

WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MEETING
Thursday, December 17, 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 7:31 pm.

b. **Roll Call:**

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

Alternates Present: Doug Porter

Absent: David Morse, Dwight Ryniewicz, Nancy Fraser

Noted for Record: Quorum

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

Jeffrey Marcotte led the Pledge of Allegiance.

II. MEETING RULES AND GUIDELINES: 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.

III. DESIGNATION OF ALTERNATES: Doug Porter was seated; however, he stated he would recuse himself from two agenda items.

IV. CHAIR'S REPORT: Chairman Gordon noted that agenda items 8a and 8c have not received NDDH approval at this time, thus these agenda items would need to be tabled. Dr. Gordon noted the annual legal training session with Atty. Rich Roberts will be held on March 4, 2021. Questions or comments from Commissioners should be submitted to Chairman Gordon in early February to prepare for the March 4th meeting. The Land Use Training Seminar is scheduled for Saturday, March 6, 2021, which will be held online this year. Commissioners were asked to contact Tina Lajoie if they plan to participate. Chairman Gordon thanked the Commissioners and staff for their ongoing work with the Planning & Zoning Commission.

V. CITIZENS' COMMENTS: None.

VI. MEETING MINUTES

a. November 19, 2020 Regular Meeting

Motion was made by Gail Dickinson, and **Seconded** by Timothy Young, to **Approve** the November 19, 2020 regular meeting minutes as presented. **The motion passed unanimously.**

VII. PRELIMINARY DISCUSSION: None.

VIII. NON-RESIDENTIAL ZONING PERMITS

a. The ARC – 22 Route 171 – Change of business from Pine Knoll Real Estate to ARC bakery

Chairman Gordon noted this application is pending NDDH approval and the Commission could not render a decision until it is received. He deferred to the Commission for discussion. Tina Lajoie noted the fire marshal and building official will be involved in this process after Planning & Zoning Commission

approval. Jennifer Richie spoke on behalf of the ARC. Ms. Richie confirmed for Commissioner Adiletta that sheet A1.1 dated November 2, 2020 is the most recent floor plan to discuss at the next meeting. Delia Fey questioned whether this application will require a bakery certificate. Tina Lajoie will research whether a certificate of bakery will be required.

Motion was made by Joseph Adiletta, and **Seconded** by Mark Blackmer, to **Table** The ARC – 22 Route 171 – Change of business from Pine Knoll Real Estate to ARC Bakery to the January 21, 2021 meeting. **The motion passed unanimously.**

- b. James Byrnes (Applicant: Pine Knoll Real Estate) – 1226 Route 169 – Change of business from insurance office to real estate office

Tina Lajoie stated the application is complete and the sign permit is bundled into the application. It was confirmed there are no employees, but there are six independent contractors that will be there from time to time.

Motion was made by Gail Dickinson, and **Seconded** by Frederick Rich, to **Approve** James Byrnes (Applicant: Pine Knoll Real Estate) – 1226 Route 169 – Change of business from insurance office to real estate office as presented. **The motion passed unanimously.**

- c. YMCA Camp Woodstock (Applicant: Holly Dearborn) – 42 Camp Road – Montessori school location in dining hall

Doug Porter recused himself from this agenda item. Chairman Gordon noted that this application is pending NDDH approval; therefore, the Commission would need to table this to its next meeting. Tina Lajoie stated the application is complete other than NDDH approval. The applicant stated locations of a sign are preliminary and shared two options: a small sign on the building or a removable sign in the ground. Chairman Gordon explained the process for signage approval as well as the process relative to public health approval.

Motion was made by Joseph Adiletta, and **Seconded** by Timothy Young, to **Table** YMCA Camp Woodstock (Applicant: Holly Dearborn) – 42 Camp Road – Montessori school location in dining hall to the January 21, 2021 meeting. **The motion passed unanimously.**

- d. The Village at Scranton Shops LLC (Applicant: Supreme Sheds & Barns) – 290 Route 171 – Change of retail business

Tina Lajoie noted the application is complete and the sign permit is bundled into the application. Andrew Gadwaw stated there will be some shed displays for customer viewing located on the land that faces Route 169. Ms. Lajoie will research whether permits are required for the temporary sheds as setbacks would need to be met. Mr. Gadwaw stated three or four display sheds would be considered. Atty. Roberts recommended the Commission review the definitions in the regulations to determine the process for an accessory structure and inventory.

Motion was made by Doug Porter, and **Seconded** by Joseph Adiletta, to **Approve** The Village at Scranton Shops LLC (Applicant: Supreme Sheds & Barns) – 290 Route 171 – Change of retail business and limiting no more than four display sheds.

Discussion ensued regarding limiting the display sheds to a maximum of four. Mr. Gadwaw was hoping to have between 8-10 sheds at one given time because his company offers several different design options. Doug Porter was concerned with increasing to 8-10 sheds and recommended a site plan be presented for consideration.

Discussion ensued about whether this would require a modification to the current special permit for the property. Mr. Gadwaw clarified the current use will be for display purposes. He further noted the sold sheds would not be built on the premises but rather at the customer's site. If, in the future he decides to manufacture sheds on the business site, he would be required to submit to Planning & Zoning for consideration a modification to the special permit. Mr. Gadwaw suggested the Commission consider limiting the square footage used for shed displays and he would work within that footprint. Several Commissioners offered to approve the application noting the limited number of sheds initially. Should the applicant decide additional display sheds would benefit the business, he would be required to go back to Planning & Zoning to request a modification of the non-residential permit using the existing map for the property. Additionally, should the applicant decide to manufacture the sheds on the business property, a new application would be required for the purpose of modifying the existing special permit.

The motion was amended as follows:

Motion was made by Doug Porter, and **Seconded** by Joseph Adiletta, to **Approve** The Village at Scranton Shops LLC (Applicant: Supreme Sheds & Barns) – 290 Route 171 – Change of retail business limiting no more than six display sheds and not to exceed a total of 1,200 square feet of space. **The motion passed.**

- e. Gwenn Gaumond – 168 Route 171 – Change of business from medical office to veterinary clinic

Doug Porter recused himself from this agenda item. Tina Lajoie noted NDDH approval was received and the sign is bundled into the application. Chairman Gordon noted the applicant be aware of the Town's lighting ordinance and lighting for signs.

Motion was made by Gail Dickinson, and **Seconded** by Frederick Rich, to **Approve** Gwenn Gaumond – 168 Route 171 – Change of business from medical office to veterinary clinic as presented. **The motion passed unanimously.**

IX. NEW BUSINESS

- a. 646-12-30 – Tim Carlone – Herindeen Landing – Map 5173, Block 01, Lot 7A & 8A – Lot line adjustment

Chairman Gordon noted the application was not a subdivision application. Delia Fey reviewed the application and had no concerns. Greg Glaude from Killingly Engineering Associates spoke on behalf of the applicant. He explained that the two lots will be merged into one lot for a total of 6.88 acres.

Motion was made by Joseph Adiletta, and **Seconded** Timothy Young, to **Approve** 646-12-30 – Tim Carlone – Herindeen Landing – Map 5173, Block 01, Lot 7A & 8A – Lot line adjustment as presented. **The motion passed unanimously.**

X. OLD BUSINESS

- a. 645-10-29 – Center Road LLC – 3 Lot Subdivision – Map 5126, Block 23, Lot 11 – Extension Request

Motion was made by Gail Dickinson, and **Seconded** by Doug Porter, to **Untable** 645-10-29 – Center Road LLC – 3 Lot Subdivision – Map 5126, Block 23, Lot 11. **The motion passed unanimously.**

Chairman Gordon stated the applicant requested a 35-day extension. Dr. Gordon noted the remaining days for this application and that January 21, 2021 would fall within the allotted timeframe with two days remaining.

Motion was made by Doug Porter, and **Seconded** by Mark Blackmer, to **Accept** the 35-day extension request and **Table** 645-10-29 – Center Road LLC – 3 Lot Subdivision – Map 5126, Block 23, Lot 11 – Extension Request to the January 21, 2021 meeting. **The motion passed unanimously.**

XI. ZEO REPORTS: The ZEO Report was included in the meeting packets. Ms. Lajoie updated the Commission on Rusty Relic and her conversation with the State Archaeologist. She clarified the goals of Rusty Relic relative to the driveway on Route 169. Regarding Tree House, Ms. Lajoie stated they intend to apply for a special permit in the future and has been made aware offering services on the property could not occur until Planning & Zoning permit approval.

- a. Office
- b. Permits
- c. Enforcement

XII. CITIZENS' COMMENTS: None.

XIII. BUDGET REVIEW AND BILLS: Chairman Gordon noted a change in the proposed FY21-22 Planning & Zoning budget. Contractual Services will be removed from the PZC budget and placed in the Town's budget, specifically in a newly created Land Use Department line. As a result, the proposed FY21-22 PZC budget would total \$2,100. Tina Lajoie shared proposed plans for office support.

Motion was made by Doug Porter, and **Seconded** by Frederick Rich, to **Approve** the proposed FY21-22 Planning & Zoning Budget as presented. **The motion passed unanimously.**

XIV. CORRESPONDENCE: The IWWA meeting minutes regarding ~650 English Neighborhood Road was included in the meeting packets per IWWA's request.

XIII. ADJOURNMENT: **Motion** was made by Frederick Rich, and **Seconded** by Timothy Young, to **Adjourn. The motion passed unanimously.** The meeting adjourned at 9:22 pm.

The recording of this meeting can be found here: <https://youtu.be/mSZt5c1HQPc>

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.