

WOODSTOCK PLANNING & ZONING COMMISSION  
REGULAR MONTHLY MEETING  
THURSDAY, AUGUST 16, 2018 AT 7:30 PM  
WOODSTOCK TOWN HALL, MEETING ROOM 1

MINUTES

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

II. Roll Call: a quorum is present

Attendance:

Commissioners Present:

Jeffrey Gordon  
Douglas Porter  
Gail Dickinson  
Fred Rich  
Joseph Adiletta  
David Morse  
John Anastasi  
Dorothy Durst

Absent:

Syd Blodgett (excused)  
Ken Ebbitt (excused)  
Dwayne Frederick  
Dexter Young

II. CITIZENS' COMMENTS

III. DESIGNATION OF ALTERNATES: Doug Porter is seated by Chair J. Gordon.

IV. NON-RESIDENTIAL ZONING PERMITS: Woodstock Massage & Wellness (Erika Hanson), 158 Rt 171 – New Business: It was confirmed that the sign for the business is included in the application. **Motion D. Porter seconded by J. Adiletta to approve Woodstock Massage & Wellness at 158 RT 171 carried unanimously.**

V. NEW BUSINESS: 633-08-18 David & Kathleen Turner, Center Circle (5128/23/1M&1M-A) – modification of subdivision, lot merger: Documentation of a Conservation Easement for the wetlands is needed in the official records. It is unclear why the applicant submitted the Conservation Development Review Checklist with a slash through it; even if every item does not apply to the parcel, the form should so indicate. **Motion D. Porter seconded by J. Adiletta to approve the application to modify the subdivision, merging two approved lots, and to allow the house to be placed anywhere on the new lot that is in compliance with the Zoning Regulations, carried unanimously.**

VI. PRELIMINARY DISCUSSION;

Imagination Station, 11 Beeches Lane – Proposed new location. Discussion: Zoning Regulations' provision for day care facilities being located within the Industrial District. This would involve a change of use from "office" to "day care" and require a Special Permit.

VII. PUBLIC HEARING TO START AT 7:45 P.M. (CONTINUED FROM 07/19/2018):

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 from the July meeting. As requested, Fire Marshall F. Baron together with the Woodstock Fire Chief tested the driveway to ascertain that emergency response vehicles would be able to negotiate the steep entrance driveway on RT 169. The fire apparatus bottomed out. Driveway modifications were discussed for emergency access. This should be a condition if the application is approved. Once the driveway grade is changed, another test will be made. The property owner has agreed to make this change. **Motion to close the Public Hearing by J. Adiletta seconded by J. Anastasi carried unanimously.**

VIII. UNFINISHED BUSINESS:

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 business: **Motion to accept the written waiver request for a landscape professional, carried unanimously. Motion J. Adiletta seconded by D. Durst to approve the application as presented, with the driveway modifications as recommended by the Fire Marshall, carried unanimously, with J. Anastasi abstaining.**

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. **Motion to remove the reference to “internally lit” signs (iii), using the 5/2017 signs language, carried, with D. Durst, J. Adiletta, G. Dickinson, D. Morse voting “aye” and D. Porter, F. Rich and J. Anastasi voting “nay.” Motion J. Adiletta seconded by D. Morse to continue discussion of the proposed modifications of the Signs regulations at the next monthly meeting carried unanimously.**

D. Porter left the meeting at 9:48 PM.

IX. CHAIR’S REPORT: thanks to all for your dedication to our work.

- Distributed by the Highway Foreman John Navarro: a revised schematic for cul de sac design which will permit access by town vehicles, result in less damage to landscaped tree plantings and allow for snow shelf.

X. MINUTES a. **Motion to approve the July 19, 2018 Regular Meeting minutes by F. Rich seconded by G. Dickinson carried unanimously.**

b. August 2, 2018 Subcommittee meeting minutes: no action taken

XI. DISCUSSION OF CHANGES AT TOWN HALL REGARDING PLANNER AND ZEO POSITIONS: all communications between Chair J. Gordon and First Selectman M. Alberts have been in writing and can be made available if a Commission member wishes to read them. No one has yet been hired to handle minutes for Planning and Zoning. The May and June

minutes are still missing. The staff person hired as Recording Secretary is being asked by the Selectmen's Office to produce the work. Verification has been made that the tape recordings of the missing May and June meetings are in the town hall. No one has been asked by the Selectmen to attend tonight's meeting and to serve as Recording Secretary. **Motion J. Adiletta seconded by D. Durst to send a letter to the Town Attorney, asking about any potential level of liability to the town or to the Commission if the meeting minutes are not posted as required, carried unanimously.**

XII. ZEO REPORT: ZEO Tina Lajoie submitted a written report. Her position is now 6 hours per week. She notes, in answer to a question at the July meeting, that Woodstock Academy has converted the Student Residence at the corner of RT 169 and Child Hill Road into a rental unit; students will be at South Campus.

XIII. CITIZENS' COMMENTS: D. Durst – asked D. Fey for the draft at the September meeting of the STARTING A BUSINESS IN WOODSTOCK folder, with the checklist added. There is not yet a job description for the Planner.. Long and short-term responsibilities should be listed for the position. G. Dickinson – referenced the letter from the Tax Collector.

XIV. BUDGET REVIEW AND BILLS: Question: what procedure shall now be put in place to authorize contact with the Town Attorney regarding Applications or regarding proposed amendments to the regulations?

XV. PROPOSED BYLAWS CHANGES: **Motion D. Durst seconded by G. Dickinson to schedule a Special Meeting to review the By Laws in early September, on the 6<sup>th</sup> or the 13<sup>th</sup> carried unanimously.** The Chair will poll members by email to determine the most acceptable date and thus ensure a quorum.

XVI. STRATEGIC REVIEW AND SUBCOMMITTEE AGENDA: Discussion postponed.

XVII. CORRESPONDENCE: a. CT Siting Council, re: 281 Rt 169 –telecommunications site  
b. Memo from Delia Fey to PZC re: 07/19/2018 meeting minutes. **Motion D. Durst seconded by J. Adiletta to add the memo dated July 26, 2018 to the official July 19 meeting minutes carried with J. Anastasi and D. Morse abstaining..**

XVIII. **Motion by F. Rich seconded D. Morse for adjournment at 10:27 PM carried unanimously.**

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

*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.*