

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, December 15, 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:

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:34 pm

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

Members Present- Jeffrey Gordon (Chair), Jeffrey Marcotte, Joe Adiletta, Mark Blackmer, Timothy Young, Joe Polulech

Members Present via Zoom - Doug Porter and Dwight Ryniewicz

Members Absent- Nancy Fraser, Dean Gould, David Morse, Syd Blodgett

Others Present- Delia Fey (Town Planner), Zoning Enforcement Officer Dan Malo, Paul Terwilliger of PC Surveying Associates, Scott Crevier and Recording Secretary Amy Monahan. Mike Allen attended the meeting via Zoom.

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

c. Pledge of Allegiance: Jeffery Gordon 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. Jeffrey Gordon noted the recent passing of Dexter Young, a founding member of this commission and active Woodstock resident, and a moment of silence was held in his honor.

c. The update of land use fees ordinance passed at the Town Meeting on December 6, 2022.

3. Citizen's Comments

a. None

4. Meeting Minutes

a. November 17, 2022 Monthly Business Meeting

i. These minutes were not included in the meeting packets distributed to the commissioners.

ii. Joe Adiletta made a ***Motion** to table the minutes from November 17, 2022 until the next meeting on January 5, 2023. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**

b. December 1, 2022 Special Meeting

i. Tim Young made a ***Motion** to approve the December 1, 2022 Special Meeting minutes as presented. ***Seconded** by Jeff Marcotte. ***The motion passed** with 2 abstentions (Adiletta and Blackmer).

5. Preliminary Discussion

a. None

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6. Non-Residential Zoning Permits

- a. None

7. New Business

- a. 372-95-03M – Perrin Road- Crevier Subdivision Modification
 - i. Delia Fey reviewed the application and a memo dated 12/08/22 was sent out pertaining to the 1995 subdivision. A neighbor has placed a driveway on another lot's access strip and the parties wish to create a common driveway for the two separate properties. Delia reviewed the plan images with the commission.
 - ii. The applicant shared that this concern was noticed when a survey for new construction was performed.
 - iii. Paul Terwilliger explained that no current owners are responsible for the driveway error and this solution seemed the most reasonable. A standard use and maintenance agreement has been submitted.
 - iv. Joe Polulech asked if a condition for legal review could be included in motion for this application. Joe Adiletta is concerned with common maintenance and use agreement and possible future contesting of shared property with out legal review and would like the condition in the motion as well.
 - v. Doug Porter disagrees with need for legal review as this is private matter between parties and the application decision should be made without legal review conditions. Dwight Ryniewicz agrees with Doug Porter.
 - vi. Joe Polulech asked the applicant if an attorney had reviewed the agreement. The applicant shared that the other landowner's attorney did review the agreement and no concerns were raised. The applicant is also comfortable with the agreement after review.
 - vii. The existing apron will be widened to allow water to enter catch basins near the edge of the road. There is communication from John Navarro that states he has no concerns with the proposed driveway and apron.
 - viii. Doug Porter made a ***Motion** to approve application 372-95-03M – Perrin Road- Crevier Subdivision Modification as presented. ***Seconded** by Dwight Ryniewicz. ***The motion passed unanimously.**

8. Old Business

- a. Commercial Cannabis
 - i. Emails with cannabis information have been sent out to commissioners for review and will be resent as some commissioners have not seen the emails.
 - ii. Jeffrey Gordon stated that the moratorium ends on April 30, 2023. It was also noted that a public hearing is needed before the created ordinance is approved. Jeff asked commissioners how they wish to process this information and task.
 - 1. Timothy Young feels that more time is needed for the commission to review materials before work begins.
 - 2. Joe Adiletta suggests to start work on this topic at the January 19, 2023 Meeting.
 - iii. The system for licensing regarding cannabis is very complex and the State of Connecticut has still not finalized regulations regarding cannabis.
- b. Air BnB
 - i. Information will be sent out to commissioners about this topic for further discussion.
- c. Joe Adiletta noted that a clearer process for applications could avoid having to modify subdivisions in the future. He sees this as an opportunity for improvement. Delia Fey noted that current regulations

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should catch concerns via inspections through the development of lots. Jeffrey Gordon noted that there is a current checklist for process to be followed.

9. ZEO Reports

- a. Office
 - i. Dan Malo shared the current newly computer tracked receipt log from his office. This is a way to better track happenings in the Land Use Office.
- b. Permits
 - i. No permits are complete enough to present to the commission at this time.
- c. Enforcement
 - i. Dan Malo continues to work with existing locations of Bed & Breakfast/Air BnB to achieve compliance.
 - ii. Supreme Sheds - Dan Malo has been reviewing correspondence and is looking to confirm what permit is being requested by the commission. Jeffrey Gordon noted that the minutes from 06/16/22 clearly state a special permit is needed and Delia Fey shared an email from 11/15/22 to the owner of the property that stated what was needed to be done for the business on the property.

10. Budget Review & Bills

- a. Jeffrey Gordon sent out a proposal for the next fiscal year based on the numbers from this year. He also reminded town agencies of the existing money set aside in the POCD account.
- b. Jeffrey Gordon discussed how fees collected are not a revenue that is credited back to the commission.
- c. Joe Adiletta noted no concerns with the current Planning & Zoning Budget but does wish to advocate for more hours available in the Land Use Department.
- d. Joe Adiletta made a ***Motion** to approve proposed budget as presented. ***Seconded** by Timothy Young. ***The motion passed unanimously.**

11. Citizens' Comments

- a. Amy Monahan shared that there will be a Tri-Board Town Meeting on January 17, 2023 at 6 pm at the Woodstock Middle School with the Board of Selectmen, Board of Finance and Board of Education. There will be a public forum immediately following the Tri-Board Meeting at the same location.

12. Correspondence

- a. None

13. Adjournment

- a. Timothy Young made a ***Motion** to adjourn. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.** The meeting adjourned at 9:06 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.