

WOODSTOCK PLANNING & ZONING COMMISSION
SPECIAL MEETING
Thursday, October 1, 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 7:34 pm.

b) Roll Call:

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

Alternates Present: Dwight Ryniewicz, Nancy Fraser, Doug Porter

Absent:

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 Order relative to conducting meetings via Zoom Online during COVID-19.

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. He reminded Commissioners of the regular business meeting on October 15, 2020, which will have a continuation of the public hearing for 599 Route 169. He also shared the issue with meeting packets sometimes not being received in time for meetings even though they have been mailed well in advance. He suggested considering picking packets up at the Town Hall by contacting Tina Lajoie a head of time.

VI. 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

Chairman Gordon opened the continuation of the public hearing. Dr. Gordon explained the Commission is following provisions of the Zoning Regulations regarding modifications to special permits. He noted for the record that documentation being reviewed during this meeting were documents submitted by the applicant/applicant's representative(s), before 4:30 pm on September 21, 2020 and submitted by members of the public before 4:30 pm on September 28, 2020. Any documentation received after would not be included in tonight's meeting. Dr. Gordon shared for the record multiple documents received within the deadline. He reminded the applicant/applicant's representative(s), to refrain from referencing documents not in the Commission's possession or not yet received by the Commission because it would not be fair to Commissioners, Staff, and the public who do not have such documents or who have been able to review such documents.

Chairman Gordon invited the applicant/applicant's representative(s) to speak. There were no responses after providing adequate time to acknowledge and identify responses. Dr. Gordon stated that this meeting was scheduled at the request of the applicant/applicant's representative(s).

Chairman Gordon reported on documentation that was previously requested but has not been received from the applicant or the applicant's representative(s), as well as other documents requested or required.

- The proposed site plan has revision dates of 06/03/2020, other than sheets C2.2 and C4.1, which have revision dates of 08/10/2020. Any and all subsequent revision to any and all of the sheets are needed. Large print out copies for each Commissioner and Staff are requested. Sheets C2.2 and C4.1 can have large copies printed as well.
- Revised lighting plan.
- Page 4 of 4 of the Design Review Comment and Resolution Form dated 6/5/2020. At the 07/16/2020 meeting, the Commission had requested page 4 of 4 be provided.
- Status update on new Department of Transportation review and any approval.
- All waiver requests in writing. At the 07/16/2020 meeting, Bertin Engineering stated to the Commission that there was no waiver request for lighting standards.
- Clarification if there is an updated Storm Drainage Analysis since one is dated 7/6/2020, but the 7/13/2020 Design Review and Comment Resolution Form Page 1 of 1 references an attached report dated 7/13/2020. Page 1 of 1 of the 7/13/2020 Design Review Comment and Resolution Form references in the column titled "RESPONSE" an "Attached Report dated July 13, 2020." This may be in reference to a report/email that was sent to the IWWA.
- A more detailed Traffic Study.
- The IWWA approval letter issued to ND Swadia.
- Any additional documents from the applicant or applicant's representative(s), Staff, and Design Professionals, including but not limited to reports from the Town Highway Foreman and the Fire Marshall and any updated reviews/reports from Design Professionals.

Chairman Gordon stated the timing allowed to conduct the public hearing and post public hearing deliberation and decision for this application is being tracked. Based on extensions and in following the Governor's Executive Orders, there are 39 days remaining on this application using time allowed by the Governor's executive orders. There are otherwise 43 days remaining as allowed by the C.G.S. He noted for the record that if time were to run out and the Commission were not to have complete information as requested and as required, then the Commission might deny the application on procedural grounds, but he stated that this is a possibility and thus he encouraged and highlighted the timely receipt of required and requested documents to have during the public hearing..

Chairman Gordon again invited the applicant or applicant's representative(s) to speak. It was determined that the applicant and the applicant's representative(s) were not present. He asked Staff if they knew why this was the case. Staff stated they had not heard as to why the applicant and/or the applicant's representative(s) were not present. Dr. Gordon asked Town Attorney Rich Roberts if the Commission could proceed with the rest of the public hearing. Attorney Roberts stated yes.

Dr. Gordon opened comments/questions to Commissioners.

Commissioner Adiletta asked for clarification in the number of parking spaces with supporting drawings. He recommended the lighting portion be broken into three categories by hours of operation: gas station service; the store itself; and security hours. Last, considering public comments received to-date, he offered the applicant consider reducing the scale of pump operations to two pumps which would service four cars.

Commissioner Blodgett asked for clarification on the breakdown of proposed use with the 1,406 sq. ft. dwelling unit, which is located on the bottom floor. With concern about potential traffic accidents, he asked the applicant to respond to whether the access to Barlow Cemetery Road is necessary or integral to the success of the business. He further commented on the possibility of swapping the septic system and gas pumps to potentially benefit the applicant and address concerns voiced by the public.

Chairman Gordon noted that at the July 16 meeting, there was discussion about lighting since the current lighting proposal does not conform with the Commission's rules and regulations. He requested the applicant provide a revised lighting plan that is compliant with PZC regulations. At the July 16, 2020 meeting, there was discussion about how long before and how long after the operation of the store/gas pumps would lighting remain on and at what intensity, taking into account lighting requested for safety reasons. Bertin Engineering stated to the Commission at that time that plans would be revised. He noted that the Traffic Assessment dated 06/05/2020 was discussed by the Commission at the 07/16/2020 meeting. The Commission, the First Selectman, Design Professionals, and the NECCOG Senior Regional Planner all requested that a traffic study be done. At the 07/16/2020 meeting, Bertin Engineering stated to the Commission that there was to be an updated traffic engineer report provided to the Commission.

Chairman Gordon referenced the protocol for receiving public comments during the public hearing and welcomed comments from the public. Mark Adamac offered comments and stated he was firmly in favor of the project. He stated that he is an employee of the Woodstock Country Store. He referenced a petition he had submitted to the Commission. He offered to speak with the applicant to inform the applicant of what was discussed during this meeting. Dr. Gordon stated that town Staff would contact the applicant and/or the applicant's representative(s).

Commissioner Gail Dickinson shared it would be challenging to receive comments from the public since the applicant and applicant's representative(s) were not present for the meeting. Dr. Gordon stated that additionally it would be challenging for the Commission, for Staff, and for the public because of requested and required documents not being available.

Motion was made by Gail Dickinson, 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 Thursday, November 5, 2020, at 7:45 pm. **The motion passed unanimously.**

VII. OLD BUSINESS:

- 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

There was no discussion on this item due to the public hearing being continued.

VIII. ADJOURNMENT: **Motion** was made by Frederick Rich, and **Seconded** by Gail Dickinson, to adjourn. **The motion passed unanimously.** The meeting adjourned at 8:32 pm.

The recording of this meeting can be found here: <https://youtu.be/8Stih-wtWwY>

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.