

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, JANUARY 17, 2019 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1

**AGENDA
MINUTES**

Corrected 01/22/2019 - TL

I. MONTHLY MEETING AT 7:30 PM

a. Call to Order: J. Gordon (Chairman) called the meeting to order at 7:30 pm

b. Roll Call:

Members Present: J. Gordon, F. Rich, J. Adiletta, G. Dickinson, D. Durst, S. Blodgett, D. Morse, D. Porter (Alt), K. Ebbitt (Alt)

Members Excused: D. Young, J. Anastasi, D. Frederick (Alt)

Others Present: D. Fey (Sr. Regional Planner), T. Lajoie (ZEO), T. Lasota (Recording Secretary), John Navarro (Highway Facility Foreman)

II. DESIGNATION OF ALTERNATES: K. Ebbitt was seated.

III. CHAIR'S REPORT: J. Gordon thanked the Commission members and staff for their work.

D. Porter arrived at 7:32 pm and was seated.

IV. MINUTES

a. Regular Meeting: December 20, 2018:

J. Adiletta **MOTIONED** to **APPROVE** the Regular Meeting minutes of December 20, 2018 as presented with the following edits:

Page 2 in the 3rd full paragraph, correct the name "Linn" to "Lynn";

on page 6 in the last paragraph, remove that D. porter abstained;

and on page 8 in the 4th full paragraph, remove that D. Porter abstained.

D. Morse **SECONDED; MOTION CARRIED UNANIMOUSLY**

b. Special Meeting: January 3, 2019:

F. Rich **MOTIONED** to **APPROVE** the Special Meeting minutes of January 3, 2019 as presented with the following edits:

Page 1 agenda item III Seating of Alternates, remove G. Dickinson's name from the 2nd sentence.

K. Ebbitt **SECONDED; MOTION CARRIED UNANIMOUSLY**

V. CITIZENS' COMMENTS: NONE

VI. NON-RESIDENTIAL ZONING PERMIT: NONE

VII. NEW BUSINESS

a. 8-24 Review for bridge replacement

"To consider and act on a resolution regarding the approval pursuant to Section 8-24 of the Connecticut General Statutes of replacement of the Peake Brook Road bridge over Peake Brook (Bridge No. 169017), replacement of the Hopkins Road bridge over Stafford Brook (Bridge No. 169003), replacement of the Butts Road bridge over Peake Brook (Bridge No. 169018), and renovations to the County Road culvert bridge over Gravelly Brook, including a related increase

to the turning radii at the intersection of State Route 169 and County Road, and related work and improvements.”:

J. Gordon read the resolution into record:

“RESOLVED, that the Planning and Zoning Commission of the Town of Woodstock approves the following projects pursuant to the provisions of Section 8-24 of the General Statutes of Connecticut:

Replacement of the Peake Brook Road bridge over Peake Brook (Bridge No. 169017), replacement of the Hopkins Road bridge over Stafford Brook (Bridge No. 169003), replacement of the Butts Road bridge over Peake Brook (Bridge No. 169018), and renovations to the County Road culvert bridge over Gravelly Brook, including a related increase to the turning radii at the intersection of State Route 169 and County Road; and related work and improvements;

provided that the projects are subject to and shall comply with all applicable zoning, site plan, subdivision, inland wetland and other laws, regulations and permit approvals, and this resolution shall not be a determination that the projects are in compliance with any such applicable laws, regulations, or permit approvals.”

John Navarro gave a basic overview, noting that the 4 bridge projects were going to bond and 2 are currently in the bridge program; he also briefly discussed the renovations and construction features for the bridges.

G. Dickinson asked if the Peake Brook Road bridge would be widened; J. Navarro said all 4 bridges will be widened. D. Morse asked if there would be road closures while the work is being done; J. Navarro said there would be detours for Peake Brook, Butts Road, and Hopkins Road bridges would all have detours, and added Peake Brook and Butts Road would not be done at the same time since both are part of the detours for each other. K. Ebbitt asked when the work would be completed; J. Navarro said the whole project would take at least 4 years. S. Blodgett asked how much wider the bridges would be; J. Navarro replied they would be approximately 2 feet wider on either side. J. Adiletta and J. Navarro discussed the turning radii at the intersection of Route 169 and County Road, and the engineers that are currently being worked with; J. Navarro noted the projects will be bid out once the design is in place.

G. Dickinson **MOTIONED** to give a **FAVORABLE REVIEW** for the 8-24 review of the bridge replacement and bonding proposal; D. Durst **SECONDED; MOTION CARRIED UNANIMOUSLY**

VIII. UNFINISHED BUSINESS

a. #492-04-06 Brickyard Rd, Peter Minchoff – 14 lot open space subdivision – public improvements/calling bond and contractor:

D. Porter **RECUSED** himself from this agenda item.

J. Gordon and J. Navarro briefly talked about the work needed, and local contractors and pricing. Commission members discussed Design Professionals overseeing the work as they have already been involved and have done a review. J. Gordon said they could reach out to them asking that they continue to be involved in engineering oversight.

K. Ebbitt and J. Navarro discussed the list of work and standards, and the bid process.

J. Gordon talked about obtaining further legal advice making clear that any work done is not assumed ownership by the Town, and continued use of the former town attorney since he is already familiar with the process and status of this project.

D. Fey and J. Gordon talked about keeping the home owners up to date and what has and has not been done with the voiding of this subdivision.

F. Rich inquired about who makes the final decision regarding the work and the bids; J. Gordon, J. Navarro and the Commission members discussed, and J. Gordon said he would need to look into the Town's policies.

Commission members discussed the cost of the remaining work, and the remainder of the bond money. J Gordon said information would be gathered and made a part of the next meeting packet.

IX. ZEO REPORT:

J. Gordon requested that a copy of the report be emailed to the Commission members.

T. Lajoie said in the last 30 days there were mainly various complaints, but also one new home on Indian Spring Road, a storage shed on Corbin Road, and several wetlands complaints.

X. CITIZENS' COMMENTS: None

XI. BUDGET REVIEW AND BILLS: There were no bills to be reviewed at this time.

Agenda items **XI** and **XII** were reviewed and discussed as one item

XII. PROPOSED FY19-20 COMMISSION BUDGET:

J. Gordon referred to the information included in the packet handouts and talked about the FY19-20 budget and the current budget of \$5,000.00, also noting the legal fee line item which continues to be merged with the ZEO line item, and the untouched POCD funds which would be kept there for future use if needed.

J. Gordon said the PZC budget has been kept at a 0% increase for quite some time, but can keep the proposed budget the same. He felt it was important to mention to the Selectmen and the Finance Dept. that even though it is not technically in the PZC budget, there is an issue with the budgeting in general for the ZEO office for the work that is done which is still being budgeted at 6 hours per week. He went on to say there is a lot more work involved such as attending the meetings, which is important.

The Commission members discussed ZEO time, staff time and hours needed, and the budget needs for the fiscal year for the Planning and Zoning Commission.

D. Porter suggested that the Commission needs to go to the Board of Selectman and Board of Finance meetings as a group, noting that the entire Commission needs to be funded if rules and regulations are to be followed and enforced uniformly. J. Adiletta said the ZEO falls under the Board of Selectmen for budget planning; J. Gordon added they could suggest a number of reasonable hours needed for the work to be done.

D. Durst suggested adding a line item and number of hours to the proposed budget for ZEO

attendance at Planning and Zoning meetings, which would make a statement that the ZEO needs to be present at least at the regular monthly meetings. G. Dickinson agreed.

D. Fey was excused at 8:23 pm.

The Commission members discussed legal fees and accessibility to the Town attorney when input is needed regarding an application.

J. Gordon said he would speak with both the BOS and BOF and could request being added to their agenda.

D. Durst asked T. Lajoie if the IWWC had represented her time, including meeting hours, in their proposed budget; T. Lajoie confirmed that they did, and had also included a letter of support.

Commission members agreed that 8 hours monthly for meetings and preparation time should be added as a line item to the proposed budget, as well as keeping the \$2500.00 Staff - Overtime line item.

J. Adiletta **MOTIONED** to **APPROVE** the proposed Fiscal Year 19-20 PZC budget with changes discussed about the attendance of the ZEO at Commission meetings and preparation time for the meetings; D. Morse **SECONDED**. **MOTION CARRIED UNANIMOUSLY**

XIII. CORRESPONDENCE:

a. CT Land Use Law for Municipal Land Use Agencies, Education & Training – Wesleyan University, Middletown CT, Sat, Mar 23, 19, 8:30 to 4:30:

J. Gordon thought this was a good training session, those able to attend should contact T. Lajoie.
D. Durst pointed out typo in date which should be Mar. 23, 2019.

XVI. ADJOURNMENT:

F. Rich **MOTIONED** to **ADJOURN**; K. Ebbitt **SECONDED**; **MOTION CARRIED UNANIMOUSLY**.
The meeting was **ADJOURNED** at 8:37 pm.

Respectfully submitted by Terri Lasota, Recording Secretary

DISCLAIMER:

These minutes have not yet been approved by the Planning & Zoning Commission.
Please refer to next month's minutes for approval/amendments.