

**WOODSTOCK PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**Thursday, June 18, 2020 – 7:30 PM**  
**ZOOM Online**

In accordance with Governor Lamont's Executive Order and social distancing guidelines recommended by the CDC in response to COVID-19, members of the Planning & Zoning Commission participated in the meeting via ZOOM online.

**MINUTES**

**I. MONTHLY MEETING AT 7:30 PM:**

a) **Call to Order:** Jeffrey Gordon called the meeting to order at 7:34 pm.

b) **Roll Call:**

**Members Present:** Jeffrey Gordon, Frederick Rich, David Morse, Jeffrey Marcotte, Syd Blodgett, Gail Dickinson, Joseph Adiletta, Timothy Young

**Alternates Present:** Dwight Ryniewicz

**Absent:** Mark Blackmer, Doug Porter, Nancy Fraser

**Noted for Record:** Quorum

**Others Present:** Delia Fey, Members of the Public

**II. MEETING RULES AND GUIDE:** Chairman Gordon briefly reviewed the rules and regulations associated with the Governor's Executive Orders relative to conducting meetings during COVID-19. Dr. Gordon noted there would be changes to agenda items, which he would detail during the meeting. Commissioners were notified of these changes prior to the meeting.

**III. DESIGNATION OF ALTERNATES:** Dwight Ryniewicz was seated.

**IV. CHAIR'S REPORT:** Chairman Gordon thanked the Commissioners and staff for their ongoing work with the Planning & Zoning Commission. Dr. Gordon recommended Commissioners pick up their meeting packets at the town hall for the next scheduled meeting due to delays with mail delivery.

**V. CITIZENS' COMMENTS:** None.

**VI. MEETING MINUTES:**

a) **May 21, 2020 Regular Meeting**

b) **June 4, 2020 Executive Session and Special Meeting**

**Motion** was made by Gail Dickinson, and **Seconded** by David Morse, to **Approve** the May 21, 2020 Regular Meeting Minutes and June 4, 2020 Executive Session and Special Meeting Minutes as presented. **Motion passed unanimously.**

**VII. NEW BUSINESS:**

a. **#541-06-07M GCS Land Development Corp. – Previously approved 14-lot subdivision on Route 198 – Request for Voiding of Subdivision Approval and Release of Bond once Mylars are Filed**

Chairman Gordon stated the town attorney was consulted and recommended the following wording be used should the release of the two bonds be approved. The release of the bonds would be contingent upon filing of the following:

1. A mylar showing the property combined back into one parcel, with a notation that the purpose of the map is to rescind the subdivision shown on Map 2151; and
2. A deed conveying the property to GCS Land Development Corporation which deed contains a statement that the purpose of the deed is to rescind the subdivision and relinquish any rights granted pursuant to such subdivision approval.

Dr. Gordon referenced a memorandum from Delia Fey identifying the two bond amounts as of June 11, 2020 of \$5,098.03 and \$19,978.21.

George Schober of GCS Land Development Corporation requested the bonds be released contingent upon meeting the two requirements noted above. He confirmed that approximately 35 acres was deeded to New Roxbury Land Trust. He will be combining 14 lots, which is slightly more than 30 acres.

**Motion** was made by Joseph Adiletta, and **Seconded** by David Morse, to **Accept** the request as presented with the conditions as stated above. **Motion passed unanimously.**

**b. #SP641-06-25 – 599 Route 169 – Rusty Relic mixed use (retail store and residential uses) – Schedule a Public Hearing**

Chairman Gordon stated this agenda item is a special permit application for retail store and residential uses. David Morse recused himself from this agenda item.

Dr. Gordon reported that based on counsel from the town attorney, the Commission cannot schedule the opening of a public hearing during this meeting due to further due diligence and review by the Commission. Specifically, whether there are any existing provisions of the current non-conforming use and structure do the regulations allow a new special permit use to go into a non-conforming structure that contained a different use. He further noted that some documents were unable to be posted to the town website within the required 24-hour timeframe.

Chairman Gordon suggested scheduling this item during a future meeting for the purposes of discussing the non-conforming zoning issue without a public hearing.

**Motion** was made by Joseph Adiletta, and **Seconded** by Gail Dickinson, to **Extend** the time to schedule the public hearing, with the zoning matter discussion to occur during the July 2, 2020 meeting. **Motion passed unanimously.**

John Guskowski, Planner for CME/CHA, was in attendance on behalf of the applicant. Mr. Guskowski appealed to the Commission to resolve the issue during this meeting and requested a reduction in the fee because they believe an incorrect fee was applied to the application at time of receipt. Chairman Gordon stated the Commission was advised to not resolve the matter during this meeting. Additionally, the Commission does not have the authority to refund fees. However, the matter can be discussed with ZEO Tina Lajoie and the Treasurer.

**VIII. NON-RESIDENTIAL:**

**a. Chamberlin Mill (Jean McClellan), 286 Old Turnpike Road – Proposed deck and shed roof structure on same footprint**

Chairman Gordon stated the above-referenced application was complete and the fees have been paid. It was noted that Tina Lajoie had reviewed the application and did not have any concerns from a ZEO point of view. Jean McClellan shared the purpose of the project and the history of the original shed.

**Motion** was made by Dwight Ryniewicz, and **Seconded** by Joseph Adiletta, to **Approve** the application as presented. **Motion passed unanimously.**

Mr. Ryniewicz and other Commission members shared their support of the Chamberlin Mill project.

**IX. PUBLIC HEARING CANCELLED TO BE RESCHEDULED BY VOTE OF THE COMMISSION**

- a. **#SP640-04-24 ND Swadia, LLC, dba Woodstock Country Store – Special Permit Modification to #SP396-98-02 at 1484 Route 171 – Proposed Woodstock Country Store & Gas Station w/apartment below.**

This agenda item was cancelled due to public hearing signage not being posted within the required time frame per state statute. Chairman Gordon also reminded the applicant that all supporting documents need to be submitted to the ZEO Office within the required time frame to stay within the statute for mailing purposes.

**Motion** was made by David Morse, and **Seconded** by Dwight Ryniewicz, to **Reschedule** the public hearing for July 16, 2020 at 7:45 pm. **Motion passed unanimously.**

Delia Fey clarified the sequence of approval by other groups, specifically IWWA and DEEP. She stated the Planning & Zoning Commission awaits a decision from the Inland Wetlands & Watercourses Agency. She was unsure about the DEEP approval process and whether its decision would need to be received prior to PZC rendering a decision. It was decided to seek counsel from Atty. Roberts regarding the sequence of approval protocol.

Chairman Gordon noted for the record that due to technical difficulties, Timothy Young's votes on the meeting minutes, the bond release, and the Rusty Relic agenda items were not able to be received and recorded during the meeting.

**X. ZEO REPORTS:**

- a. **Office Update:** Chairman Gordon stated that Ms. Lajoie will have three additional hours added to her weekly schedule to be used for PZC matters.
- b. **Permits**
- c. **Enforcement**

Chairman Gordon stated that the ZEO Report on permits and enforcement was distributed to Commission members prior to the meeting. Questions can be directed to Ms. Lajoie.

**XI. CITIZENS' COMMENTS:** None.

**XII. BUDGET REVIEW AND BILLS**

- a. **Bills to be Paid:** None.
- b. **Treasurer's Report:** The Treasurer's Report was included in the meeting packet for informational purposes.

**XIII. CORRESPONDENCE:** None.

**XIV. ADJOURNMENT:** **Motion** was made by David Morse, and **Seconded** by Gail Dickinson, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:25 pm.

The recording of this meeting can be found here: [https://youtu.be/OH\\_nj0t5b1g](https://youtu.be/OH_nj0t5b1g)

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.