

# Woodstock Planning & Zoning Commission

---

## SPECIAL MEETING

Thursday, March 2, 2023

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 7:35 pm

- a. Roll Call- Noted for record: Quorum

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

Members Present via Zoom - Dwight Ryniewicz, Doug Porter, Syd Blodgett, Timothy Young, David Morse (arrived at 7:38)

Members Absent- Nancy Fraser

Others Present- Delia Fey (Town Planner), ZEO Dan Malo and Recording Secretary Amy Monahan. Public attendance via Zoom: Rich Roberts, Kathleen Ellison, Gerry Teja, Kathy Barach and others.

- b. Designation of Alternates: Doug Porter and Dwight Ryniewicz were seated (Doug Porter was unseated at 7:38)
- c. Pledge of Allegiance: Jeffrey 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. Happy Read Across America Day
- c. Every commissioner is required to have 4 hours of continuing education and 1 hour must be on affordable housing. Jeffrey Gordon has emailed information for upcoming Connecticut Land Use training including some sessions on March 11<sup>th</sup> and March 23<sup>rd</sup>. He asks that any commissioner that did not get the email to contact him and he will resend.

**3. Land Use Department/Zoning Enforcement Officer Report**

- a. Dan Malo updated the commission about training sessions that have been completed for the office. He announced that he has resigned from some aspects of his current land use position. He will be ZEO until April 20, 2023 and remain as Town of Woodstock Wetlands Agent after that date.
- i. Jeffrey Gordon noted that Dan has been doing a great job with limited hours. This commission has advocated having the ZEO position be 4 day or full time in the Town of Woodstock to properly staff the Land Use Office.
- b. Dan Malo noted that the Buck's Soft Serve permit to sell ice cream out of a trailer will expire April 27<sup>th</sup>. Dan is working on a letter to Buck's Soft Serve to address the need to submit a special permit.
- c. Dan Malo has been working with applicant and property owner for Supreme Sheds to have them submit a special permit application by May 1, 2023. Jeffrey Gordon noted for the record that they were told a special permit was required on June 16, 2022 as well as two requests for voluntary compliance have also been issued.

# Woodstock Planning & Zoning Commission

---

## 4. Review of Home Occupation Permits

- a. The commission has a copy of the home occupation permit for an internet-based telehealth service with no employees or impact on the location and occupies 5% of the home. This is typical of home occupations in Woodstock.

## 5. Public Hearing (7:45 scheduled start time)

- a. Text Amendment to Zoning Regulations, Article III, Section A.2.e.A.4, for the purpose of extending the temporary and limited moratorium on cannabis establishments
  - i. Jeffrey noted that 2 legal notices have been published announcing this hearing. NECCOG was notified, posting with town clerk and all other required actions prior to the hearing have been completed.
  - ii. The one change proposed is the end date of the moratorium from April 30, 2023 to October 31, 2023.
  - iii. Joe Adiletta made a **\*Motion** to close the public hearing. **\*Seconded** by Jeffrey Marcotte. **\*The motion passed unanimously.**

## 6. Old Business

- a. Text Amendment to Zoning Regulations, Article III, Section A.2.e.A.4, for the purpose of extending the temporary and limited moratorium on cannabis establishments
  - i. Joe Adiletta made a **\*Motion** to approve the text amendment as presented. **\*Seconded** by Jeffrey Marcotte. **\*The motion passed unanimously.**

## 7. Commercial Cannabis Regulations

- a. Jeffrey Gordon reviewed the desire of the commission to use Killingly regulations as a template and that Delia Fey has sent out edited to date draft to commissioners.
- b. Cannabis operations would require a special permit and all special permit requirements would need to be met.
- c. Joe Adiletta questioned the separational requirements noted on the draft and noted that the map radius documented is 500 feet instead of the previously decided 1500 feet.
- d. Joe Adiletta referenced the conditional approval wording in the Mansfield regulations document. He would like similar wording from item 4 of that document.
- e. Joe Adiletta also referenced a document on the separating distances of retail establishments. Delia Fey noted this document may be outdated as it limits the number of establishments. Rich Roberts noted that separation distance can be used even though it does limit the number of establishments because it does not set a simple cap on number of establishments.
- f. Rich Roberts noted that wording in the Enfield regulations is a good reference for varying the separations distances. He recommends using a single set distance of separation for review and criteria would have to be established for any separation distance changes.
- g. Delia Fey suggests that the buffer be a requirement. There would have to be adequate buffer alternatives listed in our Town regulations. Jeffrey Gordon feels that cannabis regulations should have their own buffer requirements. Rich Roberts noted that cannabis regulations can have separate buffer requirements, but they must be justified and outlined. Delia Fey will further research this topic.
- h. Delia Fey noted that regulations must contain the details that the applicant needs to know to prepare their application. The rules around this use need to be available before the applicant submits the application. The criteria must be clearly outlined and take into consideration all possible locations.

## Woodstock Planning & Zoning Commission

---

- i. Joe Adiletta questioned the use of “if necessary” in regulations. He wanted to know who would determine if necessary. Jeffrey Gordon noted that many of the “if necessary” items would require professional review.
- j. It was decided that lighting would not be included in the cannabis regulations as it already addressed in the standard regulations.
- k. Delia Fey suggested separating standards and application requirements in the cannabis regulations.
- l. Security details are not required to be show as the Department of Consumer Protection already has minimum standards to be met for licensing. It should be noted that security requirements have been met.
- m. Rich Roberts clarified that the State issues conditional licenses with a timeframe to determine permanent location. Some applicants will have a location in place when they apply for the state permit.
- n. Joe Adiletta suggests adding that cannabis products may not be consumed on the grounds. Delia Fey noted that she is unclear how this item would be enforced.
- o. Rich Roberts noted that the state limits items that can be sold in cannabis location and has a renewal process for cannabis licensing.

### 8. Adjournment

- a. Timothy Young made a **\*Motion** to adjourn. **\*Seconded** by Mark Blackmer. **\*The motion passed unanimously**. The meeting adjourned at 9:52 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.