

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, SEPTEMBER 28, 2017 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MINUTES

I. MONTHLY MEETING AT 7:36 PM

- a. Called to Order by Jeff Gordon

It is noted for the record that this is a revised agenda.

- b. Roll Call – Ken Ebbitt, Jeff Gordon, Delia Fey (ZEO/Town Planner), Doug Porter, Joseph Adiletta, Dexter Young, Dorothy Durst, Gail Dickinson (7:50pm), Tina Lajoie (PZC Clerk), Allyson Girard (Recording Secretary).

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

II. CITIZENS' 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 Tina and Delia for their contributions behind the scenes. Also, not our normal meeting night due to the Jewish holiday Rosh Hashanah 9/21/17. Chair Gordon formally introduced Allyson Girard as new Recording Secretary.

V. MINUTES

- a. July 20, 2017 Regular Meeting Minutes

MOTION TO APPROVE BY D. DURST, SECONDED BY D. YOUNG. MOTION CARRIED.

- b. August 3, 2017 Special Meeting

MOTION BY D. DURST TO APPROVE MINUTES OF 08/03, SECONDED BY D. YOUNG. DISCUSSION: D. Porter does not feel minutes, as presented, represent flavor or tone of meeting of the open space conversation and only a summary of points, editorial of meeting. Audio is available but this is not reflecting the proper information. D. Porter recommends that they be re-done by T. Lajoie since she was present that evening, and the ones by D. Durst not be accepted. He would like to see names of those who spoke on the record and felt this information would be helpful.

SECONDARY MOTION, TO CHANGE FIRST MOTION FOR APPROVAL TO "NOT APPROVE" BY D. PORTER, SECONDED BY D. YOUNG, AND REQUEST FOR NEW MINUTES TO BE CREATED BY T. LAJOIE. K. EBBITT AND G. DICKINSON ABSTAIN. J. GORDON AND D. DURST OPPOSE. MOTION CARRIED.

VOTE ON PRIMARY MOTION: J. GORDON AND D. DURST OPPOSE. K. EBBITT AND G. DICKINSON ABSTAIN.

(Gail Dickinson is present at 7:50pm)

- c. August 17, 2017 Regular Meeting

MOTION BY D. DURST TO APPROVE, SECONDED BY D. YOUNG. MOTION CARRIED. D. Durst comments, page 3, item IX under New Business: Correct to read, "Woodstock's Standard Stipulations" and strike the words, "to the Syriac Approval". It is pointed out by J. Gordon that this actually is correctly worded since it was not included during the Syriac application in error and

brought up at this point. Add "Woodstock's Standard Stipulations" to page 1 under Old Business. No other noted changes. **G. DICKINSON ABSTAINS. MOTION PASSES.**

VI. PRELIMINARY DISCUSSION

- a. Richard & Debra Nielsen, 290-292 Rte. 169 – Proposal to add residential use to retail property making it a mixed use.

Noted for the record by Chair Gordon: no formal application and anything discussed is non-binding.

D. Fey projects site map of the property for PZC. The Neilsen's would like to keep business the same on lot 17A, and then construct a new home on lot 17. Doing so would make this a mixed use. Richard and Debra Nielsen are welcomed by Chair Gordon. The Nielsen's are looking to get feedback on the proposal turning into a mixed use with their residence on the property. J. Adiletta asked about the access being challenging and whether the new home would use the same access, confirmed that this would be the case. There is discussion on widening this access way, which would be the State DOT's purview, and the Neilsen's would consider doing so, if necessary, but do not believe access has ever been a problem. He prefers to not put another entryway by Young's property. The regulations do address non-residential use and residential use on the same parcel and it does require a Special Permit. Property is not on the sewer line. It is recommended that the fire marshal be consulted ahead of time. Clarification on size of buildings and regulations and after discussion, it is decided that the use could be permitted by Special Permit.

VII. NON-RESIDENTIAL ZONING PERMITS

- a. YMCA, 42 Camp Road – Installation of 30-ft diameter yurt
(D. Porter recused himself at 8:11 PM.)

D. Fey confirmed receipt of NDDH approval on 9/27/17. Anthony Gronski was welcomed and stated he is not adding beds and would be closing a cabin of 12 and putting a yurt that sleeps 12. He states they are repurposing the old cabin into a camp store, still serving same amount of kids. No sanitation facilities within the yurts since they do have a centralized bathhouse.

MOTION BY J. ADILETTA, SECONDED BY D. DURST TO APPROVE AS PRESENTED. CARRIED UNANIMOUSLY.

(D. Porter rejoined at 8:15 PM.)

VIII. OLD BUSINESS

- a. **Phase II - Review of DRAFT sign Zoning Regulations: illumination**

J. Adiletta wanted to query about any professional that could evaluate sign lighting.

D. Fey asked Designed Professionals, Mr. Bernardino, who estimated \$500.00 for his services. There was previous discussion by PZC on how to handle nonresidential lighting measurements based upon sq. footage, exit lumens, and being in compliance with that which dovetails wording from the actual lighting part of the regulations that is separate but somewhat related to signs. Some previous discussion, also, on limitations for lighting to not exceed 1.25 lumens per sq. foot of finished developed area and 4,500 lumens of base lighting. Does PZC want to keep this? What do other towns do? D. Fey will take a look at that and get the information to PZC for next meeting. D. Fey mentioned evaluating the current lighted signs to see if they are above or below this recommended number.

Chair Gordon questioned if Design Professionals can have a reading of the signs for a base line. PZC to authorize up to \$1000 and D. Fey could oversee. D. Fey mentioned in the quote she was given, it accounted for travel and measurements and a summary.

MOTION BY D. PORTER, SECONDED BY D. DURST TO CONTRACT WITH DESIGN PROFESSIONALS AND AUTHORIZE UP TO \$1000.

There was a request to look at other town's lighted signs to compare. Yankee Sales and Service, Foscett's, BankHometown, Sherwood's offsite directional sign, Woodstock Country Store, Woodstock Medical Group, Kennedy Drive in Putnam. Frank Olah stated that Fern's Plaza has externally lighted signs with upward lighting. (Apparently grandfathered in).

MOTION CARRIED UNANIMOUSLY.

b. Phase III – Review of DRAFT sign Zoning Regulations: window signs and miscellaneous items

Definitions starting from "roof-mounted signs" were reviewed with possible text additions/deletions/ amendments and D. Fey's comments were discussed and decided upon by PZC (See D. Fey for final text revisions for definitions and Fey's recommended revisions/additions/deletions regarding signs in Article V.) Offsite directional signs were discussed in detail as they relate to agricultural and business and whether consideration can be given for agricultural exemptions. Mr. Olah has a question on exemptions and religious signs and there is a discussion on how the recent Supreme Court case/decision has impacted the content specific type signs (addressed in Phase I), that are no longer allowed according to our Town Attorney. As a reminder, once the proposed text amendments are made to the draft document, the entire document will be sent over to the Town Attorney to be reviewed. D. Porter is requesting Phases II and III, revised documents, for the next meeting.

IX. TEMPORARY HEALTH CARE STRUCTURES

State passed a law that allows temporary Health Care Structures 10/1/17. The towns can opt out if they decide to. The regulations will need to be looked at closely.

MOTION BY D. DURST TO TABLE TO NEXT MONTH (OCTOBER 19TH) TO ALLOW AN OPPORTUNITY TO REVIEW ALL THE DOCUMENTATION PROVIDED REGARDING TEMPORARY HEALTH CARE STRUCTURES, SECONDED BY G. DICKINSON. MOTION CARRIED UNANIMOUSLY.

MOTION BY D. DURST TO MOVE "OTHER" TO AFTER O'BRIEN ITEM (BOND RELEASE REQUEST) AND BEFORE THE ZEO REPORT. SECONDED BY D. PORTER. MOTION CARRIED UNANIMOUSLY.

X. ZEO REPORT

- a. #624-02-15 Patrick & Erica O'Brien – Remaining bond release requested \$3394.16.

(Doug Porter recuses himself for this item.)

MOTION BY G. DICKINSON TO RELEASE THE REMAINING BOND, SECONDED BY K. EBBITT.

D. Durst comments that in the July 20, 2017 minutes, under ZEO report regarding partial bond, a release requested in that month. J. Bernardino had done an inspection and had recommended that the town hold onto \$3000 until the rest of the work is completed. D. Fey confirmed the work is complete and her memo indicates that she had done an inspection and determined the site is stable and therefore remaining E&S bond is ready to be released.

D. DURST OPPOSES. MOTION CARRIED.

XI. OTHER

- a. Comments/Questions from D. Durst:
- Has sequence of the language regarding the open space provision in the subdivision regulations being addressed by D. Fey for the upcoming subcommittee? D. Fey is working on this and will be released soon.

- Memo dated 6/15/2016 from J. Navarro that stated some changes were needed at the intersection of Rte. 171 and Pulpit Rock Road. D. Durst is looking for follow-up and a status report. D. Fey has not heard anything from J. Navarro but will follow-up.
- Appendix in the subdivision regulations has not been revised to match the zoning regulations and there are references throughout relating to appendix items that do not yet exist. Do we have a draft yet for this? Another subcommittee item that D. Fey will complete for the subcommittee meeting. D. Durst would like it sent via e-mail.

XIV. ADJOURNMENT AT 9:58 P.M.

MOTION TO ADJOURN BY D. YOUNG, SECOND BY D. PORTER. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Allyson Girard
Recording 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.