

**WOODSTOCK PLANNING & ZONING COMMISSION
MONTHLY MEETING
THURSDAY, JANUARY 20, 2011, 7:30 P.M.
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MINUTES

I. MONTHLY MEETING – TO COMMENCE PROMPTLY AT 7:30 P.M.

- a. **Call to Order** – Meeting was called to order at 7:30 p.m.
- b. **Roll Call** – Dave Fortin, Gail Dickinson, Jeff Gordon, Fred Rich, Ken Goldsmith, Joseph Adiletta, Dexter Young, Dorothy Durst
Staff: Delia Fey (ZEO/Town Planner), Tina Lajoie (Clerk)

II. CITIZENS' COMMENTS

III. DESIGNATION OF ALTERNATES – Ken Goldsmith

IV. MINUTES

Regular meeting minutes – 12-16-2010

Special POCD meeting – 12-09-2010

Special Commission meeting – 12-09-2010

Edit as follows: POCD meeting, page 3, paragraph beginning with “DEP local watershed...” Change from “DEP will be working with some farmers...” to “Eastern Connecticut Conservation District will be working with some farmers...”

MOTION TO ACCEPT ALL THREE MINUTES BY ADILETTA, SECONDED BY FORTIN TO APPROVE MINUTES AS CORRECTED ON POCD MINUTES. MOTION CARRIED UNANIMOUSLY.

V. SCENIC ROADS

A follow-up on this issue from the previous meetings and from the attorney's training session on January 13, 2011. Chair Gordon asks if any members of the public would like to speak.

- Jean Pillo, Smith Road – Is very pleased with the effort PZC is putting forward on this initiative and the Conservation Commission will be happy to support the proposal to put together a team to look at guidelines.

PZC summarized previous discussions and subsequent meeting with the attorney which identified the Commission's authority with scenic roads. Letter sent from Chair Gordon to BOS has not been answered to date. PZC should find out what the schedule of maintenance is for the next year on the scenic roads from the highway department.

Young comments that he has great concern opening a can of worms with being fully responsible for the scenic road ordinance and believes that PZC's

focus should be more on requiring that the road foreman and first selectman come to PZC a minimum of twice a year rather than forming an advisory committee that has no authority, because it is ultimately PZC's responsibility. Further discussion on whether an advisory committee would be the best plan of action to collect data to inform the commission of what other communities view as maintenance or alteration/modification, and see both sides of the issue. A letter will be sent from the town attorney that summarizes the training received on the 13th and the PZC's responsibility over scenic roads. It is recommended that this letter should have a cooperative tone however this has been going on for months now and still unresolved and PZC needs to clarify their position on how this will be addressed. PZC has agreed to put the advisory committee idea on hold for a couple months. If after the highway foreman meets with PZC and things appear to be moving smoothly, then it may not be necessary.

MOTION BY ADILETTA/FORTIN TO HAVE A LETTER GO TO PZC FROM TOWN ATTORNEY OUTLINING LEGAL RESPONSIBILITIES WITH SCENIC ROAD ORDINANCE AND STATE STATUTES, AND COPY OF THIS LETTER TO GO TO BOS AND HIGHWAY FOREMAN. MOTION CARRIED UNANIMOUSLY.

MOTION BY YOUNG/ADILETTA TO HAVE A LETTER GO TO BOS AND HIGHWAY FOREMAN REQUIRING THE HIGHWAY FOREMAN COME BEFORE THEM A MINIMUM OF TWO TIMES PER YEAR, ALSO ON AN AD HOC BASIS, EXCEPT IN THE CASES OF EMERGENCY MAINTENANCE REQUIRED FOR PUBLIC SAFETY ON SCENIC ROADS, TO REVIEW PLANNED WORK. MOTION CARRIED UNANIMOUSLY.

(Noted for the record that Syd Blodgett is present at 8:20 p.m. and Goldsmith remains seated as alternate at this time.)

VI. NEW BUSINESS

a. #542-06-08 Gary Potter, Prospect Street, previously approved 5-lot subdivision – bond reduction request. Fey provides overview. Common driveway for subdivision was done in 2009. Potter was the subdivision applicant that placed the bond initially. The lots were sold to Christopher Gomes and one home has been built. Sembrebon, town engineer, has reviewed the request and agreed to a reduction of \$17,000. The balance of the bond (\$58,000) will be used to cover the future work on this subdivision. There is still a cistern that needs installation and the remainder of the common driveway. Gary Potter addresses the Commission as to his request for a bond reduction.

MOTION BY YOUNG/DICKINSON TO ACCEPT AND APPROVE THIS REQUEST TO REDUCE THE BOND BY \$17,000. MOTION CARRIED UNANIMOUSLY.

- b. #597-11-01 Dorrie Nang, 105 Smith Road (Map 5785, Block 45, Lots 06E & 04) – Proposed subdivision modification to allow boundary line adjustment.

Attorney Stephen Adams is present on behalf of the property owner, Ms. Nang, who is also present. He states that this proposal is actually a lot line adjustment. Ms. Nang's neighbor is willing to sell her 6.34 acres that she intends to have become a part of her existing 2 acre lot. Ms. Nang's lot was part of an existing subdivision that was approved about 25 years ago and therefore a modification must be requested. There are no plans for development of the 6.34 acres but rather to be used as a buffer to her existing lot. The name of the previous subdivision was filed under Emil & Dorinda Lundin, Smith Road, September 19, 1984. Based on Adam's title search on Ms. Nang's property, he is not aware of any conditions carried through on the land records other than the town's drainage easement.

MOTION BY ADILETTA/DICKINSON TO APPROVE SUBDIVISION MODIFICATION TO ALLOW A BOUNDARY LINE ADJUSTMENT REQUEST. MOTION CARRIED UNANIMOUSLY.

VII. PRELIMINARY DISCUSSION - None

VIII. ZEO REPORT- No questions on report

IX. BUDGET REVIEW FISCAL YEAR 2011-2012 AND BILLS

Legal fee allotment has been combined with ZEO/Town Planner. The total combined line item is \$11,000 for legal fees. PZC would still like to be notified of what they are spending on legal. All items in budget will remain the same to support the zero percent request from BOF. Total budget is \$7,300, less \$5,000 that is not being requested for POCD.

MOTION BY ADILETTA/YOUNG TO APPROVE THE PROPOSED 2011-2012 BUDGET FOR \$7,300. MOTION CARRIED UNANIMOUSLY.

Bill from Design Professionals in the amount of \$412.50 which is review and comments on draft gravel removal regulations.

MOTION BY DURST/DICKINSON TO APPROVE BILL FOR PAYMENT. MOTION CARRIED UNANIMOUSLY.

X. LAND USE FEE ORDINANCE

Earth, sand and gravel fees have been included, along with accessory apartments and decks by Fey. Additions also made to the definitions for accessory structure. Some discussion on whether the word detached should be included since some accessory structures might be attached. It was decided to remove "includes new decks" from accessory structure. Also, add LDA to definitions so it will be clear when read that it means Land Development Activities. (Section 2.6). Under special permit, remove extra wording highlighted in gray (after renewal).

**MOTION BY DICKINSON/GOLDSMITH TO APPROVE AND SEND
UPDATED LAND USE FEE ORDINANCE TO BOS AND SCHEDULE
FOR TOWN MEETING. MOTION CARRIED UNANIMOUSLY.**

XI. POCD UPDATE

Fey needs about one more hour to finish summarizing the data and then she will e-mail it out to everyone. She will also get the survey monkey going with the ads being published and post cards being mailed. This will be tabled to February meeting.

**MOTION BY DICKINSON/FORTIN TO TABLE TO NEXT MEETING
OF FEBRUARY 17, 2011. MOTION CARRIED UNANIMOUSLY.**

XII. NONRESIDENTIAL DESIGN GUIDELINES

Syd Blodgett comments on there being a few minor refinements needed. Blodgett suggests getting this work out to the town attorney for legal review and review of his comments, and then get it to the other boards and commissions for their comments, and then finally a town meeting.

**MOTION BY DURST/ADILETTA TO SEND THE DESIGN
GUIDELINES (January revision date) TO THE TOWN ATTORNEY
FOR REVIEW.**

**Discussion: A memo needs to accompany the guideline that explains that
this language is conceptual. Durst points out a conflict. Blodgett will
have this ready for February 3rd subcommittee meeting. MOTION
CARRIED UNANIMOUSLY.**

XIII. CITIZENS' COMMENTS

Fortin addresses the Commission on future subcommittee meetings and his plan to continue pressing forward with the completion of the draft zoning regulations. He asks for the Commission to be prepared by reading at home and having any edits ready for the meeting.

**XIV. CORRESPONDENCE AND MINUTES OF OTHER BOARDS AND
COMMISSIONS**

Comment on ZBA minutes of December of 2010 regarding the merging of lots and why the regulations are not being followed and a request for follow-up with the assessor. Some clarification was given by Lajoie, ZBA Clerk, as to the minutes.

XV. OTHER

CT Land Use Law for Municipal Land Use Agencies, Boards & Commissions,
Sat., March 12, 2011, 8:30 – 4:30 @ Wesleyan University

XVI. ADJOURNMENT

MOTION TO ADJOURN BY DICKINSON/FORTIN AT 9:50 P.M.

Respectfully Submitted,

Tina M. Lajoie, Clerk
Planning & Zoning Commission

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 recording is the legal record of the meeting.