

Woodstock Planning & Zoning Commission

REGULAR BUSINESS MEETING

Thursday, February 17, 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/j2cLW5gs_RU

1. Call to Order: Jeffrey Gordon called meeting to order at 7:31 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, Jeffery Marcotte, David Morse

Members Present via Zoom-, Nancy Fraser, Dwight Ryniewicz, Doug Porter

Others Present- Delia Fey (Town Planner), Recording Secretary Amy Monahan, Doug Held of Provost & Rovero Inc, Daniel Flynn and members of the public.

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. A special meeting is scheduled for next week to work on the Affordable Housing Plan.
- c. There is a new AV Set up in the room tonight with an additional camera and 2 live microphones to improve the virtual experience.
- d. A reminder that the review checklist does need updating and will be addressed after affordable housing.
- e. Note for the record (correspondence) that Commissioners have received a letter from Delia including the letter from Ashley Stephens to the BOS. This correspondence and topics covered must be handled in executive session.

3. Citizen's Comments

- a. None

4. Meeting Minutes

- a. January 20th, 2022, Monthly Business Meeting
- b. February 3, 2022- Special Monthly Meeting
 - i. Amendment to be made: Syd Blodgett should have been listed under members absent

Woodstock Planning & Zoning Commission

Joe Adiletta made a ***Motion** to approve as presented the January 20th, 2022, and the February 3rd, 2022, meeting minutes, with an edit to note that Syd Blodgett was not in attendance for the February 3rd, 2022 meeting. ***Seconded** by Timothy Young. ***The motion passed unanimously.**

5. Preliminary Discussion

- a. None

6. Non-Residential Zoning Permits

- a. 440 Rt 198- A Touch of Light, LLC- Nadean & Robert Brousseau
 - i. The applicants are still waiting for NDDH approval
 - ii. Jeffery Marcotte made a ***Motion** to table to the March 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 David Morse. ***The motion passed unanimously.**

7. New Business

- a. 89-97-09 M- MBLU: 7278-32-8B-2- Joy Rd-Daniel Flynn- 1 lot subdivision- convert lot into building lot
 - i. Jeffery Gordon noted for the record that we are still waiting for NDDH approval and there is a matter where the IWWA or Wetland's Agent approval is needed (The IWWA has given Ashley Stephens permission to sign off after NDDH approval). The Development Review Checklist has not been received to date. An erosion sediment control bond is needed for this project and was received at this meeting but the commission has not yet viewed the bond document. For all of the reasons above mentioned, no decision can be made tonight.
 - ii. Delia Fey has reviewed lot history and stated that in 1998 it was part of an agricultural subdivision and it is noted on mylars that approval is needed before consideration as a buildable lot. This proposal also needs approval for activity on a scenic road which requires a town hearing.
 - iii. David Held, professional engineer from Provost & Rovero Inc., is present via zoom. Daniel Flynn is present in the room. David reviewed the following: the lot created in 1998 as an agricultural subdivision and it is being presented to Planning & Zoning to get approval as a buildable lot. He noted that they are planning to use an existing barway for the driveway. The lot is little over 3 acres in size and meets all area and setback requirements. There are existing overhead powerline serving an adjacent lot that would be worked around and new underground service will be provided for lot in question.
 - iv. Jeffery Gordon asked if Development Review Checklist is being submitted or if you are planning to ask for a waiver from the commission. This item can be addressed at the next meeting and David Held will follow up with Delia.
 - v. Syd Blodgett referenced the site plan and stated that there appears to be a stream flowing through the property. Mr. Held confirmed that there is a watercourse that flows through the property but no pond is present on the property (the pond is on the abutting property to the South). The commission requests that the watercourse be shown on the plan for the next meeting along with sizes of adjacent lot drainage culverts and drainage area of the stream.

Woodstock Planning & Zoning Commission

- vi. Joe Adilletta asked about the agricultural subdivision label associated with the lot. Delia Fey explained that the agricultural subdivisions are not buildable lots when subdivided for agricultural purposes and must come back to the commission for approval to build.
- vii. Dan Flynn noted that the building area is 10' higher in elevation than any of the wetland flags and the wetlands have been flagged and delineated. Additional testing has been done to be sure that they have acceptable workable ground above bedrock.
 - 1. Mark Blackmer made a ***Motion** to table to the March 17th, 2022, meeting, the subdivision application for 389-97-09-M, Daniel Flynn, Joy Road. ***Seconded** by Timothy Young. ***The motion passed unanimously.**
- b. 653-02-22- MBLU: 7278-32-8B-2- Joy Rd-Daniel Flynn- construction of a driveway on activity on a scenic road
 - i. The only thing that can be done tonight is to schedule a public hearing as required in section 4.a of the Town of Woodstock Scenic Road Ordinance.
 - ii. Joe Adilletta made a ***Motion** to Schedule a public hearing for March 17th, 2022, at 7:45 PM, for the activity on a scenic road permit application, 653-02-33, Daniel Flynn, Joy Road. ***Seconded** by Timothy Young. ***The motion passed unanimously.**

8. Old Business

- a. Updates to the Town's Affordable Housing Plan
 - i. Delia Fey emailed documents to the commission with the results from the survey taken at the last Planning & Zoning Meeting and reviewed these results from the survey taken at the last meeting including the SWOT analysis.
 - ii. As of this afternoon 296 town surveys have been completed not including paper copies not yet collected. The survey is open until March 1st and paper copies are available at the Town Hall, Sweet Evalina's and the local libraries.
 - iii. Delia Fey also shared the draft to date of Woodstock Demographic Information including population increase rates, age distribution in household types, household composition, number of new homes being built, types of housing, home values, rental costs and home sales numbers.
 - 1. Delia Fey still has more work to do and plans to have this draft complete for next meeting.
 - 2. Jeffery Gordon wants the data put onto the website for the public to access.

9. ZEO Reports

- a. Office- No concerns to report
- b. Permits- No concerns to report
- c. Enforcement- No concerns to report
 - i. Jeff Gordon will ask Ashley Stephens for an update with supreme sheds for next meeting

10. Budget Review & Bills

- a. None to review

Woodstock Planning & Zoning Commission

11. Correspondence

- a. The Winter 22 Federation Quarterly Newsletter has been emailed.
- b. The CT Federation of Planning and Zoning Agencies 74th annual conference will meet on March 24th. If anyone is interested in attending, please let Ashley Stephens know.

12. Adjournment

- a. ***Motion** was made by Timothy Young and ***Seconded** by David Morse to adjourn. ***The motion passed unanimously**. The meeting adjourned at 9:04 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.