

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, May 18, 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.

This meeting can be viewed at: <https://youtu.be/4BdJMt0vveo>

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:42 pm

- a. Roll Call- Noted for record: Quorum

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

Members Present via Zoom - none

Members Absent- Mark Blackmer, Nancy Fraser, Doug Porter, Timothy Young, Dean Gould, Syd Blodgett

Others Present- Delia Fey (Town Planner) and Recording Secretary Amy Monahan. Public attendance via Zoom: Jose Andrade and Kathleen Ellison.

- b. Designation of Alternates: Dwight Ryniewicz was seated

- 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. Thank you to all members of the public for attending.

- b. Jeffrey Gordon shared that the ZEO Group will not be attending the meeting tonight.

- c. The file for education requirements needs to be recreated. Please email Jeff Gordon any education you have completed.

3. Citizens' Comments

- a. Joe Adiletta noted that Jeffrey Marcotte ran a very efficient meeting in the chairs absence.

4. Meeting Minutes

- a. April 27, 2023 Monthly Business Meeting

- i. David Morse made ***Motion** to accept minutes from April 27, 2023 as presented. ***Seconded** by Joe Adiletta. ***The motion passed unanimously.**

5. Non-Residential Zoning Permits

- a. None

6. Preliminary Discussion

- a. None

7. New Business

- a. #450-01-08M Jose Andrade & Catherine Bocciarelli [Muirfield Development LLC - subdivision modification for lot merger (map 5173 block 01 lots 06-2A & 06-3A)]

Woodstock Planning & Zoning Commission

- i. Delia Fey has reviewed this application and sent email memo to the commission. This proposed merger would combine two vacant buildable lots into one allowing for one home to be built in the future.
- ii. Matthew Maynard P.E is representing the applicants. The applicants plan to build one home on the combined parcel. Matthew noted that NDDH has approved the abstract proposal for this application.
- iii. Jeffrey Gordon noted that once lots are merged, they would have to be split as a re-subdivision if the applicants change their minds in the future.
- iv. Delia Fey noted that there are wetlands on the property and the plan should be presented to IWWA.
- v. Joe Adiletta made ***Motion** to approve #450-01-08M Jose Andrade & Catherine Bocciarelli [Muirfield Development LLC - subdivision modification for lot merger (map 5173 block 01 lots 06-2A & 06-3A)] ***Seconded** by Jeffrey Marcotte. ***The motion passed unanimously.**
- b. #647-03-31M Phyllis M Gilbert c/o John Kennison, ~650 English Neighborhood Rd (map 5707 block 14 lot 05), subdivision modification - mylar extension request
 - i. The applicant has requested a 90-day extension for this application. This would be the second extension granted for this application.
 - ii. David Morse made a ***Motion** to approve the 90-day extension for #647-03-31M Phyllis M Gilbert c/o John Kennison, ~650 English Neighborhood Rd (map 5707 block 14 lot 05), subdivision modification. ***Seconded** by Jeffrey Marcotte. ***The Motion passed unanimously.**

8. Old Business

- a. Review of Home Occupation Permit Applications
 - i. There are none to review at this time. Jeffery Gordon will follow up with the Land Use Office about the commission's request to review Home Occupation Permits.
- b. Air BNB Draft Regulations
 - i. This agenda item will be tabled until the June 1, 2023 Meeting.

9. Land Use Department/Zoning Enforcement Officer Report

- a. Office
 - i. There are currently 3 individuals acting as the ZEO. Jeffrey Gordon will follow up with all individuals in the office clarifying roles and responsibilities.
 - ii. Jeffery Gordon asked the commissioners if they would like to receive materials electronically to allow for more time to be spent on other items in the office. The commissioners would like to continue to receive printed copies of meeting packets.
- b. Permits
 - i. Jeffrey Gordon inquired about a permit list in the Land Use Office and will follow up with the office about that request.
 - ii. Jeffrey Gordon reviewed some new items that have been presented to him from the Land Use Office.
 - 1. New lighting at Thai Basil has been added. The ZEO noted that lighting posts had been in place for several years.
 - 2. A question was raised with the new restaurant opening in the old Sherwood's location asking if a change of use nonresidential permit would be required. The office determined that no permitting or commission review is required as no changes in land use, footprint or operation would take place at that location.

Woodstock Planning & Zoning Commission

- a. Jeffrey Gordon noted that “We interpret the regulations” and Delia Fey noted that change of use nonresidential permits have been used to document business change in the past.
 - b. Joe Adiletta noted that there should be documentation of changes and permits should be granted to document such changes.
 - c. Joe Adiletta made ***Motion** that a nonresidential change of use permit be required for the new business going into the former Sherwood’s location.
***Seconded** by Dwight Ryniewicz. ***The motion passed unanimously.**
 - iii. Supreme Sheds has made progress with the special permit process by hiring a firm to handle the permit process. That firm has requested to extend the deadline for submitting application until the June Business Meeting.
 1. The commission is comfortable with extending the deadline to the June meeting and noted that the business should comply with the original existing permit operations until the new application processed.
 2. Jeffrey Marcotte made a ***Motion** to revise the deadline for required special permit application to June 5, 2023. ***Seconded** by Joe Polulech. ***The motion passed** with David Morse abstaining.
 - iv. There was a question of whether a special permit application would be required for the Woodstock Vet to move into the former Orange Art location. Delia Fey has reached out to the parties involved to work with them on the special permitting process.
- c. Enforcement
 - i. Buck’s Soft Serve has been sent a letter of notification on March 14, 2023 that the current home occupation permit has expired (as of April 27, 2023). Nothing has been received to date in response to the letter. The commission feels that a letter of violation should be sent to the business at this time.
 1. Joe Adiletta made a ***Motion** to send notice of violation to Buck’s Soft Serve for expired permit following standard practices of the Land Use Department. The commission wishes that this letter be copied to Rich Roberts and NDDH. ***Seconded** by David Morse. ***The motion passed unanimously.**

10. Budget Review & Bills

- a. Please let Tracy Giarrusso know if you need reimbursement for the land use seminar.

11. Citizens’ Comments

- a. None

12. Correspondence

- a. None

13. Adjournment

- a. Dwight Ryniewicz made a ***Motion** to adjourn. ***Seconded** by David Morse. ***The motion passed unanimously.** The meeting adjourned at 9:09 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.