

# Woodstock Planning & Zoning Commission

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## SPECIAL MEETING

Thursday, March 17, 2022

7:30 PM

WOODSTOCK TOWN HALL, MEETING ROOM 1 & VIRTUAL via Zoom

*The state statute currently allows for in person meetings unless quorum or more requests virtual meetings. Because of virtual attendance, this meeting is being recorded. This procedure has been reviewed and approved by Town Attorney Richard Roberts.*

*Recording of this meeting can be viewed at: <https://youtu.be/XqupcMhafjg>*

### 1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:35 pm

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

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

Members Present via Zoom-, Nancy Fraser, David Morse

Members Absent- Timothy Young, Dwight Ryniewicz, Doug Porter

Others Present- Delia Fey (Town Planner), ZEO Ashley Stephens, David Held of Provost & Rovero Inc, Daniel Flynn, Head of Schools Christopher Sanford, Nadine & Robert Brousseau, Bill Rewinski, members of the public and Recording Secretary Amy Monahan.

#### b. Designation of Alternates: Dean Gould was seated.

#### c. Pledge of Allegiance

### 2. Chair's Report

- a. Thank you to staff and commissioners for all the work you do between meetings and for attending the extra special meetings.
- b. There is a 5<sup>th</sup> Thursday in the month of March so there will be no meeting next Thursday, March 24<sup>th</sup> and the commission will meet again on Thursday, March 31<sup>st</sup>.
- c. The Board of Selectmen found no issues with our updated ordinance of fees. They plan to bring the ordinance to the town meeting following the Budget Town Meeting.

### 3. Citizen' Comments

#### a. None

### 4. Meeting Minutes

- a. February 17, 2022- Special Monthly Meeting
- b. February 24, 2022- Business Monthly Meeting
  - i. Amendment to be made: Item 6.a.ii motion recorded the incorrect date of March 17, 2021 and should read “\*Motion to table to the March 17th, 2022 meeting”
  - ii. Jeffery Marcotte made a **\*Motion** to approve as presented the February 17, 2022 Special Meeting Minutes and February 24, 2022- Business Monthly Meeting Minutes, with edit noted above. **\*Seconded** by Mark Blackmer. **\*The motion passed unanimously.**

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## 5. Non-Residential Zoning Permits

- a. 440 Route 198- A Touch of Light, LLC- Nadine & Robert Brousseau
  - i. NDDH Approval has been granted and no additions or changes have been made.
  - ii. Joe Adiletta made a **\*Motion** to accept the application for 440 Route 198- A Touch of Light, LLC- Nadine & Robert Brousseau as presented. **\*Seconded** by Dean Gould. **\*The motion passed unanimously.**

## 6. Old Business

- a. 389-97-09 M- MBLU: 7278-32-8B-2- Joy Road- Daniel Flynn- 1 lot subdivision- convert lot into building lot.
  - i. Required documents have been received by the commission including the E&S Control Bond, Development Review Checklist, and updated map dated March 8, 2022.
  - ii. David Held of Provost & Rovero presented items to the commission and summarized key items pertaining to the project. NDDH and IWWA approval has been granted for the project.
  - iii. Jeff Gordon noted for the record that the E&S control bond is in the amount of \$2,649.03 and includes percentage contingency that is required.
  - iv. Syd Blodgett noted the added watercourse on plan and questioned the sequence of process in which it was added to the plan, specifically the impact of the newly identified watercourse and upland review area to the IWWA approval.
    - 1. Even with the added watercourse, the Wetlands Agent feels the decision of the IWWA does not need to be changed and proposed activities acceptable for the property.
    - 2. Dela Fey noted for future reference that state statutes require Wetland Agency Approval (not Agent Approval) for subdivisions. For this application, the IWWA delegated approval to the Wetlands Agent after review of the application. Jeffery Gordon noted that for this application that he IWWA delegated approval to the Wetlands Agent after review of the application.
  - v. Joe Adilletta referenced the letter of approval from NDDH which stated the not approval to construct septic system. David Held explained that the letter states non approval for construction but approval for the lot to be buildable.
    - 1. Delia Fey explained that subdivision plans are not typically a site plan and the letter is generic language for a subdivision application.
  - vi. Jeffery Gordon asked verification of signatures for the application on file be made. Ashley Stephens obtained the filed copy for review.
    - 1. Joe Adilletta made a **\*Motion** to accept the application 389-97-09 M- MBLU: 7278-32-8B-2- Joy Road- Daniel Flynn- 1 lot subdivision- convert lot into building lot as presented including the ENS Control Bond in the Amount of \$2,649.03. **\*Seconded** by Mark Blackmer. **\*The motion passed unanimously.**

## 7. New Business

- a. SP579-08-09M- Woodstock Academy Bentley Field expansion- Bond Release Request
  - i. Jeffery Gordon reviewed the past approved plan to construct 3 buildings on the Bentley Field.
  - ii. Delia Fey stated that before a release of ENS bond, an inspection needs to be held to ensure that the site is stable. She feels the bond should not be released without an inspection. Jeffery Gordon asked if an inspection is needed because the 3 buildings were never built, an inspection

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of Bentley Field was already done after construction of other things occurred, and the PZC approved previously partial release of E&S bond after the satisfactory inspection previously took place.

- iii. If at a later date, it is decided to build the buildings as previously approved the Woodstock Academy would need to come before the PZ Commission with updates and a new ENS Bond.
- iv. Joe Adiletta suggested a conditional release of ENS bond until inspection is completed. Ashley Stephens would be able to inspect on Tuesday, March 22, 2022.
  - 1. Joe Polulech made a **\*Motion** to conditionally release the E&S Bond in the amount of \$6,022.03 depending on the inspection results. **\*Seconded** by Syd Blodgett. **\*The motion passed unanimously** with David Morse abstaining.

## 8. Public Hearing

- a. 653-02-22-MLBU: 728-32-8B-2 – Joy Road- Daniel Flynn- construction of a driveway, activity on a scenic road
  - i. Jeff Gordon explained that this public hearing is a requirement of Section 4a of the “Ordinance Concerning the Designation of Scenic Roads”.
    - 1. Fees have been paid
    - 2. Signs have been posted on site
    - 3. Legal notices have been posted in timely manner
  - ii. Jeffery Gordon noted for the record that application has been received and the lot is now an approved building lot. The Board of Selectman and Highway Foreman have been notified of this public hearing and no concerns or objections have been received by either party.
  - iii. Ashley Stephens and Delia Fey found no issues with this application.
  - iv. David Held noted that the driveway will be placed in an existing barway with favorable site lines and underground utilities will be used on the property.
  - v. Jeff Gordon again asked verification of signatures on this separate application and the application was properly signed.
  - vi. Jeffery Marcotte made a **\*Motion** to close the Public Hearing. **\*Seconded** by Mark Blackmer. **\*The motion passed unanimously.**

## 9. Old Business

- a. Dean Gould made a **\*Motion** to approve the application for activity on a scenic road as presented. **\*Seconded** by Jeffery Marcotte. **\*The motion passed unanimously.**

## 10. Preliminary Discussion

- a. None

## 11. Updates to the Town’s Affordable Housing Plan

- a. Delia Fey reviewed the Affordable Housing Survey results with the commission. There were 473 surveys completed. The majority of survey respondents were full time residents having lived in town for more than 20 years.
- b. The data analysis and needs assessment draft was sent to commissioners for review. Some revisions need to be made to the draft and will be sent when revised.

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## 12. ZEO Reports

- a. Office- no updates
- b. Permits- no updates
- c. Enforcement
  - i. Ashley Stephens has not heard from Supreme Sheds but did receive the letter receipt this week.

## 13. Budget Review & Bills

- a. Nothing to Report

## 14. Correspondence

- a. Thompson has opened its Freedom of Information Act Seminar to other towns if interested.

## 15. Adjournment

- a. Mark Blackmer made a **\*Motion** to adjourn. **\*Seconded** by Dean Gould. **\*The motion passed unanimously**. The meeting adjourned at 9:33 pm.

\*Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's meeting for approval/amendments.