

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, OCTOBER 19, 2017 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MEETING MINUTES

I. MONTHLY MEETING AT 7:30 PM

- a. Call to Order- Meeting called to order by Jeff Gordon at 7:36
- b. Roll Call- Ken Ebbitt, Gail Dickinson, Jeff Gordon, Delia Fey (Town Planner/ZEO), Fred Rich, Syd Blodgett, Dexter Young, Tina Lajoie (PZC Clerk), Allyson Girard (PZC Recording Secretary)
- c. Noted for the record quorum

II. CITIZENS' COMMENTS

III. DESIGNATION OF ALTERNATES – Ken Ebbitt

IV. CHAIR'S REPORT- Thank you Commissioners for the attendance at the meetings and Delia, Tina and Allyson. Also, Chair Gordon extends thank you to Travis Serrine for his service on PZC. His is not running for re-election. A Subcommittee meeting was rescheduled for next Thursday, October 26 at 7:30 pm. J Gordon states, for informational purposes only, that he has addressed in detail the incident that occurred at the last meeting and afterward. There were apologies made between D. Durst and D. Fey and from here forward, it is expected that Commissioners, staff and applicants/public will respect one another, behave properly and his role as chair will be to ensure that this happens. There is a lot of work to be done and Commission and staff will need to move ahead in a team effort.

V. MINUTES

September 28, 2017 Regular Meeting. **Motion by D. Young to accept and approve, seconded by K. Ebbitt. F. Rich abstains. Motion passes.**

VI. NON-RESIDENTIAL ZONING PERMITS

a. Joanne Listro, 65 Senexet Village Rd – Request for Certificate of Location for a bakery. D. Fey *states this is a very small business for mail/internet order. This space was previously used as an in-law apartment. Application is complete. A motion by G. Dickinson to approve bakery location as presented, seconded by D. Young. Motion carried unanimously.*

b. YMCA Camp Woodstock, 42 Camp Rd – 6'x11'x2' addition to bathhouse. D. Fey *states town did receive NDDH approval. Addition is to add 1 shower, 1 toilet and 1 sink to the boy's and girl's bathroom. Application is complete. Anthony Gronski, Executive Director of YMCA, is present on behalf of applicant. He states that WBA is doing the two additions. Motion by F. Rich, seconded by K. Ebbitt to approve. Motion carried unanimously.*

c. East Boys LLC (Richard Kryzak), 1053 Rt. 198 – 6'x30' awning over garage door; 2'x5' building-mount awning; 5'x6' portico over side door facing Rt. 197. D. Fey provides staff perspective, PZC previously approved cover on entry. NDDH approval not received yet. Item will need to be tabled to next month. Mr. Kryzak is not present.

VII. OLD BUSINESS

Annelle Syriac, 264 Brickyard Road – Request for waivers: mylar filing requirement and submitted gift tax return. It is stated for the record that 7 Commissioners/votes are required by State Statutes in order for waivers to be granted, only 6 Commissioners present. Item can be discussed but no vote can be taken. D. Blanchette, P.E. gives his presentation. Chair Gordon states that the Town Attorney was

questioned on the process and procedure. E-mail exchange between D. Fey and J. Gordon was shared with Commission. An affidavit from their attorney was received regarding the family members, and they do qualify for family transfer. The Mylar did not contain all the required text, according to the regulations. Ms. Syriac would like to delay the transfer until after her death, so asking for waiver on gift tax returns (Chapter III, Section 3, subsection g). Mr. Blanchette believes what is being requested is in accordance with the intent of the regulations, whereby she maintains possession of both properties until her death at which time it would go to her son Brian and her stepson, John.

Waivers for: gift tax returns to be submitted; and required text on Mylar. Questions from Commission (Dickinson): There is a 10 year restriction on the family transfer. With this case, when does that 10 year period start, when the land is transferred or when the subdivision is approved? D. Fey to get clarification from the Town Attorney. **Motion to table item to November 16th regular meeting by K. Ebbitt, seconded by G. Dickinson. Motion Carried unanimously.**

Motion by F. Rich, seconded by D. Young to move item VIII before VII.b Motion carried unanimously.

VIII. PRELIMINARY DISCUSSION

Woodstock Evangelical Covenant Church, 24 Childs Hill Rd – Proposed 14' x 28' addition

Chair Gordon reminds the public and Commission that any discussion on this item is non-binding. D. Fey gives an overview. Minimum setback for non-residential structures is 40' off the rear and side and 60' off front and the church owns the abutting property but it is a separate parcel so they cannot meet the minimum setbacks for the addition. Robert Brownell, applicant's representative, is present to explain the situation. They would like to extend the rear of the church, 14'x28'. He just learned that in the middle of the Woodstock Academy parking lot is another lot owned by the church. Would they be required to merge the two lots together? What is the least expensive way to handle this? PZC gives guidance, merging the lots would be the only way to work out the minimum setback requirements.

VII b. Phase II - Review of DRAFT sign Zoning Regulations: illumination - D. Fey gives status, has not set up site visits with Design Professionals and property owners to measure the lumens. It should be ready for the November 16th meeting. D. Dexter comments on LED lights that he replaced today and he learned it was 18 watts and 1 LED watt equals 100 lumens. This information is being included on packaging now, industry standards.

VII c. Phase III – Review of DRAFT sign Zoning Regulations: window signs and miscellaneous items. A memo from October 11th by J. Gordon recommends re-focus on tackling plan, and looking for guidance from Town Attorney on what is allowed or what is not allowed due to Supreme Court rulings and consistency. J. Gordon suggests taking a step back, looking at the big picture rather than wordsmithing. Does PZC want internally lit signs, or window business signs? When do we want a permit required? Number of signs allowed on and off premises, distinguishing between agricultural signs? It would be helpful if PZC dealt with the big picture items first and then draft language afterward. General consensus is to wait until Design Professional and Town Attorney input before any decisions are made and also when a full Commission is present to discuss ideas. A Request to table to November meeting is made.

- IX. TEMPORARY HEALTH CARE STRUCTURES:** Effective October 1, 2017, CT General Statutes now allows as an accessory structure/use a temporary health care structure. In the statute, the very special criteria have to be met. J. Gordon drafted a proposal to show how they could fit this into our own regulations. The definition drafted is the state's that would be in both zoning and subdivision regulations. It could be listed as a permitted use in the Community District that would require a zoning permit. There would be a separate section created, standards listed, text about initial permit then renewal to confirm

compliance. Fee schedule would need to be decided upon. A bond could be required of up to \$50,000, could be less. There is discussion on the requirements and limitations. The state statutes do indicate that if only two of their requirements are met for mentally or physically impaired, the structure can stay there as long as necessary, no time limit, and the town can require renewal permits. The town could choose to opt out and there is a defined process to do so that involves the Board of Selectmen and requires a public hearing. **Motion to table to November 16th meeting to allow additional time to review the information by D. Young, seconded by F. Rich.**

X. ZEO REPORT

- *466 Rocky Hill Rd - Moving items off the lot as requested. Close to being resolved*
- *64 Laurel Drive – Resolved*
- *Penny Lane Subdivision – new owners have not come in yet to modify the subdivision legally, they are currently in violation.*
- *22 Route 171 – Submitted to ZBA for Variance, awaiting attorney’s opinion regarding steps in setback*
- *207 Rocky Hill Rd – inspection was done, working toward compliance*
- *270 Lyon Hill Rd – family is working on the property toward compliance*

XI. CITIZENS’ COMMENTS

Frank Olah, town resident, comments on the temporary health care proposal as being a forward looking concept and it seems like a good idea and he commends PZC for their positive review in addressing.

XII. BUDGET REVIEW AND BILLS – D. Fey comments that a legal bill was never received for August and she called and was told there was a bill generated but there was a credit that was applied to it and nothing was due.

XIII. CORRESPONDENCE- Dudley Planning Board Public Hearing document.

XIV. ADJOURNMENT – **Motion to adjourn by F. Rich, seconded by G. Dickinson at 8:55 p.m. Motion passed unanimously.**

Respectfully Submitted,

**Allyson Girard
PZC Secretary**

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.