

Woodstock Planning & Zoning Commission

REGULAR BUSINESS MEETING

Thursday, January 20, 2022

7:30 PM

WOODSTOCK TOWN HALL, MEETING ROOM 1 & VIRTUAL via Zoom

This meeting was conducted in-person and as a web-based virtual meeting. Because of virtual attendance, this meeting is being recorded. This procedure has been reviewed and approved by Town Attorney Richard Roberts.

**Masks are required in the Town Hall*

This meeting can be viewed at <https://youtu.be/T7QfpxOc-JQ>

1. Call to Order: Jeffrey Gordon called meeting to order at 7:40 pm

a. Roll Call- *Noted for record: Quorum*

Members Present- Jeffrey Gordon (Chair), Joseph Adiletta, Joe Polulech, Syd Blodgett, Mark Blackmer, Timothy Young, Dean Gould

Members Present via Zoom- Jeffery Marcotte, Nancy Fraser, David Morse, Dwight Ryniewicz

Members Absent- Doug Porter

Others Present- Delia Fey (Town Planner), ZEO Ashley Stephens, Recording Secretary Amy Monahan, Member of the public including Daniel Blanchette (PE of J & D Engineers LLC), Stewart Morse, Linda Whiteley, and WA students.

b. Designation of Alternates: N/A

c. Pledge of Allegiance

2. Chair's Report

- a. Thank you to all staff and commissioners for all the hard work that takes place between meetings and the time you spend at meetings.
- b. It was clarified that meeting packets are available for pick up at the Town Hall in the outside box unless you specify to have them mailed to you. Many commissioners requested them mailed and Ashley updated the information accordingly.
- c. Chairman Gordon requested an addition to the agenda. The applicants of the Noren Subdivision have requested a 90 day extension in order to submit mylars as required. This request would be added to New Business item 7.B
 - i. Timothy Young made a ***Motion** to add as an agenda item New Business VII b the following:
Request for a 90-day extension of the filing of mylars for the approved subdivision, 1015 Route 198, Carl and Patricia Noren. ***Seconded** by Joe Adiletta. ***The motion passed unanimously.**

3. Citizen's Comments

- a. David Morse noted that the Meeting ID on the agenda is incorrect. Ashley Stephens will look into the link and correct as needed.

Woodstock Planning & Zoning Commission

4. Meeting Minutes

- a. December 16, 2021 Monthly Business Meeting
 - i. Joe Adiletta made a ***Motion** to accept the Meeting Minutes from the December 16, 2021 Monthly Business Meeting as presented. ***Seconded** by Timothy Young. ***The motion passed unanimously.**

5. Preliminary Discussion

- a. None

6. Non-Residential Zoning Permits

- a. A Touch of Light, LLC, 440 Route 198 is currently waiting on NDDH approval for a practice related issue.
 - i. Joe Adiletta made a ***Motion** to table to the February 17th, 2021, meeting, as requested by the applicants (Nadean and Robert Brousseau), the non-residential zoning permit application for A Touch of Light, LLC, 440 Route 198. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
- b. First & Next Step Nutrition, 158 Route 171- An informational letter was presented to the commission as the applicant was unable to attend. The application is complete and fees have been paid. The property owner's signature is on file. There is no new sign request with this application.
 - i. Joe Adiletta made a ***Motion** to approve as presented the non-residential zoning permit application for First & Next Step Nutrition, 158 Route 171. ***Seconded** by Timothy Young. ***The motion passed unanimously.**

7. New Business

- a. 256-88-24M Linda Whiteley, Route 197 (map 5124, Block 19, Lot 19,19D, 19E)- Subdivision Modification to merge subdivided lots together
 - i. Delia Fey has nothing to add to her memorandum of review on January 5, 2022
 - ii. The application is complete and fees have been paid
 - iii. Daniel Blanchette (PE of J & D Civil Engineers LLC), representing the applicant, requests a waiver for the Conservation Checklist. It was found by the commission that there is no need for the checklist in this situation. The commission also found that this waiver does not conflict with the Town of Woodstock POCD or any other regulations.
 - 1. Joe Adiletta made a ***Motion** to approve the request to waive the application requirement in Subdivision Regulations Chapter IV, Part I, Section B, Subsection 3 regarding the Development Review Checklist, for the subdivision lot line changes application for 256-88-24M, Route 197 (map 5124, block 19m lots 19/19D/19E, Linda Whiteley. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
 - iv. Joe Polulech made a ***Motion** to approve as presented the subdivision lot line changes application for 256-88-24M, Route 197 (map 5124, block 19m lots 19/19D/19E, Linda Whiteley. ***Seconded** by Syd Blodgett. ***The motion passed unanimously.**

Woodstock Planning & Zoning Commission

- b. 1015 Route 198, Carl and Patricia Noren – Approved Subdivision
 - i. Jeffery Marcotte made a ***Motion** to approve the request for a 90-day extension of the filing of mylars for the approved subdivision, 1015 Route 198, Carl and Patricia Noren. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**

8. Old Business

- a. Affordable Housing Plan
 - i. Commission previously unanimously voted for NECCOG to perform scope of work and forwarded the recommendation to the BOS. The BOS approved the NECCOG contract at tonight's BOS meeting.
 - ii. NECCOG Affordable Housing documents were presented to the PZ Commission from Delia Fey for review and discussion. Documents included a draft of survey, project outline & schedule.
 - 1. The commission is comfortable moving forward with the survey as discussed to be open during the month of February.
 - 2. Public Information Meeting will be presented at both February meetings on the 3rd and the 17th
 - iii. Delia Fey presented an overview of Affordable Housing to the commission including the following topics-
 - 1. What is Affordable Housing? (Affordable Housing vs. Attainable Housing)
 - 2. What is an Affordable Housing Plan? (State Statute)
 - 3. How will the plan be created?
 - iv. Jeff Gordon reviewed the process requirements for updated to the Affordable Housing Plan and requested that the commission create a timeline to follow in order to meet the June deadline.
 - 1. It was decided to push training session in March to another date after affordable housing work is completed. The March 3rd meeting will now include the Affordable Housing Needs Assessment.
 - 2. A public hearing will be scheduled for May 19th and will require 35 day public notice.
 - 3. The commission is prepared to hold extra special meetings between now and June in order to meet Affordable Housing Plan deadline.
- b. Updates to the Zoning Regulations for Agriculture
 - i. Documents were provided to the commission for review. These documents were also sent to the Agriculture Commission and Economic Development Commission for informational purposes. Because of the Affordable Housing Plan deadline, focus on Agriculture will be tabled until June.

9. ZEO Reports

- a. Office- No concerns to report
- b. Permits- No concerns to report
- c. Enforcement- No concerns to report

Woodstock Planning & Zoning Commission

10. Budget Review & Bills

- a. None to review

11. Correspondence

- a. Notification was sent from the Town Hall about available trainings and webinars from CCM.
- b. A Cell Tower Notification letter was sent to the commission for activities at 40 Sherman Road.

12. Adjournment

- a. Dean Gould was seated for the adjournment vote as David Morse has left the meeting.

***Motion** was made by Timothy Young and ***Seconded** by Mark Blackmer to adjourn. ***The motion passed unanimously**. The meeting adjourned at 10:01 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.