

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, AUGUST 17, 2017 AT 7:30 P.M.
WOODSTOCK TOWN ALL, MEETING ROOM I**

MEETING MINUTES

I. MONTHLY MEETING AT 7:30 P.M.

- a. Call to Order – Meeting was called to order by Jeff Gordon at 7:31 p.m.
- b. Roll Call – John Anastasi, Ken Ebbitt, Jeff Gordon, Fred Rich, Doug Porter, Joseph Adiletta, Dexter Young, Dorothy Durst, Delia Fey (ZEO/Town Planner), Tina Lajoie (PZC Clerk)

It is noted for the record that there is a quorum.

II. CITIZEN'S COMMENTS – None

III. DESIGNATION OF ALTERNATES – Ken Ebbitt and Doug Porter

IV. CHAIR'S REPORT

Chair Gordon thanks all Commissioners for their service at all meetings and also to Tina and Delia for their contributions.

V. OLD BUSINESS

a. #626-07-17 Annelle Syriac, 264 Brickyard Rd – 2-lot subdivision

Noted for the record, receipt of additional documents/ confirmation of additional requirements:

- Updated memo from D. Fey dated 07-26-17;
- Notification from Windham Water Works dated 08-01-17;
- Abutters were notified with 300 feet of the proposed subdivision.

Daniel Blanchette, licensed Civil Engineer, is present on behalf of the property owner.

Presentation was given at last month's meeting and no additional information to present.

Opened to the Commission for questions. All previously noted issues have been addressed, per D. Fey.

MOTION TO APPROVE #626-07-17 BY D. YOUNG, SECONDED BY J. ADILETTA. APPROVAL IS TO INCLUDE THE STANDARD SUBDIVISION STIPULATIONS.

Discussion: 3 Waiver requests to be discussed and voted upon.

- i. Chapter IV, Section 1, subsection e. regarding drainage systems and showing calculations;
- ii. Chapter IV, Section 1, subsection f. regarding final storm water management plan;
- iii. Chapter IX, Section 2, subsection f. regarding a separate sedimentation and erosion control bond.

MOTION BY J. ADILETTA TO APPROVE THE 3 WAIVERS AS PRESENTED, SECONDED BY K.

EBBITT. Noted for the record by Chair Gordon: No waiver shall be granted that will significantly lessen the goals and objectives of Chapters V. and VI. of the subdivision regulations.

Each one of these five conditions is met in order to vote for the waivers:

- Conditions exist on the subject property which are not generally applicable to the other land in the Town; **no objection from Commissioners.**
- Said conditions were not created by the property owner nor by his/her predecessor (s) in title, including the first legal split of the property; **no objection from Commissioners.**
- The granting of the modification or waiver would be in harmony with the purpose and intent of these Regulations and the Woodstock Plan of Conservation and Development; **no objection from Commissioners.**

- The granting of the waiver would not have significant adverse impact on adjacent properties' values, or the public health, safety and welfare, and would not be in conflict of the recommendations of the POCD as the same may be amended from time to time; **no objection from Commissioners.**
- The waivers would not allow an increased number of lots to be created than otherwise allowed by these Regulations and the Woodstock Zoning Regulations; **no objection from Commissioners.**

NO DISCUSSION ON THE WAIVERS. ALL IN FAVOR, MOTION CARRIED UNANIMOUSLY BY THE SEVEN REQUIRED VOTES. Back to the amended main motion. MOTION CARRIED UNANIMOUSLY TO APPROVE.

VI. MINUTES OF THE JULY 20, 2017 REGULAR MEETING – Tabled to the September 19, 2017 meeting.

VII. CERTIFICATE FOR BAKERY & FOOD MANUFACTURING LICENSE

Dugg Hill Farm, 41 Dugg Hill Road. D. Fey states that the other two farms that applied for this license were Devon Point Farms and Woodstock Orchards and they both make donuts. This farm is much smaller and they grow herbs and vegetables and she will be baking products that will be sold primarily at farmer's markets and other small businesses, possibly. Application is complete. Jody LaSalle is present as the owner and to answer any questions. There is discussion on whether a home occupation would be required in addition. D. Durst would like the following questions answered by the applicant for the record:

- Parcel of land size used for gardening and greenhouse? Currently has 6.5 acres and she is using an acre of land for herbs.
- Will there be any traffic coming to the site for retail? No intentions of ever having a store front.
- Any signs on the property? Only a street number indicator of 41, as recommended by fire marshal, but nothing to advertise the business.
- Any deliveries? Sales are to farmer's markets and she is hoping to sell to the local country stores. If so, she plans on delivering.
- Deliveries to the property? Nothing planned. Food companies do not normally deliver to residential properties. She plans to travel to Newington to pick up her products.

D. Durst suggests that only a Certificate should be required in this case. An example was given when the Commission had not required a home occupation for another agricultural business where maple syrup is being made and sold to the public. The Commission agreed that a home occupation would be required since the items were not being produced on a farm.

MOTION BY J. ADILETTA TO REQUIRE A HOME OCCUPATION PERMIT FOR THIS BUSINESS, SECONDED BY D. PORTER. MOTION CARRIED. D. DURST OPPOSES.

MOTION BY J. ADILETTA TO AUTHORIZE A CERTIFICATE OF APPROVAL FOR BAKER AND FOOD MANUFACTURING LICENSE. PER STATE REQUIREMENT. SECONDED BY D. DURST. MOTION CARRIED UNANIMOUSLY.

VIII. NON-RESIDENTIAL ZONING PERMIT

a. The Salon at Woodstock Manor (Melody Yargeau), 6 Liljegren Rd

D. Fey reminds the Commission of a past preliminary discussion on this same property that never went through. This property is across from the Woodstock Middle School and is mixed

use. Ms. Yargeau is purchasing and would like to place her business here and is interested in continuing the mixed use. Ms. Yargeau explains the detailed history of the property that supports her request for continued business/mixed use in this 4,500 square foot space. She is applying for the business permit for her own salon, along with Pine Knoll Real Estate office. She would like to focus on beauty services as well as a suite that will have a dressing station upstairs for brides or prom attendees, local theater students, to prepare for their special events and space for photography shoots as well. Fire Marshal has already inspected the site and had no issues with proposal. **MOTION BY J. ADILETTA TO APPROVE THIS APPLICATION AS PRESENTED, SECONDED D. DURST. MOTION CARRIED UNANIMOUSLY.**

b. Pine Knoll Real Estate (Effie Vinal), 6 Liljegren Rd
D. Fey explains that this business will occupy a small office in the building however most of the work that is done is out in the field with their clients. Amy Vinal is present representing Pine Knoll Real Estate and is Ms. Yargeau's mother. It is pointed out by D. Durst that parking for both businesses would appear to be sufficient. **MOTION BY D. PORTER TO APPROVE, SECONDED BY F. RICH. MOTION CARRIED UNANIMOUSLY.**

IX. NEW BUSINESS

a. #497-04-08m Joseph Carlone, 50 Jeans Court – modification of subdivision – boundary line adjustment

Applicant is not present. A request from the applicant was made to delegate the approval to D. Fey once NDDH approves or table to next month. D. Porter comments that he does not believe a B100 should be needed since there is no change of use. This is a merging of the properties and all three of them have septic approvals. There is no work that will interfere with the septic system and it makes sense to just say that this requirement is not applicable. There is a lengthy discussion on how to proceed. **MOTION BY D. PORTER TO APPROVE THE LOT LINE ADJUSTMENT WITH AN UNDERSTANDING THAT THE NDDH APPROVAL IS IN THE FILE FROM THE ORIGINAL SUBDIVISION, SECONDED BY D. YOUNG.**

Request for an amendment by J. Gordon that the Commission review the regulations for clarification so applicants will understand the process. No further discussion. MOTION CARRIED. J. Gordon opposes.

MOTION TO INCLUDE STANDARD STIPULATIONS TO THE SYRIAC APPROVAL (#626-07-17) BY D. YOUNG, SECONDED BY J. ADILETTA. MOTION CARRIED UNANIMOUSLY.

X. CONTINUATION OF OLD BUSINESS

b. Review of DRAFT Sign Zoning Regulations

- i. Phase II – Review of DRAFT sign Zoning Regulations – (Sign & Illumination)
- ii. Phase III- Review of proposed window sign regulations and business association recommendations

Phase I has already been addressed concerning court rulings and required changes to be in compliance.

Phase II is about sign lighting.

Phase III is everything else miscellaneous, to include window business signs.

Once the review is complete with the Commission's agreed upon and recommended amendments, then the entire document will go to Public Hearing for public comment.

Phase II – Commission review and recommendation is as follows:

Draft document is on overhead projector, and a review and discussion of the definitions and D. Fey's recommendations took place with text being adjusted based on Commission's evaluation. Changes are being considered to temporary signs, illumination standards. **(Town Planner will have draft available for public review.)** Lighting measurement alternatives need to be researched. There is a request to reach out to the Planner's Listserv to see how other towns are dealing with this issue. There is an open discussion on whether some of the internally lit signs are actually more attractive than what the regulations currently allow. Is there some way for PZC to accommodate some less intensive internally lit signs?

John Antiaris, owner of Sherwoods Restaurant, suggests using an internally lit sign that is currently installed and pleasing to the Commission as the standard and a guideline, find out what the lumens are. Request for Planner to check with NECCOG or Design Professionals to ask about their contacts for lighting engineers who might be able to measure the lumens for the Commission and the cost of doing so.

Tina Lajoie commented on behalf of the Woodstock Business Association that she made a point to drive through the Rt 171 area one evening and compared the internally illuminated signs, like what is installed at 240 Rt 171, and then the signs that have the exterior shielded light source like that at Fern's Plaza, and she found that the internally illuminated sign was much easier on the eyes, less distracting to the driver. She is pleased that the Commission is considering making some changes since the business association had submitted recommendations to do so.

Discussion ended at roof mounted signs, tabled to September 28th meeting.

XI. ZEO REPORT – Question on the following

- 210 Pulpit Rock Road – Did get a B-100. Still waiting on the owner to come in for zoning and building permit.

XII. CITIZEN'S COMMENTS – None

XIII. BUDGET REVIEW AND BILLS

XIV. CORRESPONDENCE

XV. OTHER

D. Durst has a question about Woodstock Academy's new south campus, previously known as The Hyde School. Would this change in ownership have generated a PZC review under CT Statute 8-24? D. Fey states that it is not a municipally owned property and it was privately purchased.

XVI. ADJOURNMENT AT 09:54 P.M.

MOTION TO ADJOURN BY D. YOUNG, SECONDED BY F. RICH. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Tina Lajoie,
PZC Clerk

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.