

# Zoning Board of Appeals

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March 18, 2024

6:00 pm

Town of Woodstock Town Hall, Lower Level, Room C

## Monthly Meeting

### 1. Call to Order

- a. Chair Stuart Peaslee called the meeting to order at 6:00 pm.

### 2. Roll Call

- a. Members Present- Dotti Durst (Alternate), William Brower, Stuart Peaslee
- b. Members Absent- Robert Laurens, Bill Chaput
- c. Others Present- ZEO Dan Malo and Recording Secretary Amy Monahan

### 3. Designation of Alternates

- a. Dotti Durst was seated to create quorum needed.

### 4. Meeting Minutes

- a. January 22, 2024 Meeting
  - i. Dotti made a **\*Motion** to approve the January 22, 2024 Meeting Minutes as amended.  
**\*Seconded** by Bill Brower. **\*The motion passed unanimously.**
    1. Stuart Peaslee suggested item 6 be edited by removal of words to read “Stuart Peaslee noted the need to understand the correct process and all statutory regulations. He distributed a handout with suggestions of items that should be clarified for Zoning Board of Appeals”
- b. February 26, 2024 Meeting
  - i. Stuart made a **\*Motion** to approve the February 26, 2024 Meeting Minutes as presented.  
**\*Seconded** by Bill Brower. **\*The motion passed unanimously.**
    1. Stuart suggested Item 5 be edited to read “help facilitate the process”
    2. Dan Malo noted the correct spelling of Tracy Giarusso

### 5. New Business

- a. None

### 6. Administrative Business

- a. Review of ZBA Bylaws
  - i. Copies of the current Zoning Regulations have been distributed to ZBA members.
  - ii. Dan Malo revisited the informational link discussion. It is suggested to use “reference the zoning ordinances” instead of inserting a link in the bylaws. Budget submission information will be inserted into the bylaws. This will be revised and reflected in revision date of document.
    1. Dotti Durst made a **\*Motion** to approve the revised draft of bylaws as discussed.  
**\*Seconded** by Bill Brower. **\*The motion passed unanimously.**
- b. Draft Application Checklist
  - i. Stuart Peaslee has created a document and distributed it to members for review. He would like the members to review and send input about the presented draft.
  - ii. Dan Malo noted that the proposed application format does include adequate space for applicants to provide information needed.

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c. Welcome Packet for new ZBA Members

- i. A document has been created to guide new members and provide expectations of duties. The full document will be sent to Dan Malo for review.

7. **Correspondence and Bills**

- a. None

8. **Citizens Comments**

- a. Dotti Durst mentioned the procedure noted by Attorney Roberts to obtain notice dates by working backwards from meeting date. A power point presentation about affordable housing has been sent out to members for reference.
- b. Dotti Durst inquired about sending the ZBA application to Tyche for review and updating according to state statute requirements. Dan Malo suggested sending the draft prepared by Stuart Peaslee be sent for review and suggestions instead of the existing town application.
- i. Dan Malo will work with John Guskowski on updating the application.
- c. Bill Brower noted that group training with other towns was provided for commissions in the past. Dan Malo will investigate local town training options and report findings back to the group.

9. **Adjournment**

- a. Bill Brower made a **\*Motion** to adjourn. **\*Seconded** by Dotti Durst. **\*The motion passed unanimously.** The meeting adjourned at 7:17 pm.

Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Zoning Board of Appeals. Please refer to next month's meeting for approval/amendments.