

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, August 17, 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://www.youtube.com/watch?v=2YGxCfFReck>

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), Jeffrey Marcotte, Joseph Adiletta, Dean Gould, Mark Blackmer, David Morse, Doug Porter, Dwight Ryniewicz

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

Others Present- Delia Fey (Town Planner), Greg Glaude of Killingly Engineering and Recording Secretary Amy Monahan. Town Attorney Rich Roberts attended via Zoom.

- b. Designation of Alternates: Dean Gould, Dwight Ryniewicz and Doug Porter were seated
- c. Pledge of Allegiance: Jeffrey Gordon led the Pledge of Allegiance

2. Chair's Report

- a. There are additional documents being presented to commissioners at this meeting that did not make the meeting packets.
- b. Thank you to staff and commissioners for all the work at meetings and for what you do between meetings.
- c. The Public Records Retention/Disposition packet including: Disposition of Public Records, Management and Retention of E-Mail and other Electronic Messages and Town Equal Employment Opportunity Policy has been distributed to commissioners for review.
- d. Jeffrey Gordon requested a moment of silence for the tragedy and loss on the Hawaiian Island of Maui.
- e. Jeffrey Gordon announced that he will be stepping back as chair effective end of day on Monday, August 21, 2023 and will not run to remain on the commission in the upcoming elections. He appreciates everyone over the 16 years he has served on this commission beside and has enjoyed working on this commission for the residents of Woodstock. He thanked all commissioners, past and present, and all staff for the work done together on the Planning & Zoning Commission.
 - i. Doug Porter made a ***Motion** to have Jeffrey Marcotte act as Chair until the organizational meeting in December. ***Seconded** by David Morse. ***The motion passed unanimously.**
 - ii. Joe Adiletta made a ***Motion** for Jeffrey Gordon to act as Vice Chair for the remainder of the current term. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
- f. Joe Adiletta thanked Jeffrey Gordon for his time and work on the Planning and Zoning Commission.

3. Citizens' Comments

- a. None

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4. Meeting Minutes

- a. July 20, 2023 Meeting
 - i. Joe Adiletta made a ***Motion** to approve the minutes from July 20, 2023 as presented. ***Seconded** by David Morse. ***The motion passed unanimously.**
- b. August 3, 2023 Meeting
 - i. David Morse made a ***Motion** to approve minutes from August 3, 2023 as amended. ***Seconded** by Dean Gould. ***The motion passed** with 4 abstaining (Morse, Gordon, Ryniewicz and Blackmer).
 - 1. Item 1 c: note Jeffrey Marcotte led the pledge of allegiance on August 3, 2023 (not Jeffrey Gordon as documented).

5. Non-Residential Zoning Permits

- a. None

6. Preliminary Discussion

- a. None

7. New Business

- a. #623-12-14M-79 New Sweden Road, Melissa and Nathaniel Philbrick, Lot Line Adjustment
 - i. Jeffrey Gordon stated that NDDH approval has not been received at this time and this application will have to be tabled until that approval is received. He also stated that this is a complete application and fees have been received. The commissioners have a copy of Delia Fey's review memo and meeting minutes from 2015 pertaining to this application.
 - ii. Delia Fey reviewed the application with the commission with no concerns.
 - iii. Jeff stated that the original subdivision was a free split of an existing farm. The applicants have purchased an additional parcel and wish to combine it with their current property but would like to include the stream with the additional purchase. The lot line adjustment leaves the remaining altered lot buildable for future development.
 - iv. This property would be allowed to be subdivided in the future if desired since the original division was a free split.
- b. David Morse made a ***Motion** to table until the September 7, 2023 Planning & Zoning Meeting. ***Seconded** by Joe Adiletta. ***The motion passed unanimously.**

8. Old Business

- a. Review of Home Occupation Permits
 - i. None
- b. Air BNB Draft Regulations
 - i. Tabled until September 7, 2023 Meeting

9. Land Use Department/Zoning Enforcement Officer Report

- a. Office
 - i. Nothing to Report at this time.
- b. Permits
 - i. Permit activity was shared on the screen via email and reviewed. The email will be forwarded to the commissioners.
- c. Enforcement
 - i. Doug Porter noted that the sign is still out at Rusty Relic for Live Music.

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10. Budget Review & Bills

- a. Reimbursements submitted for seminars have been paid.

11. Citizens' Comments

- a. None

12. Correspondence

- a. None

13. Adjournment

- a. Jeffrey Gordon made a ***Motion** to adjourn. ***Seconded** by David Morse. ***The motion passed unanimously**. The meeting adjourned at 8:25 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.