

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, June 15, 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/4_Xb3ZXHv0s

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:38 pm

a. Roll Call- Noted for record: Quorum

Members Present- Jeffrey Gordon (Chair), Joe Polulech, Jeffrey Marcotte, Dwight Ryniewicz, Joseph Adiletta, Timothy Young, Dean Gould, Syd Blodgett

Members Present via Zoom – Mark Blackmer (not seated), David Morse

Members Absent- Nancy Fraser, Doug Porter

Others Present- Delia Fey (Town Planner), Town Attorney Rich Roberts, Ray & Pam Morgan, Jessica Weaver Boose Brian Linton, Norm Thibault and Recording Secretary Amy Monahan. Public attendance via Zoom: ZEO John Guskowski

b. Designation of Alternates: Dwight Ryniewicz and Dean Gould were 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.

3. Citizens' Comments

a. Brian Linton stated that he has submitted information to the commission that has not been viewed by the commission. He would like to read the document or submit the 5-page document tonight for the commissioners to view. Jeffrey Gordon noted that there was a time when the information was considered sensitive but that no longer applies and that he thought it had been distributed. He will have the document in question sent to the commissioners for review. Brian Linton gave Jeffrey Gordon paper copies that were distributed to commissioners in attendance and digital copies will be emailed as well.

4. Meeting Minutes

a. May 4, 2023 Special Meeting

i. Timothy Young made ***Motion** to approve minutes from May 4, 2023 as presented. ***Seconded** by Joe Adiletta. ***The motion passed** with 2 abstaining (Blodgett and Gordon)

b. May 18, 2023 Monthly Business Meeting

i. Joe Polulech made ***Motion** to accept minutes from May 18, 2023 as presented. ***Seconded** by Dwight Ryniewicz. ***The motion passed** with 3 abstaining (Blodgett, Gould and Young)

c. June 1, 2023 Special Meeting

i. Dean Gould made ***Motion** to approve minutes from April 27, 2023 as presented. ***Seconded** by Dwight Ryniewicz. ***The motion passed unanimously.**

5. New Business

a. #306-90-14M- David Deary-37 Town Farm Road, – Lot Line Adjustment of Approved Subdivision

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- i. Delia Fey has reviewed this subdivision and sent memo to the commission with pertinent information. NDDH has approved this lot line adjustment. She has no concerns with the adjustment as presented. All applicable fees have been paid.
- ii. Norm Thibault from Killingly Engineering is representing the applicant. He noted that the adjustment is to keep a current garden area for homeowner when adjacent home is sold. He has provided updated copies of the plan with a revision to the proposed lot line to the commissioners for review and approval. The modification presented tonight is very minor when compared to the previously submitted document.
 1. Jeffrey Gordon noted that the commissioners need to know the actual quantity in acres and it was noted that the updated information is documented on the updated site plan.
 2. Commissioners all understand the change in lot line presented tonight.
- iii. Norm Thibault noted for the record that both parties are in agreement with the application as presented tonight. After reviewing documents, it was found that only one property owner has signed required documents.
- iv. Joe Polulech made a ***Motion** to approve the application #306-90-14M- David Deary-37 Town Farm Road, – Lot Line Adjustment of Approved Subdivision as presented with revised document dated June 15, 2023 with the condition that written consent from the second property owner is received on the Town application and reviewed by Delia Fey. ***Seconded** by Dwight Ryniewicz.
***The motion passed unanimously.**
- b. #658-06-23-Supreme Sheds & Barns, 292 Route 169 – Special Permit
 - i. Jeffrey Gordon noted that this application is a pending enforcement action.
 - ii. David Morse recused himself from this agenda item.
 - iii. It was noted for the record that this is a complete application and fees have been paid. The application has been submitted to the NDDH but approval is pending.
 - iv. A public hearing needs to be scheduled for this Special Permit Applications.
 1. Jeffrey Marcotte made a ***Motion** to schedule a public hearing for #658-06-23-Supreme Sheds & Barns, 292 Route 169 – Special Permit on July 20, 2023 at 7:45 pm. ***Seconded** by Timothy Young. ***The motion passed unanimously** (with Morse recused).

6. Preliminary Discussion

- a. None

7. Old Business

- a. Commercial Cannabis Regulations
 - i. This agenda item will be addressed at the July 6, 2023 meeting.

8. Land Use Department/Zoning Enforcement Officer Report

- a. Office
 - i. John Guskowski noted that he is normally in the Town Hall on Monday mornings and Wednesday afternoons as well as available by email at any time. The office is still in transition with roles and responsibilities in the office. Jeffrey Gordon stated he was happy to review and assist with any questions in the office.
- b. Permits
 - i. John Guskowski has sent out a report to the commission for review.
 - ii. Joe Adiletta asked how changes of businesses can be documented in the land office. John Guskowski noted that if only ownership is changing, zoning does not have to document the change. Other changes would be documented by permits pulled in the building office and in the land use office. Jeffrey Gordon feels that documentation of change should be recorded in

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zoning file. Joe Adiletta would like to see a memo/documentation in files that states there are no changes in business operations when businesses transition.

- iii. Delia noted the street files are a combination of zoning and building in the Town of Woodstock.
- c. Enforcement
 - i. John Guskowski has sent out a report to the commission for review.
 - ii. John Guskowski shared that the Sherwood's location was approved as a restaurant as a special permit. This means that the new restaurant is allowable under the existing special permit.
 - 1. The topic of outdoor dining was brought up and it was determined that if the location wanted to have outdoor dining, they would need to obtain a modification of the special permit.
 - 2. Syd Blodgett requested that the second sign located between Senexet Road and the plaza be revisited for compliance by the ZEO. Jeffrey Gordon noted that this request is the wish of the commission.
 - iii. Syd Blodgett noted that there are parallels between the concerns of Mr. Linton with Tree House and Buck's Soft Serve. He would like to discuss Buck's operation at the next meeting.
 - 1. Jeffrey Gordon asked if the zoning permit for Buck's has been finalized. John Guskowski is in the review process of the Buck's location for an administrative zoning permit.
 - 2. Joe Adiletta asked if the ZEO had reached out to the Commission Chair about current zoning issues. John Guskowski noted that he does not deal directly with the chair or commission but instead bases his decisions on public record and zoning regulations.
 - 3. Joe Adiletta made a ***Motion** to hold on the decision for the administrative zoning permit for Buck's Soft Serve until after discussion about this application at the meeting on July 6, 2023. ***Seconded** by Jeffrey Marcotte. ***Motion passed** with 1 nay vote (Gould) and 2 abstentions (Gordon and Young).
- d. Home Occupation Permit Applications
 - i. None

9. Budget Review & Bills

- a. None

10. Citizens' Comments

- a. None

11. Correspondence

- a. None

12. Adjournment

- a. Timothy Young made a ***Motion** to adjourn. ***Seconded** by Dean Gould. ***The motion passed unanimously**. The meeting adjourned at 9:23 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.