

**WOODSTOCK PLANNING & ZONING COMMISSION  
SPECIAL MEETING  
THURSDAY, May 2<sup>nd</sup>, 2019 7:30 PM  
WOODSTOCK TOWN HALL, MEETING ROOM 1**

**MINUTES**

**I. Call to Order:** J. Gordon called the meeting to order at 7:30 pm.

**II. Roll Call:**

**Members Present:** J. Gordon, D. Young, F. Rich, J. Adiletta, D. Durst, S. Blodgett, D. Morse

**Members Absent:** G. Dickinson, J. Anastasi, K. Ebbitt (Alt), D. Porter (Alt)

**Noted for the Record:** Quorum

**Others Present:** Attorney Rich Roberts, Delia Fey, Terri Lasota

**III. Seating of Alternates:** J. Marcott was seated

**IV. Chair's Report:**

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

**a. Interim ZEO/PZC Agent:**

J. Gordon talked about his meeting with Mike D'Amato of CME and First Selectman M. Alberts, noting the Town has signed a contract with CME Engineering to provide interim ZEO services until a permanent ZEO is hired. Mr. Gordon noted he and M. D'Amato had a good meeting; they reviewed the process, pending permits, zoning enforcement issues that need addressing, and pending ZBA issues. He also noted for the time being Mr. D'Amato will only handling 6 hours weekly of ZEO work and will not be doing inland wetlands agent work at this time, though more ZEO hours may be needed to handle the current backlog. The Finance Department has been made aware of this possibility.

D. Young asked if the commission meetings were considered part of the 6 hours weekly; J. Gordon said they were but there is an understanding of the likeliness of going over 6 hours due to the work backlog. He also said the goal is to have a ZEO hired by July 1, 2019, otherwise CMS's services will continue to be used.

J. Adiletta asked if M. D'Amato is qualified and certified to act as ZEO, and if the qualifications were notated in the related BOS meeting minutes; J. Gordon said Mr. D'Amato was interviewed in April and was discussed and voted on at the April 18, 2019 BOS meeting.

J. Adiletta asked if a ZEO is required to have State qualification; D. Fey said individual towns may have qualification guidelines as part of their job description, but it is not a necessarily a requirement to be certified.

J. Gordon confirmed with Attorney Roberts that since the contract has been approved by the BOS, once the PZC approves M. D'Amato as the ZEO the Town has legally address everything needed to begin making use of his services. R. Roberts added Mr. D'Amato is a certified ZEO and is also the president of the State Association.

J. Gordon said there was discussion with Mr. D'Amato regarding who would be handling clerical work; Brenda Cotnoir in the Selectmen's office will be assisting, as well as Cindy Bellarose who is the new Building Department Assistant, however C. Bellarose is not familiar with what the PZC does.

J. Adiletta **MOTIONED** to **APPOINT** Michael D'Amato as the Town's Interim Zoning Enforcement Officer and as the Commission's Agent; D. Durst **SECONDED**. **MOTION CARRIED UNANIMOUSLY.**

**b. Welcome New Alternate Member:**

J. Gordon welcomed and introduced the newest member of the PZC, Jeff Marcott. Mr. Marcott has been sworn in and will be serving the remainder of Duane Fredrick's term; Mr. Fredrick has officially resigned from the PZC.

**V. Discuss Proposed Text Amendments to Zoning Regulations Article V, Non-Residential Zoning Permits and Special Permits:**

J. Gordon referred to the subdivision application requirements, regarding what "shall" be required vs. what "may" be required for an application, and raised the question of what to do relative to residential vs. commercial permits and special permits. This 3 part draft proposal addresses what could be needed for: zoning permit application requirements, special permit application requirements, and change of use application requirements which could be simplified so staff can review and issue "Certificate of Location Permits".

J. Adiletta appreciated the consistency in formatting but was reluctant to have new proposed Section E Application for Zoning Permits items "a" and "b" of the draft initiated in the midst of transitioning to a new interim ZEO. J. Gordon suggested not including Section E while in this transition until a permanent ZEO has been hired.

S. Blodgett said the PZC's involvement in reviewing signs would help them to see if what they have enacted in the regulations is what was envisioned; J. Gordon noted this would change the current process and result in having to review all of the signs once a month, while currently they are only seen when they are a part of a non-residential use non-agricultural permit.

D. Durst agreed with J. Gordon's suggestion of placing all of proposed new language of Section E on hold; she also noted J. Adiletta's point in that the regulations do not allow an individual to get a zoning permit without coming before the PZC unless they are and agricultural or residential use. D. Durst also suggested modifying the current regulations regarding the approval or denial by the PZC of the agricultural and residential sign use so it is not an automatic office function. J. Gordon said that would result in addressing this type of business only on the third Thursday of each month at the regular PZC meetings.

D. Durst, J. Gordon and the Commission members further discussed placing Section E on hold. J. Gordon suggested placing on hold all proposed changes for Section E that are in red; D. Morse felt the regulations are streamlined and easy to follow, which is why they spent so much time revising the sign regulations and should not be changed for a temporary situation. He also felt it would be placing a burden on people who needed a sign.

J. Adiletta asked D. Fey about the number of sign permits that are requested. D. Fey said sign permits are mostly related to new business, but occasionally something new comes in and felt it was unnecessary to make someone wait for a meeting that only occurs once per month. J. Adiletta preferred having sign permits continue to come before the commission due to the number of questions people have regarding their signs; he also noted it didn't appear the number of permit requests would be a burden to the PZC.

J. Gordon again asked the Commission if they felt Section E should be put on hold or if they were comfortable with moving forward; F. Rich thought the proposal should be left as is. D. Young felt the definition of "agriculture" was too broad and misused, and should be better defined. J. Gordon noted this definition changed because the State had changed it by adding to it.

J. Gordon and Commission members discussed having all agricultural use permits and sign permits come

before PZC, and residential would remain in the hands of the ZEO. J. Gordon confirmed the Commission members agreed to put on hold all of the proposed changes in Section E that are in red, and the ZEO to deal with residential signs, while the PZC will handle agricultural and commercial.

J. Adiletta **MOTIONED** to propose a text amendment to current Zoning Regulations Article V, Section A, Subsection 5 so that the Commission, no the Zoning Enforcement Officer, may approve or deny Zoning Permit applications for agricultural uses and Sign Permits; S. Blodgett **SECONDED**;  
**MOTION CARRIED 5:3:0**; F. Rich, J Gordon, and D. Morse opposed.

D. Durst – **MOTIONED** to **ACCEPT** the text amendments to Zoning Regulations Chapter V as presented by proposal by J. Gordon and D. Fey, except not include any of the proposed changes as in Section E, but do include the proposed changes as per the passed motion noted immediately above and do include the provisions of the passed motion noted immediately below; J. Gordon **SECONDED**;

J. Adiletta questioned the strikeout under Section H Special Permit Requirements, item 3.h.xvi Locations of existing sidewalks, walk ways, and trails; D. Fey replied this is only proposed in subdivisions. J. Gordon said as per the Section H.3 description, these items are only required if relevant to the application or deemed necessary; J. Gordon, J. Adiletta, and S. Blodgett discussed and agreed item xvi as well as several others should not be stricken.

J. Adiletta questioned the strikeout under Section H.4 item a.10 “and notable historic and archeological areas”; D. Fey said this was done to keep this information out of the land records and protect these areas from intrusion in a discretionary manner. J. Gordon noted this was moved to last page of handout, Section H.4 item d.

J. Adiletta questioned the strikeout under Section H.4 item b.2, changing “20 percent” to “30 percent”; J. Gordon noted the change was to reflect the same change that was made in the subdivision regulations.

D. Durst asked D. Fey if required information for Section H.4 item d will be “off the record”. D. Fey noted the handling of sensitive information; J. Gordon directed the question to R. Roberts asking if there was a legal way to handle the information provided the PZC process is public. R. Roberts suggested asking the applicant to obtain confirmation from the State archeologist that the proposed work is not in a sensitive area.

D. Durst pointed out in Section H.4 item a.10 had read as– “and notable historic archeological areas” meaning the area is already publicly noted, and suggested to unstrike that phrase, as it should be historic or archeological but not sensitive enough to keep it from public view, such as a cemetery.

J. Adiletta **MOTIONED** to keep the following deleted in proposal by J. Gordon and D. Fey so that they are now part of the proposed text amendment (i.e., undelete the text that was proposed for deletion):

- Section H, Subsection 3, Part h, Item xvi;
- Section H, Subsection 3, Part h, Item 7;
- Section H, Subsection 3, Part h, Item xxv; and
- Section H, Subsection 4, Part a, item 10;

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

Primary **MOTION - MOTION CARRIED UNANIMOUSLY**

The PZC Commission members will receive a copy for review.

F. Rich **MOTIONED** to Schedule a Public Hearing on the updated proposed text amendment to Zoning Regulations V, as approved per the above motions, to be held on Thursday, June 20th, 2019, @ 8 PM in Town Hall; D. Young **SECONDED. MOTION CARRIED UNANIMOUSLY**

**VI. Adjourn:**

F. Rich **MOTIONED** to **ADJOURN**; D. Morse **SECONDED; MOTION CARRIED UNANIMOUSLY**  
The meeting was **ADJOURNED** at 9:02 pm

Respectfully submitted by Terri Lasota (Recording Secretary)

**DISCLAIMER:** These minutes have not yet been approved by the PZC.

Please refer to next month's minutes for approval/amendments.