



WOODSTOCK  
PLANNING AND ZONING COMMISSION  
SPECIAL MEETING-Minutes  
Thursday, September 30, 2021  
Woodstock Town Hall

I. SPECIAL MEETING

- a) Call to Order: Jeffrey Gordon called the meeting to order at 7:35 PM.
- b) Roll Call: Members Present- Jeffrey Gordon, Jeffrey Marcotte, Joseph Adiletta, Mark Blackmer, Dean Gould, Nancy Fraser, Dwight Ryniewicz  
Members via remote technology: Syd Blodgett, Gail Dickinson, Doug Porter  
Absent: David Morse, Timothy Young   Noted for Record: Quorum is present. Zoom recording began.  
Others: Delia Fey (Planner), Ashley Stephens (Land Use Administrator),  
Attorney Richard Roberts, Staff from Woodstock Academy and CHA, Members of the Public,  
Acting Recording Secretary Dotti Durst
- c) Pledge of Allegiance: Jeffrey Marcotte led the Pledge of Allegiance.

II. MEETING RULES AND GUIDELINES: Chair J. Gordon noted the provision in the governor's Executive Orders for members to participate in the meeting remotely. He reviewed the procedures for Public Hearings and directed members of the public to the printed copies of the document he created for this purpose.

III. DESIGNATION OF ALTERNATES: Dwight Ryniewicz and Dean Gould were seated.

IV. CHAIR'S REPORT: Thanked all Commission members who agreed to multiple meetings during the month of September and continuing into early October. Thanked all staff who work to facilitate Commission business.

V. PUBLIC HEARINGS:

a. 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: Chair J. Gordon listed the documents which were presented to the PZC regarding the application, including the dates that the legal notices of the Public Hearing appeared, noting that no report was received from the DPW nor from the Conservation Commission, neither of which is required by Woodstock's Zoning Regulations. The IWWA in September approved the application but has sent an inquiry to the Commission regarding the proposed technology. The 08-17-2021 DOT denial of the original application is in the file; an email letter of approval is forthcoming but is not yet received; as this is an essential document, the Public Hearing will need to be continued. A waiver request from the applicant (Article V, H3, Traffic Report), has been withdrawn, as the sight lines are far beyond the required and have been approved by DOT. Planner D. Fey reviewed her memo of 08-24-2021 regarding the question posed by the IWWA regarding the appropriateness of "swirl technology" under the proposed parking surface which, should it fail, would require excavation. Design Professionals, Inc, the town's consulting engineering firm reviewed the inquiry, finding it suitable and for the appropriate measures for maintenance to be specified in the engineering plans.

Engineer Pete Parent, CHA, representing the applicant, reviewed the proposal: the auditorium seats 1,000 but there are only about 55 parking spaces on-site, necessitating that many people park across the road, requiring accommodations for patrons of the facility. The additional 155 on-site spaces will bring

the total to around 200, including ADA- approved, which will be adequate for most in-house events. The proposal will increase impervious area. A catch basin will discharge to a swirl chamber; this is a DEEP-approved technology, widely used in the region. Questions posed by PZC members were addressed. New signage is proposed to direct traffic flow, and landscaping buffers will be installed. Woodstock's consulting Engineers, Design Professionals, has approved the proposed plan. The Fire Marshal and the Head of School are working on management of the fire lane area. Lighting and signage are in compliance, the E&S plan is approved by Design Professionals, the bond amount of \$7,975 including a 10% contingency is in place. It was confirmed that in the original approval of the facility, conditions were imposed to minimize visual impacts; all original conditions remain in place. S. Blodgett noted that Sheet 7, Stormwater Management, specify maintenance by the property owner of item #4, but not of the others. P. Parent will modify that text to make it clear that all 5 aspects of the maintenance of the stormwater components is required. If the Commission so decides, this can be a condition of approval. Michael Susi, Associate Head of School for Finance & Operations, noted that for larger events, 4-5 parking spaces will be kept open for possible emergency apparatus access.

Public Comment: Myra and Gary Pratt, 116 RT 169, an abutter, asked for assurances regarding traffic speed and volume, how drainage along the road will be addressed (already recognized to be wet), and the amount and aim of proposed lighting as well as the amount of safety lighting that will be on at all times. P. Parent: capacity of the venue is fixed, so events cannot be larger than at the current time, but the need for so many people to cross the road to park will be minimized. Drainage has been addressed with a new area created to eliminate outflow to Little Brook or to the road, based on a 100-year storm model. Lighting has been designed to be Dark Sky-compliant, with zero off-site lighting spill. Sheet 4 of the plan demonstrates the lumens at each light fixture, each in compliance. M. Susi: in fact, the new fixtures will be more energy-efficient and provide more concentrated lighting than at present. A timetable will be designed for security-level lighting as related to event lighting needs. Chair J. Gordon, observing there to be no other public comment and none further from Commission members or staff, noted the proposal is in compliance with the Zoning Regulations.

**Motion J. Adiletta seconded by J. Marcotte to continue the Public Hearing to the PZC business meeting on October 21 at 7:45 PM, in anticipation of receiving the required DOT final approval, carried unanimously.**

b. 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: Chair J. Gordon reviewed posting of the legal notices for the public hearing and listed the notifications that went out. He reviewed the new state laws providing for the growing and sale of cannabis for non-medical use; a town the size of Woodstock may allow one cannabis grower and one cannabis seller. Town Attorney Richard Roberts stated that several towns are taking the opportunity to give themselves time to thoughtfully craft regulations; he presented a sample document to the Commission to establish a moratorium on applications for this use in Woodstock, which will have an effective date and an expiration date. He suggested working with the BOS soon to coordinate activities regarding this matter. As the Commission develops the Zoning Regulations regarding this use, the moratorium can be cancelled if the Commission is ready to move ahead or extended if more time is needed. No correspondence came in regarding the matter, and no member of the public asked to comment. Hearing no further questions from the Commission: **Motion N. Fraser seconded by M. Blackmer to close the Public Hearing carried unanimously.**

c. Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a: Chair J. Gordon reviewed the legislative changes, commenting that Woodstock already has addressed this topic over some years and has many aspects already in place. A memo from Planner D. Fey was reviewed, in which she suggests adding a section to the Regulations specific to accessory dwelling units as well as keeping the requirements placed in the appropriate Article and Section. She suggests special caution regarding the very small lots in the Lake Districts. Attorney R. Roberts confirmed that a Lake Association's Regulations would prevail over zoning regulations, as the comment was made that some Lake Districts already control the building of additional structures. Chair J. Gordon used the overhead projector to illustrate the places in the current regulations which would need to be altered, proposing new language. Attorney Roberts: 1). The effective date of the legislated changes regarding accessory apartments/second dwelling units is January 1, 2022 and 2). If the state regulations do not seem to fit Woodstock, the town can opt out of the state zoning requirements with a vote of 2/3 of the Commission and ratification by the BOS. Then the town can write your own. J. Adiletta: suggests that the Public Hearing be kept open so the three Lake Associations can be contacted and asked to participate in developing appropriate language.

**Motion J. Adiletta seconded by D. Ryniewicz to continue the Public Hearing to October 21 at 7:45 PM carried unanimously.**

#### VI. UNFINISHED BUSINESS:

a. 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: Continued to October 21, 2021, 7:45 PM

b. 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:

**Motion to approve a Temporary Limited Moratorium on the growing of and sale of non-medical cannabis as presented, with an effective date of October 31, 2021 and which shall remain in effect until October 31, 2022 carried unanimously.**

c. Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a: Continued to October 21, 2021, 7:45 PM

#### VII. ADJOURNMENT:

**Motion G. Dickinson seconded by M. Blackmer to adjourn at 9:29 PM carried unanimously.**

Respectfully submitted by Dotti Durst, Acting Recording Secretary.

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