

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MEETING
Thursday, June 17, 2021 – 7:30 PM – Meeting Room 1

MINUTES

I. REGULAR MEETING AT 7:30 PM:

- a) Call to Order: Jeffrey Gordon called the meeting to order at 7:38 pm.
- b) Roll Call:
Members Present: Jeffrey Gordon, Jeffrey Marcotte, Joseph Adiletta, Syd Blodgett, Gail Dickinson
Alternates Present: Dean Gould
Absent: Timothy Young, Mark Blackmer, Doug Porter, David Morse, Nancy Fraser, Dwight Ryniewicz
Noted for Record: Quorum
Others Present: Delia Fey, Tina Lajoie, Daniel Blanchette, Robin Marinelli, Bruce Woodis, Bob Borski, Emile Hebert, Members of the Public
- c) Pledge of Allegiance: Jeffrey Marcotte led the Pledge of Allegiance.

II. MEETING RULES AND GUIDELINES: Chairman Gordon briefly reviewed the meeting rules and guidelines.

III. DESIGNATION OF ALTERNATES: Dean Gould was seated.

IV. CHAIR'S REPORT: Chairman Gordon thanked Commissioners and staff for their ongoing work with the Planning & Zoning Commission. Chairman Gordon thanked Cindy Brown for her work with the Land Use Department and as Recording Secretary. Her last day at the Town Hall is June 30. He noted documents were received after the deadline but were included as handouts during the meeting. He updated Commissioners regarding bills before the legislature.

V. CITIZENS' COMMENTS: None.

VI. MEETING MINUTES:

- a) May 20, 2021 Regular Meeting: **Motion** was made by Gail Dickinson, and **Seconded** by Joseph Adiletta, to **Approve** the May 20, 2021 Regular Meeting minutes as presented. **The motion passed unanimously.**

VII. PRELIMINARY DISCUSSION: None.

VIII. PUBLIC HEARING – 7:45 PM:

- a) 650-05-34 – 1920 Route 198 – Benjamin & Robin Marinelli – Map 5709, Block 01, Lot 18-1 – 2-lot re-subdivision

Chairman Gordon opened the public hearing. He shared the rules associated with conducting public hearings.

Chairman Gordon stated this application is a re-subdivision for land and encompasses a family transfer. Sufficient notice was granted per the requirements associated with legal notices. Fees have been paid and abutters have been notified. Chairman Gordon entered all documents received to-date into the record.

Mr. Blanchette, from J&D Civil Engineers, was in attendance representing the applicants. He stated he would include the 15% contingency fee for the E&S Control Bond that is required per regulations. The revised total for the E&S Bond would be \$1,421. 40. It was noted NDDH approval was received on June 4, 2021 and the proposed deed language for the family transfer was also received.

Mr. Blanchette provided information on the proposed project. He referenced the revised site plans and noted it is an interior lot with a common driveway, which will be widened to 16 feet from the current 12 feet and a turnaround area will be created. He confirmed the stonewalls will not be compromised as a result of widening the driveway.

Mr. Blanchette answered questions from Commissioners. The deed submitted to the Commission references the existing right of way easement in favor of lot 18A. Ms. Fey confirmed that 18-1 and 18-1A are covered by the family transfer. Chairman Gordon stated the Fire Marshal did not have concerns with the proposed project. He further stated the Town attorney will be required to review the maintenance agreement per regulations.

Chairman Gordon welcomed comments from the public.

Motion was made by Joseph Adiletta, and **Seconded** by Gail Dickinson, to **Close** the public hearing. **The motion passed unanimously.**

IX. NON-RESIDENTIAL ZONING PERMIT: None.

X. NEW BUSINESS:

- a) 647-03-31 – ~650 English Neighborhood Road – Phylis M. Gilbert Trustees c/o John Kennison – Map 5707, Block 14, Lot 5 – 3-Lot Subdivision – Extension Request

The Commission received an extension request from the applicant dated June 7, 2021. Per statute, this would leave an additional 39 days from July 15, 2021. Delia Fey will communicate this information to the applicant.

Motion was made by Joseph Adiletta, and **Seconded** by Gail Dickinson, to **Approve** the extension request for application 647-03-31 – ~650 English Neighborhood Road – Phylis M. Gilbert Trustees c/o John Kennison – Map 5707, Block 14, Lot 5 – 3-Lot Subdivision to the July 15, 2021 meeting. **The motion passed unanimously.**

- b) 649-05-33 – Dividend Road – Angela Billings – Map 5130, Block 30, Lot 3 – convert lot into building lot

It was confirmed that fees have been paid and abutters notified.

Mr. Blanchette spoke on behalf of the applicant and noted minor revisions to include changing the proposed paved driveway to a gravel driveway to avoid a scenic road application process; and, adding a second culvert under the middle of the driveway per the IWWA's request.

Mr. Blanchette stated no work is proposed within the Town's right of way. A 15% contingency fee to the E&S Bond is required per regulations, reflecting a revised total of \$3,139.50.

The revised plans were not received for the P&Z meeting. However, Commissioners reviewed a copy of the revised plans from the applicant's IWWA file.

Mr. Blanchette answered questions from Commissioners. He stated the applicants are not proposing any pavement on the driveway and will attempt to reuse the existing dirt path. The driveway width will go from 8 feet wide to 10 feet wide with an apron of approximately 20 feet wide. Chairman Gordon referenced the Subdivision Regulations relating to driveways and cited the requirement of a minimum travel width of 12 feet plus minimum load-bearing shoulder widths of two feet. Ms. Lajoie stated the applicant would be required to go before Wetlands again due to the driveway requirement noted above.

The following documents were requested for the next meeting: IWWA minutes reflecting its decision regarding widening the driveway per Subdivision Regulations and revised site plans as a result of this change. Ms. Fey will research whether an anti-tracking pad is required per the regulations and report back to the applicant.

Motion was made by Gail Dickinson, and **Seconded** by Syd Blodgett, to **Table** application 649-05-33 – Dividend Road – Angela Billings – Map 5130, Block 30, Lot 3 – convert lot into building lot to the July 15, 2021 regular meeting. **The motion passed unanimously.**

- c) SP-M2-96-04 – 130 Brockway Road – GED Enterprise, LLC dba Bradford Standing Seam – 58' x 60' building for contractor's business – public hearing to be scheduled

Chairman Gordon stated this is a modification to a special permit and a public hearing is required.

Motion was made by Gail Dickinson, and **Seconded** by Jeffrey Marcotte, to **Schedule** a Public Hearing for application SP-M2-96-04 – 130 Brockway Road – GED Enterprise, LLC dba Bradford Standing Seam – modification to a special permit for July 15, 2021, at 7:45 pm. **The motion passed unanimously.**

- d) SP-650-06-35 – 1438 Route 171 – Jamie Reynolds & Jordan Wells – construct 20-unit dog kennel – public hearing to be scheduled

Chairman Gordon stated this is a special permit application and will require a public hearing. Delia Fey will ensure the application is complete and all fees paid prior to the public hearing. It was noted for the record that this application is a mixed use.

Motion was made by Gail Dickinson, and **Seconded** by Joseph Adiletta, to **Schedule** a Public Hearing for application SP-650-06-35 – 1438 Route 171 – Jamie Reynolds & Jordan Wells – special permit to construct 20-unit dog kennel for July 15, 2021, at 7:45 pm. **The motion passed unanimously.**

- e) M500-04-09 – 442 Senexet Road – Robert Borski – Lot line adjustment in subdivision

Delia Fey stated she found an error on maps 442 and 444 and noted one is labeled 446. She stated NDDH approval was received on June 16, 2021 and copies were available to commission members. She briefly outlined her findings which were detailed in her memo to the applicant. Ms. Fey answered questions from Commission members.

Motion was made by Gail Dickinson, and **Seconded** by Syd Blodgett, to **Approve** the lot line adjustment for application M500-04-09 – 442 Senexet Road – Robert Borski – Lot line adjustment in subdivision. **The motion carried unanimously.**

Chairman Gordon recommended staff request digital files of site plans and maps for future meetings so Commissioners can view them on the screen.

- f) 650-06-36 – Bruce Woodis – text change of the regulations, Article IV, Section B, Subsection 2.a.iii – public hearing to be scheduled

Chairman Gordon stated prior to the meeting, the Commission received a request to withdraw application 650-06-36, as Mr. Woodis learned this item will be discussed during the next planning meeting. The next planning meeting is scheduled for July 1, 2021, at 7:30 pm.

XI. OLD BUSINESS:

- a) 650-05-34 – 1920 Route 198 – Benjamin & Robin Marinelli – Map 5709, Block 01, Lot 18-1 – 2-lot re-subdivision

Chairman Gordon stated the conditions of approval, as follows: the revised total for the E&S Control Bond of \$1,421.40; the Town attorney to review the common driveway maintenance agreement noting the document is not required to come back to Planning & Zoning after it is approved, and the applicant sign and date the additional documents received during the meeting.

Motion was made by Joseph Adiletta, and **Seconded** by Jeffrey Marcotte, to **Approve** application 650-05-34 – 1920 Route 198 – Benjamin & Robin Marinelli – Map 5709, Block 01, Lot 18-1 – 2-lot re-subdivision with the three conditions as stated above. **The motion passed unanimously.**

XII. ZEO REPORTS:

- a) Office Update: Ms. Lajoie updated Commissioners on her work over the last month. Chairman Gordon received word that there are Woodstock Golf Course signs throughout town which is not permitted per the regulations. Ms. Lajoie will research this and report back to Commissioners.
- b) Permits: Ms. Lajoie stated she is working on several permit applications.
- c) Enforcement: Ms. Lajoie updated Commissioners on various complaints and enforcement issues. The current outdoor seating at Buck's Ice Cream was discussed.

XIII: BUDGET REVIEW AND BILLS: There were no bills to review, and the budget was distributed to members at the meeting.

XIV: CORRESPONDENCE: None.

XV: ADJOURNMENT: **Motion** was made by Gail Dickinson, and **Seconded** by Jeffrey Marcotte, to **Adjourn. The motion passed unanimously.** The meeting adjourned at 9:28 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary. **DISCLAIMER:** These minutes have not yet been approved by the PZC. Please refer to next month's minutes for approval/amendments.