

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, MARCH 21, 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 (Chair) called the meeting to order at 7:32 pm
- b. Roll Call:**
 - Present:** J. Gordon, J. Adiletta, G. Dickinson, D. Durst, S. Blodgett, D. Morse
 - *Absent:** D. Young, F. Rich, J. Anastasi, K. Ebbitt (Alt), D. Porter (Alt)
 - * J. Gordon noted these members contacted him regarding their unavailability to attend.*
 - Absent:** D. Frederick (Alt)
 - Noted for the Record:** Quorum
 - Others Present:** D. Fey, T. Lajoie, T. Lasota, D. Hancock, and 1 other.

II. DESIGNATION OF ALTERNATES: None

III. CHAIR'S REPORT:

J. Gordon thanked everyone for their team work and dedication, and noted his report will be provided in agenda item #VII.c/d

IV. MINUTES

- a. Regular Meeting: February 28, 2019:**
 - G. Dickinson **MOTIONED** to **APPROVE** the 02/28/2019 Special Meeting Minutes as presented;
 - J. Adiletta **SECONDED**; **MOTION CARRIED 5:0:1**; D. Morse **ABSTAINED**

V. CITIZENS' COMMENTS: None

VI. NON-RESIDENTIAL ZONING PERMIT

- a. Jamie Stearns (Rusty Relic II) 292 Rte 169 – Antique & gift shop (Moving into Mrs. Bridge's Pantry building for second Woodstock location):**

T. Lajoie provided a brief summary noting the applicant will have 2 stores in same complex, and there is no sign application.

J. Adiletta **MOTIONED** to **APPROVE** the non-residential zoning permit application as presented;
G. Dickinson **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

- b. Expressions Music Studio, 9 Beeches Lane – Music Lessons (New business):**

T. Lajoie said this was a new business going into this location, they will replace the existing sign, and a sign permit is included in this application.

J. Adiletta **MOTIONED** to **APPROVE** the non-residential zoning permit application as presented;
D. Morse **SECONDED**;

D. Durst requested research to determine if the applicant had entered into the lease prior to the permit request;

J. Gordon questioned the application's "Property Owner's Approval" which was marked with an "X" and notated as "On File"; T. Lajoie said the property owner had been in the hospital and the

information was in the file.

MOTION CARRIED UNANIMOUSLY

VII. NEW BUSINESS

a. Land Use Fee Schedule and Ordinance review:

J. Gordon talked about the proposed changes which had been approved by the PZC earlier in 2018; he noted the changes were forwarded to the Board of Selectmen, but no Town meeting had been scheduled. As a refresher, J. Gordon provided a copy of the proposed changes that the Commission has approved; he also noted the inclusion of a reduction or waiver of fees, which because it is not in the current ordinance, must go to the BOS for approval. D. Fey had also included ways to streamline this process. It was reiterated that none of the proposed changes are effective as they are not yet in the Town ordinance.

D. Durst asked if adjustments needed to be made to the proposed changes now that the sign application is combined into the permit; J. Gordon believed that was already part of the changes made but said he would check into this. He added that it can be made clear that if doing a sign permit with a non-residential zoning permit or special permit, the sign permit fee would not apply.

D. Durst suggested having these proposed changes on the Town's referendum agenda. J. Gordon said he will add the Land Use Fee Schedule and Ordinance review to the PZC's next agenda and asked the Commission members to review the proposed changes and forward to him any clarifications needed or items that were perhaps missed.

b. Process of Zoning, Special and New Business Permits (Article V. Permit Requirements):

J. Gordon commented the idea was to streamline this process without weakening the intent of the regulations for non-residential zoning permits and special permits, in a similar way that the Commission had streamlined the subdivision permit process.

J. Gordon said this is not a part of the decision-making process criteria, it only streamlines the application itself - what items are definitely needed, what items may be needed, and what items may be needed upon PZC request. Also, regarding change of business or new businesses coming into Woodstock, can some of these items become staff approval per the regulations.

J. Adiletta said he was concerned with some of the changes; J. Gordon replied this item could be addressed in the May special meeting. J. Gordon noted that it will soon also need to be determined what item or items on the strategic plan should be next to address. The Commission members agreed to take up these items at its Special Meeting in May.

J. Gordon reordered agenda item X Citizen's Comments ahead of items VII.c and combined items VII.c and VII.d as all were related items.

c. ZEO and Regional Planner Offices:

d. Proposed Town Budget for FY19-20:

J. Gordon acknowledged T. Lajoie's last day with the Town of Woodstock and thanked her for her hard work and years of service. He said there will be no ZEO staff as of Monday and commented on his attempts for attention regarding the need for a ZEO as quickly as possible and mentioned Pomfret, CME, or NECCOG may be able to temporarily assist.

The regional planner is budgeted in the proposed budget and J. Gordon will be reaching out to John Filchak of NECCOG to verify the services will be continued. J. Gordon pointed out the ZEO budgeted hours has been increased from 6 hours weekly to 15 hours weekly; he also noted that it will be unacceptable to hamper the P&Z or ZEO work, or the ability for the public to obtain permits. G. Dickinson asked who will be handling permit requests as of Monday March 25th, T. Lajoie said all calls should be going to the BOS executive secretary.

J. Gordon said he told the Board of Selectmen there needs to be improved communication & coordination between the PZC and BOS; he commented that on Monday he would be checking in with the Executive secretary to determine where things stand with any items that have come in, Mr. Hancock's complaint, and where the ZEO position stands at this point.

D. Durst asked when this topic is moved forward on Monday if Mr. Hancock's complaint could be approached as a public safety concern.

VIII. UNFINISHED BUSINESS:

D. Durst inquired about details for Town attorney training for this year; J. Gordon said it is unclear at this time as the agreement made had been with the previous attorney, but will reach out to the new attorney to see what could be worked out.

IX. ZEO REPORT:

T. Lajoie provided the zoning permit list; D. Durst questioned zoning compliance on 02/20/19 for 4 Jeans Court; T. Lajoie said ZEO verification of compliance was needed for a C/O to be issued.

J. Gordon questioned a pending item for 93 Barber Road; T. Lajoie replied this has not been pursued further.

J. Adiletta asked about the barn apartment on 1107 Rt. 198; T. Lajoie said the owner was supposed to build a house on the property, but never did – instead they built a barn and put the accessory apartment in prior to obtaining a permit.

X. CITIZENS' COMMENTS:

T. Lajoie stated her concern is that there will be no one in the ZEO position to follow up on this complaint in a timely manner, so suggested that David Hancock approach the PZC.

David Hancock shared his complaint regarding what he felt was an illegal business (not registered with the Town) on Brickyard Road in Woodstock, involving not only noise from heavy equipment, but also a pile of logs close to the road, and a 20 foot chair which has been lit up with Christmas decorations for almost a year. He felt the log pile was a traffic safety hazard, and the display depreciates the value of property of his home which he is trying to sell, as well as the surrounding properties.

J. Gordon said the complaint process normally goes through town hall, and the ZEO would investigate, but at this time the status of the office needs to be determined regarding how these types of issues will be handled until the ZEO position has been filled.

G. Dickinson asked Mr. Hancock if he tried talking to property owner; D. Hancock indicated he had not as that was not an option. J. Gordon asked if the 20 foot chair would be considered a structure; D. Fey noted that would depend on the actual footprint of the structure as per the zoning regulations. The Commission members discussed further. D. Hancock said the chair was approximately 5 feet from the road and showed pictures of the chair from his phone to the Commission members.

D. Fey said there was also a similar complaint when she was the previous ZEO, and the property owner claimed he was not running a business and was using the equipment to make lumber to build his own shed. D. Fey had informed him of the need for a permit if he was running his own business. G. Dickinson and Commission members briefly discussed setback limits; D. Durst noted for the record that per D. Fey there was a previous complaint investigated and there should be a file on this.

XI. BUDGET REVIEW AND BILLS: None

XII. CORRESPONDENCE

a. Affordable Housing Land Use Appeals List 2018:

The Commission members briefly discussed the letter from the State of CT Department of Housing, and the included list of towns and statistics.

XIII. ADJOURNMENT:

D. Morse **MOTIONED** to **ADJOURN**; S. Blodgett **SECONDED**;
MOTION CARRIED UNANIMOUSLY

The meeting was **ADJOURNED** at 8:35 pm