

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, DECEMBER 21, 2017 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1**

MEETING MINUTES

I. MONTHLY MEETING AT 7:30 PM

- a. Call to Order 7:36pm
- b. Roll Call- Dorothy Durst, Dexter Young, Joseph Adiletta, Syd Blodgett, Doug Porter, Fred Rich, Jeff Gordon, Ken Ebbitt , John Anastasi , David Morse, Delia Fey (ZEO/Town Planner), Allyson Girard (PZC Recording Secretary)
- c. Noted for the record quorum

II. CITIZENS' COMMENTS - NONE

III. DESIGNATION OF ALTERNATES- Ken Ebbitt

IV. CHAIR'S REPORT- Chairman Gordon welcomed David Morse a new commissioner. Thank you to all Commissioners for the attendance at the meetings and Delia, Tina and Allyson for all the hard work put in. Chairman took a minute to recognize Tina Lajoie as it is her birthday but was not in attendance at the meeting. Happy Holidays to everyone Happy New Years and Winter Solstice.

- a. Suzanne P Choate, P.E., Design Professionals is PZC's new consultant engineer. Chairman had thanked Mr. Bernardino for his service in the past.

V. MINUTES

- a. NOVEMBER 16, 2017 Regular Meeting- **Motion by Rich second by Young to accept and approve. Abstained by Anastasi and Morse. Motion passes.** Durst asked for a follow-up on a question for the town attorney. Chairman stated it was going to be put on for the upcoming annual legal training which is on a list being developed.

VI. NON-RESIDENTIAL ZONING PERMITS

- a. New Day Nutrition, 283 Route 169 – new business: shake club/smoothie bar. Fey stated this is replacing retail with food service retail but already has food service retail in the same building, Java Jive. This should be considered just a new business. Stephanie Antobenedetto representing applicant, Joseph Cournoyer. Chairman questioned whether new signs would be part of the application and Fey stated, yes, it will be. **Motion by Adiletta second by Rich to approve permit as presented.** Young questioned location and Fey stated on side of Java Jive in the same building. Durst questioned if possible business hour changes after 5pm, would it have to be brought back? Fey had stated if the business expands, they would have to come back, but not for hours.

VII. NEW BUSINESS

- a. SP628-5-17m Taylor Brooke Winery (Linda Auger), lot adjacent to 848 Route 171 - proposed modification to approved Special Permit for 82' x 52' brewery (with future distillery building), covered patio, gravel parking area – new proposal is for the same business and lot with modified location. D Fey provided memo about this modification for the board to see in everyone's packet.

Pete Parent from CME Associates, for the applicant, stated essentially the approved location was going to be very costly for development and it was therefore decided by the owners and contractors to try and find a better location for the new building. Proposed location is shown on the northern part of the site. No change in use. **Motion by Durst second Rich to schedule the Public Hearing on January 18 at 7:30. Motion passes.**

VIII. OLD BUSINESS 21:52-1:34

- a. **Phase II - Review of DRAFT sign Zoning Regulations: illumination-** Town engineer completed their review of the specified signs (Yankee Sales & Service, Foskett Equipment, Woodstock Grill & Pizza, Sherwoods Restaurant, and some Putnam signs). Comparative measurements were provided that will give the Commission a baseline for the difference in intensity. Discussion on results and examples. Much discussion went on about the illuminations and what would be considered reasonably lit signs currently in town. Foskett Equipment sign is grandfathered in and other signs are on hold for any enforcement. J. Adiletta is in favor of keeping regulations as they are written, with downward lighted externally lit signs as opposed to internally lit. D. Young and F. Rich would like to allow internally lit signs like is shown at Yankee Sales & Service. D. Young comments that they really don't have much of a glow. He believes there is more glare on the externally lit downward facing lights. It is agreed that the signs should be metered from the road. S. Blodgett comments that the internally lit signs would not fit into a rural residential area and the downward exterior lit signs are more in keeping with town character. We don't have a business/commercial zone. D. Durst shares the same concerns with balancing the needs of the business community but also taking into consideration the rural character of Woodstock and the dark sky initiative. Frosted coverings on the internally lit signs might be a good option. Chair Gordon asks if PZC would consider creating a business zone or overlay for just a certain section of town (South Woodstock) for these lighted signs? There is discussion on whether a different standard could be created for vendor signs advertising products and signs advertising the actual businesses. If PZC decides on measuring the lumens or foot candles, that number should be the same whether internally lit or externally lit. D. Young reminds PZC of the importance of supporting our businesses and not limiting their advertising. J. Adiletta recommends continuing the discussion on internally lit signs once the Commission can review some information from the manufacturers that supply signs to customers.

Motion by J. Adiletta to continue the discussion on internally lit signs and try and pursue some manufacturers of signs for direction. (No second).

Young asked for some illumination or foot candles to go by for measurements to conclusion. Porter asked to know what tool is being used by Design Professionals to take measurements and what the number is from the property line. D. Durst asked for a cover sheet to be provided by Design Professionals that shows who did the work, the date, the time of day the photos were taken. It should contain the name of the engineer, the firm and the equipment that was used. There is a discussion on holding off on making any changes, leaving regulations as is and just extending the waiver/grace period on enforcement of signs a little longer. D. Porter will look to purchase a meter and coordinate with D. Fey on going out to measure. To be clear for the record, any enforcement action on current signs that are not in compliance will remain on hold.

- b. Phase III – Review of DRAFT sign Zoning Regulations: window signs and miscellaneous items. – move to other items first on agenda.
- c. Temporary Healthcare Structures-

Do we want to allow, or do we want to opt out? Board of Selectmen gets involved only if we opt out. Porter mentioned that the following local towns, Killingly and Thompson, are looking to opt out of this already. **Motion by Young second by Anastasi to opt out of Temporary Healthcare Structures. Scheduled Public Hearing March 15, 2018. Motion Passed.**

IX. ZEO REPORT-(Doug Porter excused from the meeting 9:27pm)

- a. #530-06-02 Woodstock Building Associates, LLC-10-lot subdivision off Bradford Corner Road. This development is on the new road: Aplin Hill Lane - Delia Fey sent out a memo Dec 7th, 2017 of an approval of the subdivision included a Water Quality Sediment Basin Maintenance Bond in the amount of \$5000. This subdivision was approved on June 29, 2006. Upon the approval, a Bond in the amount of \$5000 was required in one of the conditions of approval: Applicant maintains the water quality basins for a period of ten years and posts a bond of \$5000 and, after ten years has expired, the proceeds of this bond will go to the Town for future maintenance of the water quality basins. Pictures are shown by D. Porter. **Motion to release bond by Durst, second by Young, to release \$5,000 bond from Aplin Hill subdivision, plus interest, to Woodstock Building Associates and not to the town of Woodstock. Motion passes.**

Doug Porter joins the meeting at 10:01pm

- b. 289 Senexet Rd.- A shed was being built on the property without a permit and it was on the neighbor's property. The property owner has moved it over to another location on their property this has been resolved.
- c. Beaver Dam Rd. – A shed did not have a permit, the property owner came in and explained it was temporary while doing renovations and should be down in the spring. A few days later neighbor stated a stove was being put in and trash was being burnt. D Fey did go out to the property and did see the stove pipe but has no way of knowing the actual type of stove it is. This is still pending with the stove issue.

- X. CITIZENS' COMMENTS** – Durst stated that there is no "other" on the agenda so she would like to discuss a pamphlet under this category. "Starting a Business in Woodstock" that was created by D. Fey years ago. Durst would like to revise the pamphlet and have a checklist. Chairman has stated it is on their to-do list with Fey and he will follow-up on this. Also, Chairman stated that he will be talking with the Economic Development Commission to keep the doors of communication open, and to answer any questions regarding PZC and he will be attending some of their meetings.

XI. FEE ORDINANCE REVIEW

D. Fey has put a new review and report together. There was a proposal draft dated November 9th put together for revisions by D. Fey and Chair Gordon. Any changes will have to go to BOS.

XII. REPORT OF REVENUES AND EXPENDITURES FOR FY 16-17-

Motion by Durst to table items XI. and XII. to January meeting as information is very detailed and will allow additional time for review, seconded by Rich. Motion passes.

XIII. BUDGET REVIEW AND BILLS

- a. FY 18-19 Proposed PZC Budget- \$8,000.00 is our budget. Proposal to keep "as is". Separate POCD account still contains \$18,438.65. Memo from BOS shows \$5,000 for budget. Chairman will verify with them on the change to \$5,000.

Motion by Adiletta, seconded by Young to approve the proposal. Motion passes.

Chair Gordon was not aware of any reduction in the budget to \$5,000. He will bring the information to the January meeting.

XIV. ANNUAL MEETING

- a. Election of Officers – Nominations are as follows:
Durst nominates **Jeff Gordon for Chairman**, seconded by Adiletta. No additional nominations. Motion passes.
Durst nominates **Fred Rich for Vice Chairman**, seconded by Young. No additional nominations. Motion passes.
Rich nominates **Dorothy Durst for Secretary**, seconded by Young. No additional nominations. Motion passes.
Adiletta nominates **Jeff Gordon for Chairman for Regulations Review Subcommittee**, seconded by Durst. No additional nominations. Motion passes.
- b. Approval of 2018 PZC Meeting Schedule for regular meeting and subcommittee. **Motion by Adiletta, second by Rich. Motion passes**
- c. Bylaws Review. No changes proposed. Bylaws are approved.
- d. Scheduling of Annual Legal Training Session for **May 3, 2018 or back up April 5, 2018.**

XV. CORRESPONDENCE

- a. Notice of Exempt Modification at 281 Route 169: 3 small existing cell wireless telecommunications facilities to be modified.

XVI. ADJOURNMENT- Motion by Rich, seconded by Morse at 10:06pm

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.