

# Woodstock Planning & Zoning Commission

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## MONTHLY BUSINESS MEETING

Thursday, December 16, 2021

7:30 PM

### WOODSTOCK TOWN HALL, MEETING ROOM 1

*The state statute currently allows for in person meetings unless quorum or more requests virtual meetings. Doug Porter has chosen to attend this meeting virtually. Because of virtual attendance, this meeting is being recorded. This procedure has been reviewed and approved by Town Attorney Richard Roberts.*

#### 1. Call to Order: Jeffrey Gordon called meeting to order at 7:32 pm

##### a. Roll Call- *Noted for record: Quorum*

Members Present- Jeffrey Gordon (Chair), Jeffrey Marcotte, Joseph Adiletta, Joe Polulech, Syd Blodgett, Nancy Fraser, Mark Blackmer, Timothy Young, Dwight Ryniewicz (Alternate), Doug Porter (Attended via Zoom), David Morse (Attended via Zoom)

Members Absent- Dean Gould (Alternate)

Others Present- Delia Fey (Town Planner), Recording Secretary Amy Monahan, Member of the public Tim Carlone, John Guzkowski (Attended via Zoom)

##### b. Designation of Alternates: Doug Porter was seated until the late arrival of Syd Blodgett was recognized at 7:42 pm after agenda item 4B.

##### c. Pledge of Allegiance: Jeffery Marcotte lead the Pledge of Allegiance

#### 2. Chair's Report

- a. Thank you to all staff and commissioners for all the hard work that takes place between meetings.
- b. Chairman Jeffery Gordon requested that any commission member interested in being alternate on the Open Space Land Acquisition & Preservation Committee let him know.
- c. Delia has sent out updated Accessory Apartment Zoning Regulations to commission members.
- d. The updated Bylaws have been submitted with review dates documented.
- e. Happy Holidays to you and your families and wishing you a Good New Year.

#### 3. Citizen's Comments

- a. None

#### 4. Meeting Minutes

##### a. November 18<sup>th</sup>, 2021 Monthly Business Meeting

##### i. From the meeting minutes on 11.18.21, the commission recommends changing the following

1. On page 4, Item 7.a.v.2 it says Delia Fey "noted that the proposed number of employees and parking use is almost half of the previous regulations placed on the property" and it should say "Delia Fey noted the proposed number of employees and parking is almost half of what is on record as occurring for the previous business and so the proposed use is less intense in terms of the activity proposed for the site"

##### b. December 2<sup>nd</sup>, 2021 Special Meeting

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- i. From the meeting minutes on 12.02.21, the commission recommends changing the following
  1. Minutes were incorrectly dated as 11/18/21 and date in heading and footer should be reflective of meeting date 12/02/21
  2. On page 2, Item 4.a it should be noted for the record that the Proposed Text Amendment for the Purpose of Updating Accessory Apartment Zoning Regulations; Article IV.A and Article IV.B.2a are consistent and compatible with the plan of conservation as referenced in Zoning Regulations Article I.E.1.i

Joe Adiletta made a **\*Motion** to accept the Meeting Minutes from the November 18, 2021 Monthly Business Meeting and the December 2, 2021 Special meeting as amended. **\*Seconded** by Timothy Young. **\*The motion passes** with Timothy Young, Doug Porter, Nancy Frasier and Mark Blackmer abstaining.

## 5. Preliminary Discussion

- a. None

## 6. Non-Residential Zoning Permits

- a. 440 Route 198- A Touch of Light, LLC- Nadean & Robert Brousseau
  - i. The applicants are waiting on NDDH approval

**\*Motion** made by Jeff Marcotte to table to the January 20, 2022 meeting the non-residential zoning permit application for 440 Route 198, A Touch of Light, LLC, Nadean & Robert Brousseau, at the request of the applicants. **\*Seconded** by Mark Blackmer. **\*The motion unanimously passed.**

## 7. New Business

- a. M646-12-30 Tim Carlone- Herindeen Landing- Map 5173, Block 01, Lot 6A & 7A- Lot line Adjustment
  - i. Tim Carlone was present to speak. It was clarified that the lot line adjustment would not block any access to other lots and that to unmerge the lots in the future would be a subdivision.

**\*Motion** made by Jeff Marcotte to approve the subdivision lot line adjustment application M646-12-30, Tim Carlone, Herindeen Landing, Map 5173, Block 01, Lots 6A & 7A as presented. **\*Seconded** by Joe Polulech. **\*The motion unanimously passed.**

## 8. Old Business (note for record that Agenda Item 8.b was addressed before Item 8.a)

- a. Proposed Updates to The Land Use Fee Ordinance
  - i. The steps to update Land Use Fee Ordinance are as follows: 1) propose changes. 2) send out for legal review. 3) send to Board of Selectmen to warn of Town Meeting. 4) Town meeting with vote for ordinance change.
  - ii. Direct reimbursement allows for cleaner accounting and less work for town offices.

Joe Adiletta made a **\*Motion** to approve the Commission's proposed updates to the Land Use Fee ordinance as presented and forward it to the Board of Selectmen. **\*Seconded** by Timothy Young. **\*The motion unanimously passed.**

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## b. Updates to The Town's Affordable Housing Plan

- i. John Guskowski presented the proposal to update the Town of Woodstock Affordable Housing Plan prepared by TYCHE Planning & Policy Group
- ii. Delia Fey reviewed the NECCOG letter outlining approach to develop Affordable Housing Plan
- iii. The commission asked parties questions including availability of representatives to attend public meetings, timeline of process and what the final product of services would include.
- iv. The commission decided to use the NECCOG services to update the Affordable Housing Plan based on the long standing relationship and quality of services provided by NECCOG in the past and the financial benefit. Chair Gordon noted that Tyche and NECCOG were both well qualified. He thanks them for their thorough proposals. Chair Gordon thanked the Commission for hosting a fair review of the proposals.

**\*Motion** made by Joe Adiletta to recommend that the Planning & Zoning Commission work with NECCOG for the town's Affordable Housing Plan update. **\*Seconded** by Mark Blackmer. **\*The motion unanimously passed.**

## 9. ZEO Reports

- a. Office
  - i. No concerns presented
- b. Permits
  - i. No concerns presented
- c. Enforcement
  - i. No concerns presented
  - ii. Clarification within the commission that Tree House does in fact need a special permit for any additional activities to take place on the property.

## 10. Budget Review & Bills

- a. Proposal for upcoming Fiscal Year Budget
  - i. Chairman Jeffrey Gordon sent a memorandum with information and the budget proposal to commission members.

**\*Motion** made by Joe Adiletta approve the Commission's proposed FY 22-23 budget as presented. **\*Seconded** by Nancy Frasier. **\*The motion unanimously passed.**

## 11. Correspondence

- i. Joe Adiletta shared a Cottage Food document with the commission for the purpose of reference in the current ongoing AG planning discussion. Ashley will forward the document to commissioners.

## 12. Adjournment

**\*Motion** was made by Timothy Young and **\*Seconded** by Mark Blackmer to adjourn. **\*The motion passed unanimously.** The meeting adjourned at 9:49 pm.

Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the PZC. Please refer to next month's minutes for approval/amendments.