

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, June 16, 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.

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:33 pm

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

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

Members Present via Zoom - Nancy Fraser, Timothy Young, Mark Blackmer, David Morse

Members Absent- Dwight Ryniewicz, Doug Porter, Syd Blodgett

Others Present- Delia Fey (Town Planner), Ashley Stephens (ZEO), Andrew Gadwaw, Emilie Hebert, Diane Miller, Jason Beausoleil, Bruce Woodis, Gary & Jean Garabrant, Dan Garcia and Recording Secretary Amy Monahan

b. Designation of Alternates: Dean Gould was seated.

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

2. Chair's Report

a. Thank you to staff and commissioners for all the work at meetings and for what you do between meetings.

b. The next Meeting is July 7th and will be a planning meeting.

c. Document PA 2129 has been sent to commissioners for review. Please let Jeffrey Gordon or Ashley Stephens know if you do not have this document.

3. Citizen's Comments

a. None

4. Meeting Minutes

a. May 5, 2022 – Special Meeting

- i. Item 3.a.1- typo in minutes requires change the second qualitative to quantitative. Sentence should read “it was discussed to remove the 223 number of unit goal and use qualitative data instead of quantitative data conclusions at this time.”

b. May 19, 2022 – Regular Monthly Business Meeting

- i. Item 8.b- typo in minutes noted address of West Rod and instead of West Road. Heading should read “Paul Cloutier- Cloutier Construction & Remodeling- discussion about state property for sale across from 1 West Road and uses for it”
- ii. Item 8.a.vi.1- typo in minutes uses the word not instead of the word no. Sentence should read “Parking would be the only challenge under this permit as farms have no parking regulations and home occupations limits parking.”

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c. June 2, 2022 – Special Meeting

Joe Adiletta made a ***Motion** to approve presented Meeting Minutes with edits noted above. ***Seconded** by Nancy Fraser. ***The Motion Passed** with 4 abstentions (Marcotte, Morse, Young, Blackmer).

d.

5. Non-Residential Zoning Permits

a. 543 Rte 169- Tiny Forest Childcare- Patricia Millix

- i. All required documents have been submitted and fees have been paid. No concerns were found with application by Ashley Stephens.
- ii. Jeffery Gordon reviewed application data including parking spaces, sign plans and signature block information/written consent form. All items discussed were found to have no concerns.
- iii. The property owner has not authorized consent on the form but there is a letter of consent with the application. David Morse stated the importance of property owner consent from if this application is approved. Jeff Gordon stated this would be addressed in the motion.
 1. Joe Adiletta made a ***Motion** to approve application 543 Rte 169- Tiny Forest Childcare- Patricia Millix as presented with the submission of required additional information (authorized consent) on application documents. ***Seconded** by Dean Gould. ***The motion passed unanimously.**

b. 290 Rte 169 – Supreme Sheds & Barns- Andrew Gadwaw

- i. Tim Young made a ***Motion** to un-table application 290 Rte 169 – Supreme Sheds & Barns- Andrew Gadwaw. ***Seconded** by Jeffery Marcotte. ***The motion passed unanimously.**
- ii. Town Attorney Rich Roberts has communicated information pertaining to this application via a private document. Commissioners have the document and it must be made a public document in order to discuss any information in the document.
 1. Joe Adiletta made a ***Motion** to make the communication document from Town Attorney public. ***Seconded** by Joe Polulech. ***The motion passed unanimously.**
- iii. The current issue before the commission is what type of permit is required for uses described in the application. According to page 39 article3 b.3.k- Rich Roberts states it is a decision to be made by the commission/agent as there is no clear definition of manufacturing in current regulations. The commission needs to reference page 8, article 1.h in terms of interpreting the regulations. Jeffery Gordon read the definition of “commercial” for the record.
- iv. Joe Adiletta reviewed the operations allowed with original permit. He stated his interpretation of manufacturing – a process including raw materials, fabrication, finished goods and sales. He feels that the operations at this facility meet the criteria of manufacturing and would require a special permit.
- v. Jeffery Gordon read an additional definition of manufacturing for the commission.
- vi. David Morse agrees that the operations do meet the definition of light manufacturing
- vii. Jeffery Gordon stated that revisions to special permit requirements have been made to make the special permit less strenuous to the applicant. Jeff also noted that the regulations state that in the case of a conflict in the permitting process, the more detailed permit should be used.
- viii. Jeffery Gordon noted the importance of this interpretation decision as it will set a precedence moving forward. It needs to be clear on the record what is being decided with this permit and why it was decided for future reference.

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- ix. Joe Adiletta made a ***Motion** to require that the building and manufacturing operations of Supreme Barns and Sheds at the current site require a special permit for continuation of manufacturing of barns and sheds per our regulations. ***Seconded** by Joe Polulech. ***The motion passed unanimously.**
- x. Jeffery Gordon opened discussion on the decision to be made on current application. Joe Adiletta noted that denying the current application to expand use would not affect the original permit issued.
- xi. Joe Adiletta made a ***Motion** to deny application dated 05/04/22 for expansion of use for 290 Rte 169 – Supreme Sheds & Barns- Andrew Gadwaw based on the decision made by commission that a special permit is required. ***Seconded** by Jeff Marcotte. ***The motion passed unanimously.**

6. Old Business

- a. None

7. New Business

- a. SP641-06-25M- Jason & Jamie Beausoleil- 290 Rte 169- Rusty Relic- add retail space to barn
 - i. The application is complete and fees have been paid. Any questions and concerns with the application forms will be addressed to the applicants.
 - ii. The next available public hearing date is July 21 at 7:45 pm
 - iii. Jeffery Marcotte Made a ***Motion** to schedule a public hearing on July 21, 2022 at 7:45pm for the purposes of special permit modification for SP641-06-25M- Jason & Jamie Beausoleil- 290 Rte 169- Rusty Relic. ***Seconded** by Joseph Adiletta. ***The motion passed unanimously.**
 - iv. Jason Beausoleil noted that the stated address state was incorrect. The correct address is 599 Route 169 and needs to be corrected.
- b. 654-22-06- BLH Properties- 170 Lyon Hill Rd – 3 Lot subdivision
 - i. This is a 3 lot minor subdivision and no fee for conservation of land needed. This application is not complete. Fees have been paid.
 - ii. Jeffery Gordon stated that required notification is not the commission or town responsibility- Jeffery reviewed the requirements for public notification for subdivisions. The notices procedure was not met to intent with this application as notices were sent yesterday- only 1 day before meeting.
 - iii. Jeffery Gordon addressed the following application concerns
 - 1. There is currently no NDDH or IWWA approval for this project
 - 2. There is no erosion sediment control bond on file for this project
 - 3. Number of corrections will be needed. The plan states in multiple locations that this plan meets Brooklyn Subdivision and that is not applicable for Town of Woodstock applications and permits. The plan also does not site this as the proper 3 lot subdivision on multiple pages of plans. This plan does not show adjacent properties and roads.
 - iv. Delia Fey has reviewed the project and noted the erosion sediment bonds should be taken out for each individual lot of subdivision as they are easier to release by individual lot.
 - v. Bruce Woodis stated this 3 lot division includes one lot with current residents and all lots are significant in size. Submission has been made to NDDH and IWWA for approval.

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- vi. Jeff Gordon noted land surveyor and engineer have signed and sealed but noted the soil scientist sign and seal is missing. He asked if there are any public improvements and was clarified that there are none. There is currently no reason found by Planning & Zoning to go to design professionals for review. It was discussed to clarify boundary lines on the plan due to the confusion caused by the many stone walls on the property.
 - vii. Jeff Gordon also questioned grade percentage and site line stopping distances. He would like to have site line distances calculated and noted. Jeff noted drainage concerns with the property if water exits driveway to surrounding properties and referred to driveway requirements for driveways over 300 feet.
 - viii. Joe Polulech noted the drive details and suggested editing the 2 MAX grade notations. He also noted the reference to a flood zone in the property that is not shown on the map.
 - ix. Jeffery Gordon noted that the deadline for information to be presented at meetings is 10 days prior to the meeting.
 - x. Gary Garabrant is the occupant of 141 Lyon Hill Rd, directly across from the subdivision. They ask that the change or development not affect quality of life for surrounding residents and does not affect safety of the busy road. Concerns are the following- site plan of driveway is close to a curve in road, water drainage impact on neighbors, headlights into home at night as driveways are directly across from each other. Suggest moving the proposed drive/property line at road.
 - xi. Joe Adiletta made a ***Motion** to table application 654-22-06- BLH Properties- 170 Lyon Hill Rd – 3 Lot subdivision to July 21, 2022 meeting. ***Seconded** by Dean Gould. ***The motion passed unanimously.**
- c. Cannabis Regulations
- i. Jeffery Gordon stated that the job of commission is to determine where and how cannabis operations can take place in the Town of Woodstock. He referenced Gail Dickenson's idea previously state to the commission of using districts as regulations and noted that the Town of Thompson currently has a submitted application.
 - ii. Delia Fey noted the option to identify cannabis as own its own special use outside of retail permitting. This would allow the town to regulate all cannabis operations to require a special permit.
 - iii. Joe Adiletta asked about input from Rich Roberts on the topic. Jeffery Gordon noted that depended on our choice of district regulations, etc.
 - iv. Local concerns discussed: Jeffery Marcotte noted the smell concern with growing cannabis and how that would affect our residential areas. Dean Gould noted that our industrial zone is on a town road and traffic increase will be a concern. Distance between the industrial zone and the Woodstock Schools is concern.
 - v. Dan Garcia talked about keeping in mind the element of the quiet corner and noted that The Orange Art building would be perfect indoor micro-growing operations. He noted that licensing does not allow growing and selling to take place together and recommend not confining to warehouses as our properties are perfect for business possibilities. He suggests using our agricultural element to promote micro growing operations and not confining growing to warehouse operations.

8. Public Hearing

- a. None

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9. Preliminary Discussion

- a. None

10. ZEO Reports

- a. Office-
 - i. No concerns
- b. Permits
 - i. Joe Adiletta voiced his opinion about the Echo Farm Home Occupation Permit- He is concerned with the commercial retail use under Home Occupation Permit within another permitted enterprise being an enforcement challenge and feels this application is more suitable to a special permit.
 - ii. Ashley Stephens feels that this application does fall under home occupation as it meets the requirements and is similar to operations previously permitted in Woodstock.
 - iii. Home occupation will be further clarified in upcoming planning meetings
- c. Enforcement
 - i. No concerns

11. Budget Review & Bills

- a. Nothing to report

12. Correspondence

- a. Wireless Telecommunication Facility updates at 215 Coatney Hill Road
 - i. Notification has been received
- b. Woodstock Central Cemetery Association
 - i. A letter has been submitted to the town requesting changes on Center Cemetery Road. This is a scenic road any changes must be considered by the commission. The Board of Selectmen and Highway Department are currently working on options for this concern.
 - ii. Jeff Marcotte suggested the possible use of ARPA funds for this concern.

13. Adjournment

- a. Jeffery Marcotte made a ***Motion** to adjourn. ***Seconded** by Jeffery Gordon. ***The motion passed unanimously**. The meeting adjourned at 10:26 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.