

WOODSTOCK PLANNING & ZONING COMMISSION
SPECIAL MONTHLY MEETING
THURSDAY, FEBRUARY 28, 2019 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1

MINUTES

I. MONTHLY MEETING AT 7:30 PM

- a. Call to Order:** J. Gordon (Chairman) called the meeting to order at 7:33 pm
- b. Roll Call:**
 - Present:** J. Gordon, F. Rich, J. Adiletta, S. Blodgett, D. Porter (Alt), G. Dickinson, D. Durst
 - Excused:** J. Anastasi, D. Young, D. Frederick (Alt), K. Ebbitt (Alt), D. Morse,
 - Others Present:** T. Lajoie (ZEO), D. Fey (Regional Planner), T. Lasota (Recording Secretary), Jason Beausoleil, and 1 other.
 - Noted for the Record:** Quorum

II. DESIGNATION OF ALTERNATES:

Doug Porter was seated.

III. CHAIR'S REPORT:

J. Gordon thanked everyone for their hard work and dedication.

- a. Zoning and Special Permits**
- b. New Business Permits**
- c. Land Use Fee Schedule**

J. Gordon briefly talked about work done in the previous year regarding Zoning Permit and Special Permit processes noting that this was on their list as something they planned to review in the future, along with reviewing handling of Business Permits and processes. J. Gordon along with D. Fey presented a draft proposal for improving the process of handling Non-residential Zoning Permits, Special Permits, and change of Business Permits.

J. Gordon also talked about the need to make decisions regarding the land use fee schedules and stated the last fee analysis was done in 2017. He commented the current fee schedule seemed to be working well and said another analysis would not be planned for this year unless the Commission members felt it was needed. J. Gordon and D. Fey agreed that they should review their past notes in case there were any items that needed to be changed, and if so they would need to go to a Town meeting.

J. Adiletta asked if the funds were being tracked for excesses or deficits over a 12 month period. J. Gordon replied this was currently not being done yearly but initially was done for a three year period and was found to be neutral, so a yearly review was not needed. The analysis in 2017 showed the same results.

D. Durst questioned if documents needed to be updated in regards to the changes made for the process of business applications and fees, as signs were to be included with the applications. J. Gordon said he and D. Fey would review their notes and if there were any changes of this type to be made it would be brought as a proposal to the Board of Selectmen and then a Town meeting would be required to change the ordinance. J. Gordon and the Commission members agreed to review the last Land Use fee analysis at the next PZC meeting.

IV. MINUTES

- a. Regular Meeting: January 17, 2019:**
- b. Special Meeting: February 7, 2019:**

F. Rich **MOTIONED** to **APPROVE** the Regular monthly meeting minutes of 01/17/2019, and the Special

Meeting minutes of 02/07/2019 as presented. J. Adiletta **SECONDED**.
MOTION CARRIED 6:0:1; D. Durst ABSTAINED

V. CITIZENS' COMMENTS: NONE

VI. NON-RESIDENTIAL ZONING PERMIT:

a. Mark Billings (Woodstock Road LLC), 112 Woodstock Road – Equipment storage for construction business:

T. Lajoie noted the applicant was currently out of state and could not be present for this meeting, but the building use was to be similar to its previous use which was contractor equipment storage.

J. Gordon confirmed with T. Lajoie that a sign was part of this application.

J. Adiletta **MOTIONED** to **APPROVE** the application as presented; G. Dickinson **SECONDED**;
MOTION PASSED UNANIMOUSLY

b. John Collins (Mohed LLC) Herbs of Light, 35 Route 171 – Herbal supplement wholesaler:

T. Lajoie said she met the applicant by accident and he didn't realize he needed a permit, but submitted one once it was brought to his attention. She added that a sign is part of his application, and Mr. Collins does Internet sales only and has no on-sight customers.

J. Gordon & F. Rich asked if the herb supplements being sold were of legal type; T. Lajoie noted the website herbsoflight.com for verification of the types of supplements being sold.

D. Porter **MOTIONED** to **APPROVE** the application as presented; G. Dickinson **SECONDED**. **MOTION PASSED UNANIMOUSLY**

c. Jamie Stearns (Rusty Relic II) 292 Rte 169 – Antique & gift shop:

T. Lajoie said this is a similar type of business as was there previously, and will be putting up a new sign. She noted the application was complete and paid.

Jason Beausoleil, representing the applicant who is his wife, said their popular store which was located in Coventry had outgrown its space so they decided to relocate in Woodstock. He explained the store's country nature was similar to the store that was previously in the 292 Route 169 location. He noted the previous business had left their sign and asked if he could paint over it for his business since it was dimensionally correct. J. Gordon noted he could discuss that with T. Lajoie, but a sign was part of this application.

J. Adiletta noted that J. Beausoleil should check with T. Lajoie about outdoor lighting if he intended to make any changes in that regard.

G. Dickinson **MOTIONED** to **APPROVE** the application as presented; J. Adiletta **SECONDED**.
MOTION PASSED UNANIMOUSLY

D. Durst commented on the subject of Non-Residential Zoning Permits; noting frequent scenarios (as with agenda item **VI.b**) where a permit applicant is shown a potential business location by a landlord and signs a lease, but then later the applicant finds there needs to be a zoning permit. She asked about the feasibility of sending a memo to all multi-tenant/non-residential use building landlords advising them to make their respective tenants aware of how to start a business in Woodstock and providing them with the related brochure. D. Durst felt the landlords were obligated to let their tenants know there is a procedure to follow when opening a new business in the town. T. Lajoie said she was willing to send the memos and pamphlets.

VII. NEW BUSINESS: None

VIII. UNFINISHED BUSINESS:

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

J. Gordon updated the Commission members on the process status noting they had wanted to look into the Town of Woodstock's General Contract Purchasing Policy, and needed to check with the former Town attorney regarding the process to follow, or who makes the decision to contract out for the work to be done.

The February 20, 2019 email reply from the attorney said the Town (Board of Selectmen) should be the contracting entity, not the PZC as a commission. J. Gordon went on to say the PZC Commission would specify the works that needs to be done and call the bond (which has already been done), and then it goes forward to the BOS, and noted that J. Navarro provided information about SAS Construction, Pinecroft Paving & Landscape, and Donny D's Custom Landscaping, to name a few.

J. Gordon said they would provide a list of items to be fixed to the BOS as per Design Professionals and the BOS would contract with someone to fix the noted items; Design Professionals would then make the final determination as to whether or not all of the work has been completed, and report back to the BOS.

D. Fey asked if the home owners had been informed; J. Gordon replied that he would be working with T. Lajoie to compose a letter and make sure the home owners have all of the information, but wanted to confirm the contracting and related processes first. He also noted the BOS keeping the homeowners informed regarding the contractors and timing of the work.

D. Durst asked if a letter will be sent to the First Selectman; J. Gordon confirmed that all of the formal documentation will be provided to the BOS, and added T. Lajoie will be tracking the process and will keep the PZC Commission updated.

b. Proposed Text Amendment re: Sign Regulations (all as one item)

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.

J. Adiletta raised a question regarding a definition for Free Standing Signs which was not currently in the regulations. D. Fey suggested the definitions book, which J. Gordon read is "any non movable sign not affixed to a building". The Commission members agreed with the book definition and agreed to add this definition to the regulations.

D. Porter **MOTIONED** to schedule the Public Hearing for the Sign Regulations Text Amendment Proposals for a Special Meeting on Thursday April 4, 2019 at 7:30 pm; J. Adiletta **SECONDED**.
MOTION PASSED UNANIMOUSLY

D. Fey will notify NECCOG regarding the public hearing.

D. Durst said she will be away on April 4th.

IX. ZEO REPORT:

T. Lajoie said she receives many calls from businesses that would like to come to Woodstock, and spoke with D. Fey regarding better ways to coordinate and provide the information they need. She added that it is helpful to have the potential applicants come before the PZC Commission for preliminary discussions to provide them with direction and guidance.

a. Permit and Enforcements Reports:

D. Durst inquired about the renewal of home occupation and change of sign/business name for Judith Lyon at 1115 Rt 169; T. Lajoie replied the home occupation has been there for many years and only the business name would be changing, and noted although she is only using a small portion of the building, if J. Lyon wanted to expand she would need to discuss with her first.

G. Dickinson questioned 89 Rt 169 regarding assistance with the return of a restaurant at the airport; T. Lajoie suggested there may have been a restaurant at the airport in previous years, and they may need to submit an application for a Special Permit.

G. Dickinson also questioned Hometown Self Storage wanting to enlarge; T. Lajoie and J. Gordon agreed that the zoning regulations define a cap on the size limits. T. Lajoie said she will be looking into this further.

J. Adiletta commented for the record that the ZEO Report information provided by T. Lajoie was a very helpful summary of the permits and inspections in keeping updated with what is happening in the Town.

D. Durst questioned item number 8 on the ZEO Report; T. Lajoie replied it was the vacant bank building on Rt 171 and the corner of Rt 169, adding an interested party wanted to locate a package store there. She added that since the Town ordinance doesn't allow for that it would require a petition and a Town meeting to allow a package store.

b. Update about Tree House Brewery Company, LLC:

J. Gordon noted for informational purposes that Tree House Brewery would not need to come to PZC for a permit, as they are only using the area for farming purposes and would not be doing retail sales. They are aware if their needs change in the future they may need to come before PZC.

c. Update about Crabtree and Evelyn property:

J. Gordon and T. Lajoie briefly discussed various interests in the Evelyn Crabtree property.

X. CITIZENS' COMMENTS: None

XI. BUDGET REVIEW AND BILLS:

J. Gordon said the BOS was currently working through the non-educational part of the municipal budget and reminded them that the PZC would like to provide some input, and will follow up with the BOS. IWWA has also been active in that regard.

F. Rich and D. Porter briefly talked about the BOS meeting that was held at 4pm on 02/27/2019; D. Porter noted the meeting was not listed on the Town website, and felt the PZC should have the ability to voice opinions and be involved in regards to decisions with personnel for ZEO and IWWA. D. Porter added that T. Lajoie was doing an excellent job but he was surprised that the BOS seem to be going in a different direction, and the Commission should be aware of this.

J. Gordon commented that the Town encouraged and paid for T. Lajoie to obtain her designation, and she is doing the work, but the situation created in this fiscal year is not working. He added that he was not aware of the meeting on the 21st, and could not attend the meeting on the 27th due to prior commitments, but it has been difficult to get the BOS to discuss anything. J. Gordon said he will follow up with the BOS.

F. Rich talked about the farm exemptions that were supposed to be approved every 5 years and not done.

XII. CORRESPONDENCE:

J. Gordon referred to the correspondences in the Commission members handouts for them to read at their convenience, and mentioned the annual "Know Your Local Government" brochure available in the Town Clerk's Office. He also noted the annual Connecticut Federation of Planning and Zoning Agencies March 28th meeting at the Aqua Turf.

XVI. ADJOURNMENT:

F. Rich **MOTIONED** to **ADJOURN**; J. Adiletta **SECONDED. MOTION PASSED UNANIMOUSLY.**
The meeting was **ADJOURNED** at 8:36 pm.