

## WOODSTOCK PLANNING & ZONING COMMISSION    **MINUTES**

### REGULAR MONTHLY MEETING

THURSDAY, JULY 19, 2018 AT 7:30 PM    WOODSTOCK TOWN HALL, ROOM 1

I. The meeting was called to order by Chairman Dr. Jeffrey Gordon at 7:33 PM

Attendance:

Commissioners: Joseph Adiletta  
Gail Dickinson  
Dorothy Durst  
Jeffrey Gordon  
Frederick Rich  
Douglas Porter

Absent: David Morse  
John Anastasi  
Syd Blodgett  
Ken Ebbitt  
Dwayne Frederick  
Dexter Young

Staff: Delia Fey (interim NECCOG Senior Planner), Tina Lajoie (ZEO): Members of the public  
It is noted for the record that there is a quorum.

II. CITIZENS' COMMENTS: none

III. DESIGNATION OF ALTERNATES: Chair J. Gordon seated D. Porter

#### IV. NON-RESIDENTIAL ZONING PERMITS

a. 290-292 RT 169, 2 Sisters New 2 You (Previously Primitive Crow) – Sale of refurbished furniture and décor items: J Gordon – Two signs, not yet approved, are already out for this new tenant at the Scranton Shops complex. The request is for a retail-to-retail change. After some clarifications, **Motion F. Rich seconded by J. Adiletta to approve the Zoning Permit carried unanimously.**

b. 587 RT 171, Faith Bible Evangelical Free Church (Alex Hillis) – 8'x10' pre-fab shed for clothing donation: Alex Hillis, representing the St. Pauli Textile Company, reviewed the documents provided to the Commission. Clarified: the building will be well-inside the Church property lines. It will be maintained by members of the Church frequently to keep the area organized, clean and the donated items secured inside. Pick up from the storage shed of items the Church has not already utilized will be weekly with funding going back to the Church. J. Adiletta asked the ZEO and Planner – what recourse does the town have if it the site is not correctly managed or there are other concerns. Answer: the ZEO would look into it. **Motion J. Adiletta seconded by F. Rich to approve the installation of a clothing collection shed at the Faith Bible Evangelical Free Church interior parking lot carried unanimously.**

## V. NEW BUSINESS

a. 632-07-18 Eva C. Snyder, 114 Prospect Street – modification of subdivision, boundary line adjustment: Jeff Stefanik, Guerriere & Hanlon Engineering, reviewed the history of the lot in question. New maps (06/29/18) were distributed, with colored outlines of proposed boundaries for ease of use by the Commission members, which supersede previously distributed maps. Abutters have been notified. Previously submitted required documents were listed for the record, including a July 11 D. Fey memo, and correspondence between the town attorney and D. Fey (June 6 and 11). Abutter David Knight sought confirmation that the proposed newly-configured lot would not be buildable. Note was made that the frontage of the proposed larger lot will be 40' to make it accessible for a single home. The original 1980 documents created a single building lot; this lot line adjustment would not alter that. After discussion, it was determined, with suggestion from D. Fey, that since some aspects of our requirements are not applicable to this request, they can be set aside and a formal waiver request is not needed.

**Motion G. Dickinson seconded by D. Porter to approve the boundary line adjustment at 114 Prospect Street carried unanimously.**

## VI. PRELIMINARY DISCUSSION: none

## VII. PUBLIC HEARING TO START AT 7:45 P.M.

a. SP631-06-18 Debra & Richard Nielsen, 290 – 292 Route 169 – proposed mixed use of property to add a single-family home to lot with existing businesses. Chair J. Gordon thanked the Nielsens, who were present, for agreeing to allow other business to be completed before their Public Hearing begins (8:05). The Nielsens plan to build a single-family residence on the parcel they own, which already has 2 non-residential structures on it; the parcel abuts the Scranton Shops parcel, which they also own. Since this is a use listed as permitted in the Zoning Regulations under Article IV, Non-residential Uses, 2, b (single family residence), a Special Permit is required. J. Gordon reviewed the required documents which have been submitted by the applicant, the publication by the town of legal notices of this Public Hearing, memos received from D. Fey (June 14 and 25), memo Fire Marshall (July 17 and 19) and NDDH (July 6), confirmed that the abutters were notified and that the appropriate fees have been submitted. Norm Thibeault, PE, Killingly Engineering Associates, reviewed the NDDH approval to use one of the 2 septic systems already on the property, with slight modifications. The applicant is proposing a single-story ranch house, designed to look rather “period” to fit into the character of the area. Garage space will be to the west, on a lower level, so as to not be visible. The Fire Marshall in his first memo saw no issues with the proposal, but after consultation with the Fire Chief, determined that a test of the accessibility of the proposed home’s location by responding fire apparatus utilizing the current shared driveway (shared with The Scranton Shops) is wise, given the driveway slope. The Nielsens have agreed to the test but it cannot be completed for a few days. N. Thibeault inquired about a possible conditional approval, dependent upon Fire Marshall sign-off on the driveway. Chairman J. Gordon clarified that the town attorney has in the past advised that approval, conditioned on

another agency's approval, is not permitted. D. Fey (June 14 memo) stated that a landscape plan may not be required, similarly to one not being required for any other proposed single-family home. K. Stefanik submitted a Landscaping Plan waiver request in writing. F. Rich asked about any problems that have occurred with sight lines for vehicles pulling out of the driveway under consideration. J. Adiletta asks, if the Fire Marshall does come back with recommendations, if the driveway should be widened, as it currently provides access/egress for one vehicle at a time. J. Gordon noted that 2 aspects of the submitted documents need to be added: stamps for surveyor and landscape professional and the signature block for approval. Another map was distributed at the meeting. J. Gordon stated that it had been provided by Commissioner D. Young; it is of survey work done when his abutting property was put into farmland preservation in recent years and the measurements do not coincide with those the applicant submitted. N. Thibeault commented that his is more precise, in that he searched for the iron pins marking out the boundaries, whereas in the previous work, some fence posts had been used (those being less precise). Because of the pending examination of the driveway by the Fire Marshall, **Motion D. Porter seconded by G. Dickinson to continue the 290-292 RT 169 Public Hearing until August 16 at 7:45 PM carried unanimously.**

#### CONTINUED PUBLIC HEARING:

b. Proposed Text Amendment re: Sign Regulations (all as one item)

051718-a Article II Definitions – several proposed revisions

051718-b Article V Permit Requirements, A.1. General, c.v – proposed revision

051718-c Article VI Town-Wide Requirements/Standards, G Signs – new text and several revisions

J. Gordon - has listened to the audio tape of the previous meeting, which he had to miss.

Discussion about the numbers of members of the community who made statements at the previous session of the Public Hearing on this topic, which caused the Commission to vote last month to keep the Public Hearing open, and the absence of any at this meeting caused concern.

**Motion G. Dickinson seconded by J. Adiletta to keep the Public Hearing open to the August 16 meeting failed, 4/2.** Note was made that members of the public who attended Commission meetings during the preliminary stages of this question may have felt that their opinions are already part of the public record. Other factors were considered. **Motion F. Rich seconded by D. Porter, to close the Public Hearing on the proposed Sign Regulations modifications, carried 4/2 with G. Dickinson and J. Adiletta voting Nay.**

#### VIII. UNFINISHED BUSINESS

a. SP631-06-18 Debra & Richard Nielsen, 290 – 292 Route 169 – proposed mixed use of property to add a single-family home to lot with existing businesses: Continued August 16,'18

b. Proposed Text Amendment re: Sign Regulations (all as one item)

051718-a Article II Definitions – several proposed revisions

051718-b Article V Permit Requirements, A.1. General, c.v – proposed revision

051718-c Article VI Town-Wide Requirements/Standards, G Signs – new text and several revisions

G. Dickinson – a new definition is needed as to how to calculate the area of a sign, such as with script painted directly onto a window pane.

**Motion F. Rich seconded by J. Adiletta to table the discussion of the proposed modifications to the Signs Regulations to August carried unanimously.**

c. Set an effective date for Temporary Health Care Structures Zoning Regulations:

**Motion F. Rich seconded by J. Adiletta to set the effective date for Temporary Healthcare Structure Regulations shall be August 12, 2018, which allows adequate time for all required legal notices, carried unanimously.**

IX. CHAIR'S REPORT: Thank you to Delia and Tina during this transition time

- Changes in the town hall: Chair J. Gordon has advocated for what P & Z needs for Planner and ZEO work, advising the Selectmen about the expectations of the public as well as of applicants, who for example, need to obtain permits or have mylars signed. These responsibilities need to have adequate staff resources.
- The ZEO is scheduled for 6 hours per week, so cannot attend sub-committee meetings.
- NECCOG is working through fine-tuning the Planner functions.
- The BOS may not fully understand the work of the Planner and of the ZEO, as much is not publically visible.
- The status of engineering services at NECCOG has changed. In this fiscal year, P & Z tasks will be subsequently billed; there is no longer a specified contract amount.
- T. Lajoie and Chair Gordon have been working together to solve the situation with the missing Commission May and June minutes. The Recording Secretary will not be doing that work, effective tonight. D. Durst has volunteered to fill in; the Selectman note that the work must be paid. The town will post an ad immediately for a Recording Secretary.
- At their monthly meeting on June 12, the Board of Finance asked for a review of the PoCD budget line item. The BOS now understands the on-going nature of the work (their minutes are distributed tonight). They agree to keep the account open and request a minimum and maximum which should be retained in the account (currently, \$18,438); the P & Z Commission will come back to the BOF to request funds to maintain those levels. **Motion G. Dickinson seconded by J. Adiletta to advise the BOF that a minimum amount in the PoCD review budget should be \$8,000 with a maximum of \$18,000 carried unanimously.**
- It appears that the BOS may send a Request For Proposals out for a new town attorney. Another well-respected attorney has been asked to handle a couple of matters already. J. Gordon asked the BOS to be certain that the valuable annual town attorney training for all of Woodstock's land use Boards and Commissions be included in the services.

X. MINUTES OF a. May 17, 2018 Regular Meeting and b. June 21, 2018 Regular Meeting  
J. Gordon reviewed the status of the missing two sets of minutes, as well as his conversations with the Selectmen about the matter. See IX, above.

XI. DISCUSSION OF CHANGES AT TOWN HALL REGARDING PLANNER AND ZEO POSITIONS: See IX, above.

XII. ZEO REPORT: T. Lajoie reviewed her written report. She is spending time training the new building inspector in Woodstock procedures. D. Porter noted that even during this transition, zoning regulations have to be enforced equally; for example, he notes an ice cream stand with illegal signs in West Woodstock/Kenyonville. D. Durst asked for information: what are the approved Student Housing structures being used for by the Academy. J. Gordon noted that the Academy did not come back for their annual renewal of the Student Housing approval.

XIII. CITIZENS' COMMENTS:

- J. Adiletta- concerning the missing Commission minutes for May and June, is the audio tape preserved? J. Gordon confirmed that the tapes are available.
- D. Porter – shall we ask Savage Systems for a voice recognition transcription of the missing minutes
- F. Rich – the school safety conference is excellent; he attended some sessions
- J. Adiletta – expressed appreciation to Chairman J. Gordon for his work in this interim period, as Chairman working with Delia and Tina; business of the Commission is getting done.
- D. Durst – volunteered to serve as Recording Secretary tonight in the absence of the staff person; she expressed that it is important that this be handled and timeliness matters. For the longer term, however, it seems inappropriate for a member who should be concentrating on the matters at hand to simultaneously be trying to create an impartial record of the meeting. She asks the Commission, when each member reviews them, to assist in determining the submitted minutes represent the meeting accurately.

XIV. BUDGET REVIEW AND BILLS; none

XV. CORRESPONDENCE; handouts at the table regarding cell towers. Stewart Morse (Ag Commission chair), spoke with J. Gordon about some of the Value-Added concepts they are working on. A handout was distributed by D. Fey regarding Low Impact Development that she found while cleaning out her office.

**XIV. Motion by J. Adiletta seconded by F. Rich for adjournment at 8:46 PM carried unanimously.**

Respectfully Submitted, Dorothy Durst Acting Recording Secretary *Dorothy Durst*

*DISCLAIMER: These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's minutes for approval/ amendments. Please note that the audio record is the legal record of the meeting.*