

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MEETING
THURSDAY, January 16, 2020, 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM A

MINUTES

I. **MONTHLY MEETING AT 7:31 PM**

a) **Call to Order:** Jeffrey Gordon called the meeting to order at 7:31 pm.

b) **Roll Call:**

Members Present: Jeffrey Gordon, Frederick Rich, Joseph Adiletta, David Morse, Jeffrey Marcotte, Tim Young, Syd Blodgett, Mark Blackmer

Alternates Present: Nancy Fraser, Dwight Ryniewicz

Absent: Gail Dickinson, Doug Porter

Noted for Record: Quorum

Others Present: Tina Lajoie, Delia Fey, Atty. Rich Roberts, Members of the Public

II. **DESIGNATION OF ALTERNATES:** Nancy Fraser was seated.

III. **CHAIR'S REPORT:** Chairman Gordon thanked the commissioners and staff for their ongoing work with the Planning & Zoning Commission. The annual legal training session for PZC members with town attorney Rich Roberts is scheduled for February 6, 2020. This is in place of the special planning meeting. Members of the Zoning Board of Appeals and Inland Wetlands and Watercourses Agency were sent an invitation to attend.

IV. **MINUTES: Special Meetings of December 5, 2019 & December 19, 2019:** Joseph Adiletta recommended a bullet item on page 2 of the December 5th minutes be revised, as commercial and agricultural permits are incorrect terms. Special permits vs. zoning permits should clearly define how they are used relative to agricultural and non-agricultural uses.

Motion was made by David Morse, and **Seconded** by Frederick Rich, to approve the special meeting minutes of December 5, 2019 with the following revision—Page 2, 6th bullet, middle of page: replace “Clearly define commercial permits vs. agricultural permits” with “Clearly define special permits vs. zoning permits” and the December 19, 2019 special meeting minutes as presented. **The motion passed.**

V. **NON-RESIDENTIAL ZONING PERMITS:** None.

VI. **NEW BUSINESS: #636-01-20 – Designate Joy Road or a Portion Thereof as a Scenic Road; Desiree Kocis, 50 Joy Road:** Prior to the meeting, Chairman Gordon distributed a memorandum to Commission members relative to the scenic road application process, specifically the protocol relating to Town Ordinance: Ordinance Concerning the Designation of Scenic Roads. This Ordinance was also distributed to Commission members. Tina Lajoie confirmed that application #636-01-20 is complete. A public hearing will be required for this application.

Motion was made by Joseph Adiletta, and **Seconded** by Frederick Rich, to schedule a public hearing for application #636-01-20 – Designate Joy Road or a Portion Thereof as a Scenic Road – for Thursday, February 20, 2020, at 7:45 pm, at the Town Hall. **The motion passed.**

VII. **UNFINISHED BUSINESS: #492-04-06 – Minchoff Subdivision, Brickyard Road – Release of Bond:** Chairman Gordon referenced correspondence associated with application #492-04-06, which members of the Commission were aware of. Due to attorney/client privilege, the contents cannot be disclosed to the public.

Additionally, Dr. Gordon explained that this subdivision application expired due to lapse of time. The required public improvements were completed. In correspondence dated December 19, 2019, to Tina Lajoie, John Navarro confirmed that after inspection, Sig Swanberg from SAS Construction determined that the drainage had been installed according to the plan, and the width of the common driveway was a consistent 18 feet of processed gravel, but lack of maintenance beyond the second house and the overgrowth made it appear narrower. There are no further public improvements required.

In consult with Atty. Rich Roberts, it was offered that the bond can be released minus any fees to be paid because there is no legal basis to retain the bond other than any required work that was done. There is one outstanding invoice from SAS Construction totaling \$350.00. Mr. Rich asked if the issue regarding the open space was resolved. This will be looked into and Chairman Gordon will report back to the Commission.

Motion was made by Joseph Adiletta, and **Seconded** by David Morse, to release the bond after any town expenses have been extracted from the bond total. **The motion passed.**

VIII. PRELIMINARY DISCUSSION: None.

IX. ZEO REPORTS:

Permits, Enforcement: Ms. Lajoie provided a report to the commission members over the last month. She has an enforcement item on Yankee Sales relative to the light. A letter will be sent to the owner. She has a few more enforcements that do not require a letter that she is working on. The first Economic Development Committee meeting took place on January 6, 2020.

Office Update and Budget: Chairman Gordon referenced the PZC budget, a copy of which was distributed to Commission members prior to the meeting. There is \$18,438.65 in the POCD account. He referenced additional line items and shared that the ZEO hours will be added to the PZC budget. Thus \$37,440 will be included in the upcoming fiscal year budget, which represents 18 hours per week. Due to the recording secretary taking minutes for several other boards and commissions, it was recommended by the Treasurer that the funds currently in the PZC budget for this purpose be placed in the BOS budget.

Motion was made by David Morse, and **Seconded** by Frederick Rich, to accept the proposed FY20-21 budget as presented. **The motion passed.**

X. CITIZENS' COMMENTS: None.

XI. CORRESPONDENCE: Delia Fey will be distributing via email PZC information packets to all Commission members. She asked that those members who would prefer a hard copy, respond to her email indicating same.

Frederick Rich asked Ms. Lajoie if she was aware of trees being cut down along Pulpit Rock Road. He had heard that they are larger than the standard size allowed for cutting. She was unaware and will investigate and report back to the Commission.

XII. ADJOURNMENT: **Motion** was made by Frederick Rich, and **Seconded** by Joseph Adiletta, to adjourn. **The motion passed.** The meeting adjourned at 8:08 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary.

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

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