

WOODSTOCK PLANNING & ZONING COMMISSION
 REGULAR MONTHLY MEETING
 THURSDAY, MAY 17, 2018 AT 7:30 PM
 WOODSTOCK TOWN HALL, MEETING ROOM 1
MINUTES

I. The Call to Order of the regular monthly meeting was at 7:31 pm by Chair Jeffrey Gordon

II. Roll Call: a quorum is present

Attendance:

Commissioners Present:

Jeffrey Gordon	Joseph Adiletta
Dexter Young	Ken Ebbitt
Fred Rich	Gail Dickinson
Dorothy Durst – at BOS arrived 7:13	
David Morse - arrived 7:03	
Syd Blodgett - arrived 7:11	
Douglas Porter -at BOS arrived 7:13	

Absent:

John Anastasi
 Dwayne Frederick

Also present : Delia Fey, Planner; Allyson Girard, Recording Secretary: Members of the public

II. CITIZENS' COMMENTS: none

III. DESIGNATION OF ALTERNATES: K. Ebbitt

IV. CHAIR'S REPORT: Copies of Memos were distributed: - May 8, 2018 and copies of the proposed revisions to the Sign regulations has been provided; these include the current text with modifications shown as well as a set that shows how the regulation would read if approved.

- April 1, 2018: reviews the proposed changes to the office of Town Planner and ZEO should the town discontinue having its own staff and contract for these services with NECCOG. Three possible areas of concern were itemized.

– Commission members and Staff were thanked for their consistent hard work

V. MINUTES

a. Motion to approve the March 15, 2018 Regular Meeting minutes by J. Adiletta seconded by D. Durst carried with F. Rich, K. Ebbitt and D. Morse abstaining.

b. Motion to approve the April 19, 2018 Regular Meeting minutes: Discussion followed. Minutes were only distributed this evening. Item tabled.

c. Motion by J. Adiletta seconded by G. Dickinson to approve the minutes of the Special Meeting May 3, 2018 Town Attorney Training carried with D. Morse abstaining.

NOTE: questions were raised about the Planning and Zoning agendas and minutes which are not posted on the town website. Chair J. Gordon will look into it. D. Fey – the town clerk uploads them to the website.

VI. NON-RESIDENTIAL ZONING PERMITS:

a.

Roseland Golf Course, 204 Roseland Park Road

i. Expansion of Existing Use: Golf Course Ice Cream Shop, to also serve hot dogs inside existing building & via take-out window on deck.

Motion made by J. Adiletta seconded by D. Young to approve the expansion of the Roseland Golf Course ice cream shop carried unanimously.

ii. 6' x 8' deck addition – A DEEP comment memo and NDDH approval were received. The corner of the deck is non-compliant but grandfathered.

****Note was made that not all fees have been received.**

Motion made by F. Rich seconded by D. Morse to approve the addition of a 6' x 8' deck at the Roseland Golf Course ice cream shop, as specified in the application, carried unanimously.

b. Rose Kihara, 35 Route 171 (Little River Plaza) – proposed “Family Health Care & Walk-in Center” to replace salon: F. Rich clarified the proposed sign size; planner Fey has worked with the applicant to clarify the permitted sizes. The applicant clarified days/hours of operation as a single service provider. She reviewed her potential customer base, the activities conducted therein and her credentials.

Motion made by J. Adiletta seconded by G. Dickinson to approve the Family Health Care & Walk-in Center in Little River Plaza carried unanimously.

c. Faith Bible Evangelical Free Church, 587 Rte 171 – 8'x10' shed for clothing donation. No action: the applicant is not ready at this time to move ahead.

VII. NEW BUSINESS

a.

Proposed Text Amendments to the Zoning Regulations

****051718-a Article II Definitions – several proposed revisions**

****051718-b Article V Permit Requirements, A.1. General, c.v – proposed revision**

****051718-c Article VI Town-Wide Requirements/Standards, G Signs – new text and several revisions**

– Need to schedule Public Hearing in order to move ahead.

Motion D. Durst seconded by S. Blodgett to schedule a Public Hearing for the proposed text amendments to the Zoning Regulations regarding Signs for the June 21, 2018

Regular meeting at 7:45 PM carried unanimously. Two copies of the proposed amendments are available: one showing the strike-outs and suggested language, and the other the text as it would appear if approved. D. Durst praised the work done by Chair J. Gordon to prepare the draft; a court case triggered the revision but several other matters were addressed including some posed by the Business Association

VIII. ZEO REPORT

Delia P. Fey, AICP, CZEO – clarification memo re: fining ordinance: D. Fey reviewed her memo of May 1, 2018, in which she lists how the zoning enforcement process works. She is clarifying when a fine might be levied against a violator. This is in response to the minutes of

the Commission on March 15 of this year. G. Dickinson calls for review of how the cumulative allowance for all signage at a business is calculated, and perhaps new definitions.

IX. CITIZENS' COMMENTS: none

X. BUDGET REVIEW AND BILLS: \$117.50 is listed for activity between 2/8/18 and 2/22/18, but the application to which it applies is not identified. J. Gordon suggests the Fine Ordinance proposal be brought back for review and submission to the BOS for consideration. The attorney has previously clarified that a department's total budget may not be exceeded without going to the BOF, but that distribution of the amounts within on the various lines is at the discretion of the department.

XI. CORRESPONDENCE: Memo by J. Gordon to the Selectmen as presented.

XII. ADJOURNMENT: **Motion by F. Rich seconded by D. Porter for adjournment at 8:41 PM carried unanimously.**

Respectfully Submitted, Dorothy Durst - Acting Recording Secretary *Dorothy Durst*

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.