

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, September 23, 2021

WOODSTOCK TOWN HALL, MEETING ROOM 1, 7:30PM

Members of the public are required to wear masks in the Town Hall.

1. Call to Order: Jeffery Gordon called meeting to order at 7:33

a. Roll Call

Members Present- Jeffery Gordon (Chair), Jeffery Marcotte, Joseph Adiletta, Mark Blackmer, Gail Dickenson, Nancy Fraser, Dwight Ryniewicz (alternate), Dean Gould (alternate), Doug Porter (alternate, attended via Zoom)

Members Absent-, David Morse, Timothy Young

Others Present- Ashley Stephens (ZEO), Delia Fey (Town Planner), Recording Secretary Amy Monahan, Several members of the public including Michelle Deskus and Jessica Boose.

b. Noted for record: Quorum

c. Pledge of Allegiance: Jeffery Marcotte lead the Pledge of Allegiance.

2. Meeting Rules and Guidelines

- a. The state statute currently allows for in person meetings unless quorum or more requests virtual meetings. Doug Porter has chosen to attend this meeting virtually. Because of virtual attendance, this meeting is being recorded and can be viewed at <https://youtu.be/KhHXB9s8u8k>. This procedure has been reviewed and approved by Town Attorney Richard Roberts.

3. Designation of Alternates

- a. Note for record: Doug Porter and Dean Gould seated

4. Chair's Report

- a. Thank you to all staff and commissioners for all the hard work that takes place between meetings.
- b. Reminder to commission of the Special Meeting on 09/30/21 and request to let Chair know if you cannot attend in order to assure quorum for the 3 scheduled public hearings.
- c. Discussion of holding October 7th meeting as it will be the 3rd meeting in 3 weeks. It was decided by commission to hold the meeting due to the large amount of material to cover at that planning meeting. Noted: Ashley Stephens (ZEO) will not be able to attend.

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- d. Work continues on the internal checklists. These working documents will lay out how to handle different items and could be helpful when dealing with applicants.
- e. The Town of Woodstock is now a Sustainable CT participant
 - i. Many items in this program under Planning & Zoning have already been addressed due to the hard work of this commission.
- f. Discussion of Planning & Zoning meeting packets currently printed for the commission. Printing and mailing packets is an expense for the Town of Woodstock that could be eliminated by sending documents electronically.
 - i. Ashley Stephens would find it helpful to send documents electronically.
 - ii. Documents can also be posted on the town website.
 - iii. Documents can continue to be printed and mailed by request of board member.

5. Citizens' Comments

- a. None

6. Meeting Minutes

- a. July 22, 2021 Special Meeting
 - i. Noted by Nancy Fraser that this was a special meeting, not monthly business meeting as noted on the agenda.
- b. August 5, 2021 Special Meeting
- c. August 19, 2021 Monthly Business Meeting
- d. September 9, 2021 Special Meeting

***Motion** made by Joe Adiletta to approve July 22, 2021 Special Meeting, August 5, 2021 Special Meeting and September 9, 2021 Special Meeting minutes as presented. ***Seconded** by Mark Blackmer. . There was no discussion and all were in favor- **The motion unanimously passed.**

After discussion, a ***Motion** was made by Jeffrey Marcotte to approve as presented the Commission's meeting minutes of August 19th, 2021, with the following edit: on page 5, the 3rd bold paragraph, should read as "Main motion as amended twice to approve as presented the Special Permit application SP-650-06-35, proposed 20-unit dog kennel (mixed use: commercial and residential) 1438 Route 171, with the use of acoustic baffle as presented by the applicants, shall be a training and boarding kennel with no more than two litters allowed per 12-month time period, to approve the Erosion & Sediment Control Bond in an amount of \$2,090.00. ***Seconded** by Gail Dickenson. **The motion carried unanimously.**

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7. Preliminary Discussion

- a. 326 Route 169- Potential Rental Space- Jessica Boose
 - i. Plans to rent artist studio space and remodel building with improvements that will reduce the current footprint size. There will be no residential use, building will remain commercial use.
 - ii. Commission sees project as having specific zoning concerns but not as a special permit application.
 - iii. Jessica Boose was advised to pay special attention to signing regulations due to the state road intersection at the property.
- b. 580 Brickyard Road- Special Permit for Events
 - i. Note for the record that no person was in attendance discuss this property
 - ii. Neither Delia Fey or Ashley Stephens reviewed this request as it was initially handled by Tina LaJoie
 - iii. Nancy Fraser had concerns about the height of the building exceeding the special permit variance
 - iv. Ashley Stephens will notify property owner of the next opportunity to discuss this property with commission on October 21, 2021

8. Public Hearings

- a. Due to the notification by the Norwich Bulletin not published within the required time frame according to statutes, the scheduled public hearings cannot be held tonight. Notices have already been submitted to allow the public hearings to take place on or after September 30, 2021.
- b. A motion needs to be made in order to hold the following public hearings at the Special Meeting on September 30, 2021 at 7:45 pm
 - i. SP-652-08-38- 150 Route 169, Woodstock Academy c/o Christopher Sanford- Map 6395, Block 64, Lot 11- Construction of 156 new parking spaces at the Loos Center for the Arts
 - ii. Proposed Text Amendment for the Purpose of Establishing a Temporary and Limited Moratorium on Cannabis Establishments in the Town of Woodstock; Zoning Regulations, Article III.A.2
 - iii. Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a

***Motion** made by Joe Adiletta to reschedule above mentioned hearings to the Special Meeting on September 30, 2021 at 7:45 pm. ***Seconded** by Gail Dickenson. There was no discussion and all were in favor- **The motion unanimously passed.**

9. Non-Residential Zoning Permits

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- a. Simplicity by Miklynn at Tress Salon, 35 Route 171
 - i. Michelle Deskus presented her plan of expansion of additional services in the Tress Salon. She was advised to speak with Ashely Stephens about sign regulations for both the existing temporary sign and any permanent sign plans.

***Motion** made by Joe Adiletta to approve as presented the non-residential zoning permit for 35 Route 171, Simplicity by Miklynn, LLC, at Tress Salon – expansion of existing use. ***Seconded** by Dean Gould. **The motion unanimously passed.**

10. New Business

- a. None

11. Unfinished Business

- a. 651-07-37- 1015 Route 198- Carl and Patricia Noren- 1 lot subdivision boundary line adjustment
 - i. Requesting second extension due to State of Connecticut DOT driveway permit delay.
 - ii. The timeline deadline including all allowable extensions for this location is November 22, 2021

***Motion** made by Gail Dickenson to table to September 30th, 2021, the 1-lot subdivision with boundary line adjustment, 651-07-37, 1015 Route 198, Carl and Patricia Noren. ***Seconded** by Nancy Fraser. There was no discussion and all were in favor- **The motion unanimously passed.**

12. ZEO Reports

- a. Office (no report)
- b. Permits (no report)
- c. Enforcement
 - i. Supreme Sheds on 169/171 in South Woodstock: Question about the number of sheds allowed and the intention of using the property as a display location. Concern about the volume of sheds being manufactured and shipped from the location.
 - ii. Rusty Relic on Route 169 in Historic District of Woodstock Hill: Question about the allowed outdoor displays having to be agricultural and not for sale. Concern about the items on display outside that are for sale.

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13. Budget Review & Bills

- a. Brief overview of Treasurers Report
- b. There are no bills to vote on at this time

14. Correspondence

- a. The hard copies of the printed Department of Agriculture/Farmland documents requested at last meeting are available for all members of the commission to take tonight.

15. Adjournment

***Motion** was made by Gail Dickenson and **Seconded** by Joe Adiletta to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:47 pm.

Respectfully submitted by Amy Monahan, Recording Secretary.

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