

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, JANUARY 18, 2018 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MEETING MINUTES

I. MONTHLY MEETING AT 7:30 PM

- a. Call to Order-7:33pm
- b. Roll Call- Dorothy Durst, Joseph Adiletta, Fred Rich, Jeff Gordon(Chairman), Ken Ebbitt, Gail Dickinson, Dave Morse, Delia Fey (ZEO/ Town Planner), Allyson Girard (PZC Recording Secretary)
- c. Noted for the record quorum

II. CITIZENS' COMMENTS - None

III. DESIGNATION OF ALTERNATES- Ken Ebbitt

IV. CHAIR'S REPORT- Thank you to all commissioners and staff for the continued hard work.

V. PUBLIC HEARING – 7:30

- a. SP628-5-17m Taylor Brooke Winery (Linda Auger), lot adjacent to 848 Route 171 - proposed modification to approved Special Permit for 82' x 52' brewery (with future distillery building), covered patio, gravel parking area – new proposal is for the same business & lot with modified location. Legal notice published in the Norwich bulletin January 5th and January 12th. Application representative Pete Parent, P.E., CME Associates stated the sign was posted by the road and mailings were sent to abutters. **Chair Gordon** noted for the record we have on the table tonight the application dated December 6, 2017, the revised plans maps dated for January 8th 2018, D Fey's memo for December 14th 2017, two letters from Design Professionals December 15th 2017 and January 16th 2018, letter from CME dated January 8th 2018 a copy of IWWA approval dated December 21st 2017, CT DOT letter Dated December 22nd 2017, Driveway easement/agreement dated January 9th 2018, January 9th Conservation Commission Development Review Committee report, new bond estimate and a revised drainage report.

Pete Parent, P.E., CME Associates, application representative went over his response to the comments from Design Professionals. **Chair Gordon** stated for the record we have a letter January 18th, 2018 CME. **Chair Gordon** noted for the record the NDDH approval received January 18th, 2018. **Chair Gordon** noted for the record minor revision of maps not in the meeting packet but received tonight dated for January 17th, 2018 is the proper copy to go by.

D Fey joined the meeting at 7:41pm

Pete Parent explains the minor changes: This is for a relocation of the brewery on the lot adjacent to the winery that was approved a few months ago. Applicant has proposed moving everything to the north end of the property for less cost and impact on the lot, looking to do something similar like before: A hundred car parking lot with gravel and same size building 4200+/- sq ft with the future distillery in the back along with the covered patio. From a drainage perspective, the large drainage area above the west catch basin catches that flow on the development which allows more friendly infiltration type drainage for run-off from the site to the wetlands below. One of

the changes Design Professionals asked for was about the catch basin 1: The invert pipe was previously listed as an 4 inch pipe, it has now been increased to a 6 inch pipe. Drainage manhole 1 was lowered a foot to provide a separation between that pipe and the pipe in the stone trench to provide more cushion between the two pipes. The plans show a small balling light with a half foot candle around the perimeter of the parking lot; the applicant is requesting some leeway in this to provide reduced lighting level and have the half a foot candle be the maximum lighting. **Chairman** questioned if the applicant is requesting any waivers and Pete Parent, P.E., Design Professionals said no. **J. Adiletta** questioned the original plans approved distillery plan of about 4,000 SF now shows 4,200 SF., Parent responded, graphically it was always depicted as the same size as the brewery, now the text indicates the maximum size wanted for the distillery but not necessarily going to be this large. **J. Adiletta** questioned- illumination reports from the manufacturer, there was some discussion of the board reviewing them for future references but no requirements were stated. **D. Morse** asked what the ballard style lighting was. Parent responded it is 4' high 4 – 6" post, with the light shining in a circular pattern that has a 25' radius with a 0.5 foot candle. These are usually used for low light levels. **G. Dickinson** questioned on the suggestion of the Conservation Commission's comments of the rain gardens. Parent had said the stone trenches are going to provide the capacity similarly to how a rain garden would function. **J. Gordon** stated the previously required gate on the farm access way from the last approval is no longer needed.

D. Durst went into detail with applicant regarding the plans. Sheet No. 2 states General Commercial Zoning District, this must be corrected for Community District as well as the height indicated. Further discussion ensued on the FEMA code C regarding the flood zone type; the layout of the parking lot and direction of pedestrian travel to the building. The patio would have outer dimension of 50' x 50' in a wraparound L-shape. The Brewery is proposing to do as the Winery does regarding the parking lot and temporarily paint lines on the gravel for events with the handicap parking being a paved surface with permanent markings. Parent explains the proposed locations of the dumpster and parking, etc. in relation to the wetlands and the building. Access to the distillery will be through the brewery. The proposed lighting plan in the proposal is for 16 bollard lights on the perimeter of the parking lot, 5 of them along the western edge 4 more around the southern turnaround area and 6 along the eastern part. The inspections called for on sheet 7 can be done by the site contractor and are not required to be submitted to the town unless requested.

Much discussion went on pertaining to the correspondence between Design Professionals and CME Associates.

D Durst questioned the permit in terms of the business sign, it should be noted for the record that there will be no additional fee required for the sign. D Fey, December 14, 2017 memo noted the revised bond amount of \$59,950.00. Design Professionals reviewed it and is ok with the amount.

Motion by J Adiletta second by F Rich motion passes unanimously Public hearing closed at 8:23pm

VI. OLD BUSINESS

- a. SP628-5-17m Taylor Brooke Winery (Linda Auger), lot adjacent to 848 Route 171 - proposed modification to approved Special Permit for 82' x 52' brewery (with future distillery building), covered patio, gravel parking area –new proposal is for the same business & lot with modified location. **Motion by F Rich second by G Dickinson to approve modification.**

J Adiletta noted the future distillery is 4,200 sq. feet, a 200 SF increase from original approval for 4,000 sq. ft., **J Gordon** noted prior condition of the gate is now moot.

Discussion ensued as to monitoring of the site during construction. D Fey explained the contractor needs to make regular inspections and after big storms during the time we hold the E&S bond, making any repairs to the E&S controls as needed – this is what the bond covers, after that/post construction of the site and drainage system maintenance is the responsibility of the owners. Driveway maintenance is the responsibility of the business owner and a requirement will not be needed. The Erosion & Sediment Control Bond estimate has been revised to \$59,950.00 from CME Associates.

The public hearing has been held. The Commission reviewed the evaluation criteria found in the Zoning Regulations, Article V, B. 6 Special Permit Decisions. There were no objections to any of the criteria.

- i. It is in compliance with the Zoning Regulations of the Town of Woodstock;
- ii. It is consistent with the Plan of Conservation & Development and the Plan of Open Space and Conservation;
- iii. It will generate minimal off-site adverse impacts on the surrounding area, including but not limited to adverse impacts on:
 - a) the environment;
 - b) the character of the area, including any natural, historical and cultural features;
 - c) the property values; and
 - d) the reasonable use, enjoyment and development of properties;
- iv. It will neither adversely affect ground or surface waters nor endanger drinking water supplies;
- v. It shall have the approval of appropriate agencies, such as the NDDH, WPCA, DPH, and DEEP for sewage disposal and water service;
- vi. It does not adversely impact existing traffic conditions, including a finding that streets serving the proposed use or activity are adequate to carry any additional traffic generated by the use or activity, and that no traffic safety problem (e.g., poor sight line) will be caused or significantly aggravated by the use or activity.
- vii. It will provide unhindered emergency vehicle access;
- viii. It will not adversely affect public health, safety or welfare;
- ix. It will meet the following standards, as applicable:
 - a) Adequate landscaping and buffering treatments
 - b) Stormwater management
 - c) Erosion and sediment control
 - d) Lighting
 - e) Signage
 - f) Floodplain
 - g) Dimensional

The Commission feels the application meets all the requirements and criteria. Gordon noted the Special Permit does not take effect until there is a legal notice published and the Notice of Special Permit and signed mylars are filed on the land records within 6 months of the date of approval. **The modification with the bond estimate as presented are approved, all in favor. Motion carries.** The barway is now moot as it is no longer applicable.

D Morse recused himself from the meeting at 8:42pm

VII. NEW BUSINESS

- a. #630-08-01 David A. Morse, Hibbard Rd (Map 5132 Block 27 Lot 03C) – 2 lot subdivision - Pete Parent, P.E., CME Associates representing applicant. D Fey presented the Jan 17, 2018 staff memo: The proposal is to divide off 33.8 acres of the total parcel of 82.14 acres. The Development Rights on the remaining 48.34 acres were sold in 1999; that portion will remain as is. Since the Development Rights have been sold on 69.9% of the pre-subdivision lot, no open space is required at this time per Subdivision Regulations, Chapter V, Section 1.e. The proposed division proposes to create a new vacant lot that will retain its development potential for the future because there is no proposed development at this time. Fey recommends that if development is proposed in the future the applicant should come in to have the site layout with approval from NDDH reviewed by PZC but that it shouldn't need a subdivision modification.

Pete Parent explains the proposal in more detail: David Morse is selling the property to his cousin Stewart Morse. D. Morse presented request waiver for the NDDH 100a because we are not proposing any buildings or any construction at this time. Chairman noted the waiver is in writing and it pertains to Chapter 4 Section 1.H.8 regarding public health. **J Adiletta** questioned if it was a free-split and D. Morse confirmed that no it is not, the free split has already been taken. The abutters have been notified for the record. Noted for the record, the 7 waiver requests need 7 yes votes per state statutes. With D. Morse recusing we don't have enough for a vote on the waivers. Thus Gordon asks if the Commission can reschedule to a Special Meeting on January 23rd, 24th or 25th at 7:30 p.m. for a Special Meeting which would be specifically for this topic only, depending on which night would have a sufficient attendance. Discussion ensued as to the ability of various members to attend the proposed meeting. **Chairman stated the application continued to the Special Meeting, date to be finalized.**

D Morse welcomed back to the meeting 9:02pm

VIII. MINUTES

- a. December 21, 2017 Regular Meeting- Pending for next month

IX. ZEO REPORT-None

X. CITIZENS' COMMENTS -None

XI. FEE ORDINANCE REVIEW- Pending for next month

The draft changes were distributed last month.

XII. REPORT OF REVENUES AND EXPENDITURES FOR FY 16-17- Pending for next month

The revenues collected for all land use applications have been put into a report prepared by D Fey, provided in November 2017.

XIII. OLD BUSINESS

- b. Phase II – Review of DRAFT sign Zoning Regulations: illumination- Memo D Fey January 11, 2018 Light meter Fc \$150 (before taxes & shipping). **Motion by G Dickson second by J Adiletta to purchase the light meter FC 840021 with Certification. All in favor. Motion carries.**

- c. Phase III – Review of DRAFT sign zoning Regulations: window signs and miscellaneous items- Pending to cover for next month

XIV. BUDGET REVIEW AND BILLS

Design Professionals Bill, Invoice #0309-0269-3 for Taylor Brooke Brewery \$1,415.00 and Design Professionals Bill, Invoice #0309-0270-1 for light meter study \$500.00 Total of \$1,915.00 **Motion by D Durst second by J Adiletta to pay the two bills from Design Professionals. All in favor. Motion carries.**

XV. CORRESPONDENCE

- a. CT Siting Council notification re: intent to modify existing telecommunications facility located 281 Route 169
- b. CT Federation of Planning & Zoning Agencies Quarterly Newsletter (Winter 2018)
- c. D. Durst mentions she has heard that Thompson has an Aquifer Protection Agency; she asks D. Fey whether she knows of other towns that have one. D. Fey responded that Putnam has an Aquifer Protection zone so they may have one. Durst requested D Fey to ask of the Planners Listserv how many towns have Aquifer Protection Agencies and report back to PZC. Chairman had attended a Conservation Commission meeting last year where they discussed aquifer protection. He will follow up in regards to their progress. He spoke of the possibility of an Aquifer Protection Overlay Zone in South Woodstock.

XVI. ADJOURNMENT- Motion by F Rich second by J Adiletta to adjourn the meeting at 9:23 p.m. All in favor. Motion carries.

Respectfully Submitted,

**Allyson Girard
PZC Secretary**

DISCLAIMER: These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's minutes for approval/ amendments. Please note that the audio record is the legal record of the meeting.