

**WOODSTOCK PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**Thursday, August 20, 2020 – 7:30 PM**  
**ZOOM Online**

In accordance with Governor Lamont's Executive Orders 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 7:39 pm.

b) **Roll Call:**

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

**Alternates Present:** Dwight Ryniewicz, Nancy Fraser, Doug Porter

**Absent:** None

**Noted for Record:** Quorum

**Others Present:** Tina Lajoie, Delia Fey, Atty. Rich Roberts, 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 via Zoom Online during COVID-19. He shared the protocol relative to seating alternates.

**III. DESIGNATION OF ALTERNATES:** None.

**IV. CHAIR'S REPORT:** Chairman Gordon thanked the Commissioners and staff for their ongoing work with the Planning & Zoning Commission.

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

**VI. MEETING MINUTES:**

a) July 16, 2020 Regular Meeting

**Motion** was made by David Morse, and **Seconded** by Joseph Adiletta, to **Approve** the July 16, 2020 Regular Meeting minutes with the following revision:

Page 4; 3rd paragraph – Change statement: "The public hearing was closed" to "The public hearing was continued."

Gail Dickinson and Timothy Young noted for the record that although they were not present for the July 16 meeting, they viewed the meeting via Zoom online and are comfortable voting on the minutes.

**The motion passed with one abstention by Mark Blackmer.**

**VII. NON-RESIDENTIAL:**

a) Northeast Placement Services, Inc. – 312 Route 169 – Map 5779, Block 64, Log 19G – Expansion of Existing Use

ZEO Tina Lajoie confirmed that fees have been paid and the application is complete.

Commissioner Adiletta asked if the applicant was proposing any additional lighting or signage. The applicant shared that the lighting on the existing property will be maintained as is, and there are no plans for any additional signage.

**Motion** was made by Joseph Adiletta, and **Seconded** by Gail Dickinson, to **Approve** the application for Northeast Placement Services, Inc. – 312 Route 169 – Map 5779, Block 64, Log 19G – Expansion of Existing Use as presented. **The motion passed unanimously.**

#### **VIII: NEW BUSINESS:**

- a) #643-06-27 Maplesouth Realty Trust, 11 Senexet Road – 3 lot subdivision (minor)

Chairman Gordon shared the subdivision application is being reviewed using the current regulations and designated as a minor subdivision in the regulations, which does not require a public hearing. Dr. Gordon shared supporting documents that were received for this application.

On behalf of the application, David Held confirmed that notification to abutters and those residents within 500 feet of the proposed property did not occur. Mr. Held referenced Executive Order 71—#19, which indicates a sign or email notification could replace the certified mail process required due to COVID-19 circumstances. Town Atty. Rich Roberts reviewed the Executive Order and confirmed that this would satisfy the regulations provided the signage used followed the specific guidelines in the Executive Order.

Delia Fey stated that an E&S Control Bond was provided by David Held in the amount of \$2,721.00 broken down per lot as follows: Lot 1: \$471.00; Lot 2: \$645.00; Lot 3: \$1,605.00.

Mr. Held stated that the project consists of three lots, one of which includes an existing single-family dwelling on the property. The Inland Wetlands and Watercourses Agency issued a finding of non-jurisdiction due to no wetlands on the site. Each lot will be serviced by an individual well and septic system. The subdivision has been reviewed and approved by the NDDH.

Mr. Held confirmed that all lots are within the town of Woodstock. He further clarified the use of primary septic fields versus reserve septic fields.

**Motion** was made by Joseph Adiletta, and **Seconded** by David Morse, to **Approve** #643-06-27 Maplesouth Realty Trust, 11 Senexet Road – 3 lot subdivision (minor) as presented, which includes the E&S Control Bond totaling \$2,721.00 broken down among the three lots as follows: Lot 1: \$471.00; Lot 2: \$645.00; Lot 3: \$1,605.00. **The motion passed unanimously.**

#### **IX. PUBLIC HEARING – 7:45 pm:**

- 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 with apartment below – Request for Continuation to Thursday, August 27, 2020

Chairman Gordon stated the Commission received an initial request to continue the public hearing to August 27, 2020. A subsequent request was received to continue the public hearing to September 17, 2020.

Dr. Gordon stated three Commissioners were not in attendance during the start of the public hearing on July 16, 2020. Of the three Commissioners, Gail Dickinson and Timothy Young viewed the July 16 meeting via Zoom online; Mark Blackmer was unable to view the meeting. He further noted that all alternates were seated for the July 16 meeting. Chairman Gordon shared the Commission's practice regarding Commissioners who are not present for public hearings and alternates being seated. Atty. Rich Roberts offered his opinion on the matter as well.

Nancy Fraser was seated as a result of Mark Blackmer being unable to view the July 16 meeting.

**Motion** was made by Joseph Adiletta, and **Seconded** by Timothy Young, to **Continue** the public hearing for #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 with apartment below to the Planning & Zoning regular meeting on September 17, 2020 at 7:45 pm. **The motion passed unanimously.**

- b) #SP641-06-25 – 599 Route 169, Rusty Relic mixed use (retail store and residential uses)

Chairman Gordon stated that this is a public hearing.

Nancy Fraser and David Morse recused themselves from this agenda item. As a result, Doug Porter was seated in replace of David Morse.

Dr. Gordon reviewed the protocol and procedures required relative to public hearings. Representing the applicant, John Guskowski with CHA confirmed that the property abutters have been notified via mail. Signs indicating notice of the public hearing were posted on both streets. Delia Fey confirmed that fees have been paid and the file is complete. Chairman Gordon referenced several supporting documents that were posted on the town's website and provided to Commissioners. Of note was Delia Fey's letter dated August 9, 2020 was not included in the meeting packets and not posted on the town's website. Additionally, Pete Parent informed the Commission that there is an updated set of plans and maps dated August 10, 2020 that Commissioners did not receive and that were not posted on the town's website. Dr. Gordon informed everyone that because these documents were not available for tonight's meeting, the public hearing would need to be continued so that Commissioners can receive the documents and the documents can be made available to the public. Dr. Gordon cautioned about too much discussion surrounding documents not available to Commissioners and the public. He attempted to receive a copy of the July 22, 2020 Historic District Commission minutes, but they have yet to be received by the Town Clerk's office.

Mr. Guskowski stated the applicant has not received formal notification from the Historic District Commission of the denial of certificate of appropriateness that should detail the reason for denial per their bylaws. The applicants are currently business owners in South Woodstock and have a second location in Coventry, CT. It is their desire to consolidate and find a facility to own and control and be a part of the Woodstock community.

Mr. Guskowski shared the proposed changes to the property and site improvements to be completed. The ground floor of the property will be for retail use, and the barn will be used for storage and potential overflow display for the retail operation. The upper level of the home will be used as a rental apartment. No site lighting changes will be made at this point. The current lighting will be maintained. The current sign being used at the South Woodstock location will be moved to the new location on private property with no illumination. Applicant Jamie Beausoleil confirmed the hours of operation, which are Thursday-Saturday, from 11 am to 5 pm and Sunday from 11 am to 4 pm.

The applicants shared their desire to move their business to the new Woodstock location and thanked the Commission for their consideration.

Mr. Guskowski responded to questions from Commission members. It was recommended CHA review commercial standards relative to parking and retail facilities and to clarify the apparent discrepancy in the number of parking spaces proposed vs. what the traffic study indicates during peak hours. There was concern with the removal of the sidewalk. Commission members agreed to send the revised site plans to Design Professionals for review. It was suggested Design Professionals note the proposed storm water work in the front yard of the property.

Mr. Parent confirmed the proposed E&S Control Bond is \$12,100.00.

Chairman Gordon opened the meeting to public comments.

Jean McClellan shared concern regarding the modified parking proposal and suggested the DPH public water screening information be considered. Frank Olah shared concern regarding the potential changes in hours of operation and lighting in the future.

**Motion** was made by Doug Porter, and **Seconded** by Syd Blodgett, to **Continue** the public hearing for #SP641-06-25 – 599 Route 169, Rusty Relic mixed use (retail store and residential uses) to September 24, 2020 at 7:45 pm. **The motion passed unanimously.**

**Motion** was made by Frederick Rich, and **Seconded** by Joseph Adiletta, to **Cancel** the scheduled meeting for September 3, 2020. David Morse was seated for this vote, but due to technical difficulties, his vote was unable to be received. **The motion passed.**

**X. OLD BUSINESS:**

- a) #SP641-06-25 – 599 Route 169, Rusty Relic mixed use (retail store and residential uses)

No action was taken on this item due to the public hearing mentioned above being continued to September 24, 2020.

**XI. ZEO REPORTS:**

- a) Office Update: Chairman Gordon shared the ZEO's hours and mileage, along with Land Use Administrative Assistant hours are deducted from the P&Z budget.
- b) Permits: The ZEO Report was provided and included several permits that have been granted.
- c) Enforcement: Ms. Lajoie continues to work on enforcement matters as time allows. An update will be provided as cases become complete.

**XII. CITIZENS' COMMENTS:** None.

**XIII. BUDGET REVIEW AND BILLS:** The P&Z budget for FY 2020-21 was provided in the meeting packets.

**XIV. CORRESPONDENCE:** None.

**XV. ADJOURNMENT:** **Motion** was made by Frederick Rich, and **Seconded** by Timothy Young, to adjourn. **The motion passed.** David Morse was seated for this vote, but due to technical difficulties, his vote was unable to be received. The meeting adjourned at 10:05 pm.

The recording of this meeting can be found here: <https://youtu.be/5r2P4d0kE4Q>

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.