEGIC PLAN UPDATE AND PLANNING WORK OF THE COMMISSION

Chairman Gordon shared his goal of having the Commission use the meetings scheduled for the first Thursday of the month as planning meetings. The updated Strategic Plan was included in the meeting packets and detailed the last work of the Commission, which covered agricultural regulations pertaining to farm stores and other considerations relating to agriculture. He highlighted areas for the Commission's consideration to discuss at later meetings. Some areas considered for future discussion included home occupations, farm stores vs. farm stands, food sales, and public health sign-off.

Chairman Gordon shared two additional items for the Commission's consideration. The first was that the Commission had previously discussed the land use fee ordinance and the goal of streamlining the process and revising the language to be more concise. Second, a proposal that was previously discussed and approved by the Commission which emanates from state statute about having the ability to impose fines for zoning violations. The Commission agreed with moving forward with the two additional items mentioned. Chairman Gordon will forward the latter to Atty. Rich Roberts for legal review. He stated the first Thursday of April will be designated as a planning meeting.

A final item for the Commission's consideration would be to discuss the affordable housing plan for 2022. Chairman Gordon will coordinate with Delia Fey on the information to be distributed to the Commission. Ms. Fey will report back to Dr. Gordon on the plan's timeframe in 2022.

XII. ZEO REPORTS:

- a) Office Update: Tina Lajoie was not present for the meeting. Dr. Gordon will determine if there are any enforcement issues to share with Commissioners. He will report back.
 - i. Permits: None
 - ii. Enforcement: None

XII. CITIZENS' COMMENTS: None.

XIII. BUDGET REVIEW AND BILLS: There were no bills to review.

XIV. CORRESPONDENCE: Dr. Gordon shared communications that were received by the ZEO's Office and included in the meeting packets.

XV. ADJOURNMENT: Motion was made by Frederick Rich, and **Seconded** by Timothy Young, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:24 pm.

The recording of this meeting can be found here: <https://www.youtube.com/watch?v= ZiaNAbzjhc>

Respectfully submitted by Cynthia Brown, Recording Secretary. **DISCLAIMER:** These minutes have not yet been approved by the PZC. Please refer to next month's minutes for approval/amendments.