

# Zoning Board of Appeals

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April 15, 2024

6:00 pm

Town of Woodstock Town Hall, Lower Level, Room C

## Monthly Meeting

### 1. Call to Order

- a. Chair Stuart Peaslee called the meeting to order at 6:04 pm.

### 2. Roll Call

- a. Members Present- Dotti Durst (Alternate), William Brower, Stuart Peaslee
- b. Members Absent- Robert Laurens, Bill Chaput
- c. Others Present- ZEO Dan Malo and Recording Secretary Amy Monahan

### 3. Designation of Alternates

- a. Dotti Durst was seated to create quorum needed with the following motion.
  - i. Stuart Peaslee made a **\*Motion** to seat Dotti Durst as a full voting member. **\*Seconded** by William Brower. **\*Motion passed unanimously.**

### 4. Meeting Minutes

- a. March 18, 2024 Meeting
  - i. Dotti Durst made a **\*Motion** to approve the March 18, 2024 Meeting Minutes as amended. **\*Seconded** by Bill Brower. **\*The motion passed unanimously.**
    1. Add the word some to item 4.a.i.1 to read "Stuart Peaslee suggested item 6 be edited by removal of some words..."

### 5. New Business

- a. None

### 6. Administrative Business

- a. Draft Application Checklist
  - i. Dan Malo had John Guskowski review the application documents proposed. Dan created the new application form with recommendations made which he reviewed with ZBA members. Key changes were:
    1. Request for special exceptions was stricken from application options
    2. Dotti Durst suggested adding applicants' representative line with owner and applicant's names. Dotti Durst also suggests that the variance request follow the names at the top of the application.
    3. Timeline for filing with Town Clerk following the legal notice & appeal period needs to be addressed and clearly documented in the application.
      - a. Discussion of a ZBA approving wording/paragraph that can be created and used with each deciding motion.
    4. Include the radius distance in the request for abutting properties that have been notified.
    5. A note is requested to state validity of documents and regulations as they are prepared by duly authorized agents following statutes and approved by vote of registered voters.

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- ii. Dan Malo suggests taking presented checklist data and laying it out into an actual checklist format and timeline image. This would be attached at the end of the application or have a cover sheet and remain a separate document.
- iii. The consent form found as the last page of the current application will be included on the new application form.
  - 1. Stuart Peaslee made a **\*Motion** to accept and approve the new revised ZBA application form with all incorporated edits discussed to create final document. **\*Seconded** by Bill Brower. **\*The motion passed unanimously.**
- b. Welcome Packet for new ZBA Members
  - i. A document has been created to guide new members and provide expectations of duties. The full document has been sent to Dan Malo for review and to arrange in a presentable order.

## 7. Correspondence and Bills

- a. Potential Bridge work on Kenyonville Road was announce via a letter addressed to all commissions.

## 8. Citizens Comments

- a. None

## 9. Adjournment

- a. Dotti Durst made a **\*Motion** to adjourn. **\*Seconded** by Bill Brower. **\*The motion passed unanimously.** The meeting adjourned at 7:36 pm.

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