

Woodstock Planning & Zoning Commission

SPECIAL MEETING

Thursday, July 7, 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.

A recording of this meeting can be viewed at: <https://youtu.be/TucuFbMRZnA>

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:30 pm

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

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

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

Members Absent-Timothy Young, David Morse

Others Present- Delia Fey (Town Planner), Ashley Stephens (ZEO), Emilie Hebert, Anna Shugrue and Recording Secretary Amy Monahan

b. Designation of Alternates: Dean Gould, Doug Porter and Dwight Ryniewicz were seated.

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

2. Chair's Report

- a. Ashley Stephens has purchased an audio device through the ZEO office in hopes of improving zoom experiences after many conversations with Jeffery Gordon about ways to improve the AV set up for PZC meetings. That device is being used tonight and online commissioners stated that they can hear conversation clearly.
- b. Thank you to staff and commissioners for all the work at meetings and for what you do between meetings.
- c. Ashley Stephens has accepted a job with the Town of Vernon and this will be her last Planning & Zoning meeting. She thanked the commission for the time working with them. Ashley Stephens, Jeff Gordon and First Selectman Jay Swan are working together about work of the Land Use office during transition and the hiring process for new ZEO. More information to follow.
- d. The next Meeting is July 21st and it will be a regular business meeting.

3. Business at Hand

- a. 630-08-01- David Morse- Hibbard Road- 2 lot subdivision- follow up discussion about development on the lot
 - i. Jeffery Gordon reviewed the history of this property. There has previously been approval granted for this property to subdivide and build but no plans were presented at that time. The current plans have not yet been granted NDDH approval.
 - ii. Syd Blodgett made a ***Motion** to table 630-08-01- David Morse- Hibbard Road- 2 lot subdivision- follow up discussion about development on the lot to the July 21, 2022 meeting. ***Seconded** by Jeffery Marcotte. ***The motion passed unanimously.**

Woodstock Planning & Zoning Commission

b. Home Occupations & Business Permits

- i. Jeffery Gordon opened a general discussion to the commission about the spirit and intent of home occupations. Examples of past granted home occupations have been provided to the commission for review.
- ii. Joe Adiletta brought up the “spirit and intent” reference (page 99, #1) in the regulations. His idea of home occupation is an operation that takes place in the home and has no impact on the location such as lawyer, massage, accountant, etc. Joe noted that the wording has been in regulations for a long time and is interested in what other commissioners feel is the intent of home occupation.
- iii. Jeffery Gordon noted that there are many businesses and professional services that operate with only a home office and do not make anything tangible. There are also home occupations that do have tangible items being sold with minimal traffic at the home. As businesses grow, there may be a need to grow in size and number of employees or start bringing in more items from other locations. The question is where to draw the line of what is more than a home occupation. He noted that a certain amount of square footage is allowed to be used for home occupation base on square footage of finished residence.
- iv. Syd Blodgett referenced the aspect of scheduling in a business. A home occupation should be able to limit the traffic on location through scheduling to keep impact minimal. Syd noted the example of a landscape business- if the business stays small and no work or storage of items takes place on site, it is a good home occupation. But, if bins of mulch and multiple trucks and trailers are on location, then it would be a different type of permit.
 1. Dean Gould noted that the latter landscape business would automatically be pushed out of home occupation due to the square footage for business items.
- v. Joe Polulech noted that there are already a number of good regulations in place such as accessory buildings and number of parking spaces.
- vi. Delia Fey noted that basing occupation on percentage of home could allow for some large home occupation operations. She feels it is very hard to limit businesses by number of customers as no one knows how many people will show up a business.
- vii. Jeffery Gordon brought up the concern of enforcement with home occupation permits.
- viii. Delia Fey suggests narrowing the types of businesses allowed by home occupation such as no food service.
- ix. Doug Porter feels home occupation permits should be extremely limited and detailed in what a home occupation should be. He sees multiple future issues with home occupation permits as businesses grow. That being said, it needs to be easier for applicants to get business permits in the town of Woodstock.
- x. Nancy Fraser agreed that home occupation should be extremely small with scope and scale. She feels that there should be different levels of permitting between home occupation and special permit.
- xi. Delia Fey noted that a text amendment would be needed in order to for the commission to approve home occupation applications or change process to have applicants come before the commission.
- xii. Syd Blodgett suggested that the commission continue to be given the applications approved for review in order to better understand the types of businesses operating in the Town of Woodstock.

Woodstock Planning & Zoning Commission

- xiii. Jeffery Gordon suggested having Rich Roberts weigh in on how changes in process would need to be handled.
- xiv. Discussion about home occupation permits included
 - 1. Home occupation permits do not travel with applicant
 - 2. Home occupation permits do have to be renewed every 5 years
 - 3. Home occupation renewals must meet regulations in place at time of renewal
- xv. Joe Polulech suggested listing occupations that will not be approved as home occupations.
- xvi. Mark Blackmer noted the many considerations of what is home occupation- is it limited by number of employees? Type of work? Number of customers? There are many things to be considered.

4. Adjournment

- a. Dean Gould made a ***Motion** to adjourn. ***Seconded** by Syd Blodgett. ***The motion passed unanimously**. The meeting adjourned at 8:45 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.