

Woodstock Planning & Zoning Commission

MONTHLY SPECIAL MEETING

Thursday, December 7, 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/wlZZkzFCYA>

1. Call to Order- Chairman Jeffrey Marcotte called meeting to order at 7:36 pm

a. Roll Call- Noted for record: Quorum

Members Present- Jeffrey Marcotte (Chair), Joe Polulech, Dean Gould, Mark Blackmer, Joseph Adiletta, John Day, Aaron Farbo, Dwight Ryniewicz, Doug Porter, David Morse

Members Present via Zoom - Syd Blodgett

Members Absent- Timothy Young

Others Present- Delia Fey (Town Planner), Cameron James (Assistant Planner), Lisa Dalterio, Laura Curley, Jessica Weaver Boose and Recording Secretary Amy Monahan. Public attendance via Zoom: Brian Victor, Kathleen Ellison, Raina Baik.

b. Designation of Alternates: John Day was seated

c. Pledge of Allegiance: Jeffrey Marcotte 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. Congratulations and welcome to new and returning commission members.

b. The December 21, 2023 scheduled meeting will not be held due to the Town Hall being closed for the holiday.

i. Dean Gould made ***Motion** to move the continuance of the public hearing for Woodstock Sustainable Farms to the next meeting on January 4, 2024 at 7:45 pm. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**

1. Delia Fey has requested a written request for extension from the applicant.

c. Merry Christmas and Happy New Year to all.

3. Citizens' Comments

a. None

4. Meeting Minutes

a. November 16, 2023

i. Joe Adiletta made a ***Motion** to approve the November 16, 2023 Monthly Business Meeting Minutes as amended. ***Seconded** by David Morse. ***The motion passed unanimously.**

1. Delia Fey clarified that Devon Point never actually applied for educational use or wedding venue use with the Town of Woodstock.

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5. New Business

- a. Plan of Conservation & Development Update
 - i. Delia Fey stated that the POCD must be updated once every 10 years which is rapidly approaching. If the commission wishes to have NECCOG assist with this update, the request needs to be made with the Town Hall for negotiation of contract for services.
 - 1. The commission wishes for Delia to determine whether work would be included in her contracted services and if not, to determine what the costs would be for NECCOG to assist with the POCD update.
- b. PA 23-142 An Act Concerning Certain Protections For Group and Family Child Care Homes – this necessitates an amendment to update regulations
 - i. There is a need to provide more information on childcare facilities in Woodstock Regulations. Some of the current language is not accurate pertaining to this use within the Town of Woodstock.

6. Old Business

- a. Short Term Rental
 - i. Joe Polulech feels that a penalty clause needs to be included with whatever regulations may be drafted. He recommends looking at the penalties in the Stonington regulations.
 - ii. John Day asked how far along these regulations progressed and what the impetus is for the Town of Woodstock to address short term rentals.
 - 1. Joe Adiletta noted that initial discussion was citizen motivated by the LBTB. To date, several other regulations from surrounding towns have been examined and some concepts taken from those other regulations.
 - iii. Delia Fey suggests approaching these regulations with the newly proposed method. Delia Fey will send the questions to the commissioners for their answers to be sent back to Delia for compilation and discussion.
 - iv. The Woodstock regulations currently only include bed and breakfasts. Air BnB is a different type of short-term rental that should be addressed by the Town of Woodstock as they are currently operating within the town.
 - v. Joe Polulech noted that some Air BnB operations are being operated by corporations which is a concern that needs to be addressed by the town in order to keep local management of rental properties.

7. Review of Home Occupation Permit Applications

- a. None

8. Non-Residential Zoning Permits

- a. None

9. Annual Meeting

- a. Election of Officers
 - i. David Morse ***Nominated Jeffrey Marcotte for Chair. *Seconded** by Joe Adiletta.
 - ii. Jeffrey Marcotte ***Nominated David Morse for Vice Chair. *Seconded** by Mark Blackmer.
 - iii. Jeffrey Marcotte ***Nominated Timothy Young for Secretary. *Seconded** by Joe Adiletta.
 - 1. Mark Blackmer made a ***Motion** to move the above slate ahead for vote as nominated. ***Seconded** by Joe Adiletta. ***The motion passed unanimously.**

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- b. 2024 Meeting Dates (proposed revision)
 - i. Jeffrey Marcotte noted that the January 2025 meeting needs to be added to the previously approved dates.
 - 1. Dean Gould made a ***Motion** to approve the revised calendar presented to the commission. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
- c. Bylaws Review
 - i. Joe Adiletta made a ***Motion** to accept the current bylaws as written. ***Seconded** by Dean Gould. ***The motion passed unanimously.**
- d. The Annual Legal Training has been scheduled for Thursday, March 7, 2024.

10. Citizens' Comments

- a. Joe Polulech was asked to comment on the fill being dumped on the North end of Toutant's Airport. The commission noted that this topic should be brought to the land use office by the concerned resident.
- b. Laura Curley asked how the lake districts were formed. Delia Fey noted that at the creation of the lake districts was based on existing tax districts.

11. Correspondence

- a. PA 23-173 "An Act Concerning Zoning Enforcement Officer Certification" (also includes land use commissioner training requirements)
- b. CCAPA ONLINE Land Use Commissioner Training, both on December 11th:
 - i. 1-2pm CLEAR Land Use Academy Basic Training – Legal Requirements, Procedures & Responsibilities
 - ii. 2-3pm Commissioner Training Program – Addressing the nation's housing crisis: Where will our children and grandchildren live?
- c. There is a public information session sponsored by the EPA about the Brownfield site at Linemaster on Tuesday, December 11, 2023 at 7 pm in the Woodstock Middle School Cafeteria. There will be a Public Hearing for the same topic on January 10, 2024 also in the WMS Cafeteria.
- d. The next Planning & Zoning Meeting will be on January 4, 2024 at 7:30 pm

12. Adjournment

- a. Dean Gould made a ***Motion** to adjourn. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.** The meeting adjourned at 8:54 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.