

# Woodstock Planning & Zoning Commission

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## MONTHLY BUSINESS MEETING

Thursday, August 18, 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/tWQJ7kQcgFw>*

### 1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:36 pm

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

Members Present- Jeffrey Gordon (Chair), Joseph Adiletta, Jeffrey Marcotte, Dean Gould, David Morse, Dwight Ryniewicz

Members Present via Zoom - Doug Porter

Members Absent- Nancy Fraser, Joe Polulech, Timothy Young, Mark Blackmer, Syd Blodgett,

Others Present- Delia Fey (Town Planner), Members of the Public including Paul Archer & Bill Harris and Recording Secretary Amy Monahan

#### b. Designation of Alternates: Dean Gould, Dwight Ryniewicz and Doug Porter were 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. A reminder that the September meeting dates will be on the 8<sup>th</sup> and 22<sup>nd</sup> due to the Woodstock Fair.

#### c. Meeting packets will be put together by Ashley Stephens on Fridays and must be picked up in the box at town hall until land use office is properly staffed.

#### d. Home occupation application forms will be emailed to commissioner for review to be discussed at next planning meeting.

### 3. Citizen's Comments

#### a. None

### 4. Meeting Minutes

#### a. July 21, 2022 Monthly Business Meeting

#### b. August 4, 2022 Special Meeting

##### i. David Morse made a **\*Motion** to approve the July 21, 2022 Monthly Business Meeting minutes and the August 4, 2022 Special Meeting minutes as presented. **\*Seconded** by Dwight Ryniewicz.

**\*The motion passed** with 2 abstentions (Gould & Marcotte).

### 5. Public Hearing

#### a. SP641-06-25M- Jason & Jamie Beausoleil- 290 Route 169- Rusty Relic- add retail space to barn

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- i. Joe Adiletta made a **\*Motion** to un-table application SP641-06-25M- Jason & Jamie Beausoleil- 290 Route 169- Rusty Relic- add retail space to barn. **\*Seconded** by Dwight Ryniewicz. **\*The motion passed unanimously.**
- ii. Jeffrey Gordon shared that documents had been received from Town Planner Delia Fey, Chair of Historic District Gail Usher pertaining to the Rusty Relic application. Also, a request from applicant to extend the public hearing to the next meeting was received.
- iii. Jeffrey Gordon reviewed the timeline regulations of public hearings. The current end date of open hearing is August 28<sup>th</sup>. The maximum extension date for this hearing is in October per state statute.
- iv. The commission is currently waiting for a revised parking plan for the increased retail space from the applicant's engineer.
- v. Doug Porter wanted the applicant to understand of any additional requests. He stated that the following should be included to review before a decision is made-
  1. 10,000 sf of retail space should require a traffic report to show impact on surrounding properties and roads and include the impact of delivery trucks to the location.
  2. All local agencies with jurisdiction should give approval. Historic commission approval is needed before a Planning & Zoning decision is to be made.
  3. A review of the current use of space authorized to verify if approval was granted for all space currently being used is needed for this application and a report of status on existing special permit should be provided to the commission.
- vi. Jeffrey Marcotte questioned the extension timeline. It was clarified that the last meeting that this hearing could extend to is in October and then the commission has 65 days to render a decision.
- vii. Dwight Ryniewicz made a **\*Motion** to accept the request to extend application SP641-06-25M- Jason & Jamie Beausoleil- 290 Route 169- Rusty Relic- add retail space to barn to September 22, 2022 at 7:45 pm. **\*Seconded** by David Morse. **\*The motion passed unanimously.**
- viii. David Morse made a **\*Motion** to table public hearing SP641-06-25M- Jason & Jamie Beausoleil- 290 Route 169- Rusty Relic- add retail space to barn until September 22, 2002 at 7:45 pm. **\*Seconded** by Dwight Ryniewicz. **\*The motion passed unanimously.**

### 6. Old Business

- a. 654-22-06- BLH Properties- 170 Lyon Hill Rd – 3 Lot subdivision
  - i. Newly submitted documents include revised plans as of August 4<sup>th</sup> with assessor signature, revise bond and document prepared by Delia Fey.
  - ii. According to the state statute, the current allowable timeline of 65 days for this application ends in 2 days. If there is a need to table this application at this meeting, an extension request would be needed.
  - iii. Doug Porter shared for the record that he has a potential conflict in the form of a professional business relationship with Mr. Archer. He does not feel that the relationship will impact this application but would recuse himself if anyone desired him to do so.
  - iv. Paul Archer shared and discussed the revisions made. He met with Highway Foreman John Navarro and measured site line distances in question. The Design Professional review letter that he received dealt primarily with wetland issues. All issues note in the review were discussed and addressed. The only correction required was a labeling concern that has been addressed on

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the plan by engineer and shared with commission at this meeting. The revision noted tonight would be updated on mylars submitted to the town.

- v. Jeffrey Gordon questioned the posted MPH change in speed on the road within the 300' site line distance in question. Paul Archer stated the change is acceptable within the 300' site line as presented.
  - 1. Dwight Ryniewicz stated unposted speed is considered to be 25-35 MPH. He is the Director of Public Works for Vernon.
- vi. Delia Fey asked about the tree concern brought up in previously submitted email. Paul Archer demonstrated no need for tree removal by use of photo.
- vii. Jeffrey Gordon noted for the record that the property owner signature is present on file and all requests from previous meeting have been met. The E&S control bond calculation needs correction of linear feet from 400 to 450.
- viii. Email from design professional wanted additional erosion control measures and pipe invert elevations. Paul Archer will add requested data to plans.
- ix. Joe Adiletta commented on process and lack of ZEO in office. He feels that approving plans with condition should not become a norm for this commission.
- x. Joe Adiletta made a **\*Motion** to approve application 654-22-06- BLH Properties- 170 Lyon Hill Rd – 3 Lot subdivision as presented with amendment of site line distance on sheet 3 and 3A as described to commissioners, that conditions 3 & 5 noted on Design Professionals email from 08/18/22 at 3:35 pm be addressed and updated, correction to E&S control bond be made and approved by Town Planner and that Design Professionals review site before CO is issued.  
**\*Seconded** by David Morse. **\*The motion passed unanimously.**

## 7. New Business

- a. 655-09-22 – Woodstock Inn Assoc – 94 Plaine Hill Rd (5781-50-4B) – re-subdivision
  - i. Because this is a re-subdivision, a major subdivision plan must be followed. Major subdivisions require a public hearing. Fees have been paid but this is not a complete application. The Planning and Zoning Commission needs approval from multiple agencies including NDDH, WPCA and IWWA. Per State Statute, Planning and Zoning Commission has 65 days to schedule public hearing.
    - 1. Delia Fey recommends a later hearing date to allow maximum review time of submitted documents.
  - ii. Joe Adiletta made a **\*Motion** to schedule public hearing for 655-09-22 – Woodstock Inn Assoc – 94 Plaine Hill Rd (5781-50-4B) – re-subdivision for October 20, 2022 at 7:45 pm. **\*Seconded** by Dean Gould. **\*The motion passed unanimously.**
  - iii. Jeffrey Marcotte made a **\*Motion** to send plan to design professionals for their review.  
**\*Seconded** by David Morse. **\*The motion passed unanimously.**
    - 1. Delia Fey will reach out to WPCA to coordinate work between engineers used by them and the Town of Woodstock.

## 8. ZEO Reports

- a. Office
  - i. Jeffrey Gordon shared that Ashley Stephens currently comes into the office on Fridays for assistance with land use needs.

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1. Jeffrey Gordon discussed concerns with town transition in land use office. It is unknown when replacement(s) in land use office will be available at this time.
- b. Permits
  - i. Nothing to report at this time.
- c. Enforcement
  - i. There is currently no enforcement in the Town of Woodstock.
  - ii. Follow up on Supreme Sheds- Delia Fey has sent information to applicant and property owner and no response has been made. The exact status and actions taken are unknown to the Planning and Zoning Commission as there is no acting ZEO. The commission wishes to query Ashley Stephens if a notice of violation has been sent to Supreme Sheds and act appropriately at next meeting. Jeff Gordon will send email to Ashley Stephens.
  - iii. No updates on Wedding Venue request- Location on Center Road has website and held wedding recently. They do not have a permit for this activity and have been told that a permit is required multiple times.

## 9. Budget Review & Bills

- a. Nothing to report

## 10. Correspondence

- a. Any person who would like to discuss Planning & Zoning interactions with the Town Attorney and/or Design Professionals is welcome to attend a Planning & Zoning meeting.
- b. Delia Fey noted for the record that IWWA is required to address subdivisions, not the Wetland Agent.

## 11. Adjournment

- a. David Morse made a **\*Motion** to adjourn. **\*Seconded** by Dean Gould. **\*The motion passed unanimously**. The meeting adjourned at 9:30 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.