

**I. MONTHLY MEETING AT 7:30 PM**

- a. Call to Order – Meeting was called to order by Chair, Jeff Gordon, at 7:34pm. Noted that there is a quorum.
- b. Roll Call – Jeff Gordon, Fred Rich, Joe Adiletta, Dorothy Durst, Delia Fey, Dexter Young, David Fortin, Doug Porter, Syd Blodgett
- c. Absent – Travis Serrine (Noted that Travis did call), Lynn White, John Anastasi, Gail Dickinson

**II. CITIZENS' COMMENTS - None**

**III. DESIGNATION OF ALTERNATES – Doug Porter**

**IV. NON-RESIDENTIAL ZONING PERMIT**

Justin Salvas, 416 Senexet Road – General Auto Repair Shop (proposed 3 bays and a small office). D. Fey noted that the Certificate of location was approved by ZBA on 7/22/14. The legal notice was published on 8/1/14 and expired on 8/16/14. Norm Thibeault, Killingly Engineering Associates, was present on behalf of the applicant and stated that the shop will have 1748 sq.ft. and 9 parking spots outside the building. Any vehicles left overnight for repairs will be moved inside. A zoning application was also submitted for a building sign. Sign proposal is still not complete and it will be reviewed by staff to ensure compliance when ready. Possible hours of operation are M - F 8am – 5pm and Sat hours of 8am - Noon or possibly till 5pm, closed Sundays.

J. Adiletta – No vehicles left outside which is in the lease agreement and it was understood from last meeting that there would be no signage. Mr. Thibeault explained that the signage is still in discussion and was referring to road signs. The property owner lives on site, no vehicles to be left outside.

S. Blodgett – Was absent at last meeting, but listened to the recording of the meeting. Is the access to the business on both properties? Is there a restriction on the driveway usage? Is the workshop on the property also used as a business? Mr. Tappin addressed the Commission, stating that the driveway was put in 14 years earlier and rights were deeded for both properties to use the driveway with no restrictions and the workshop to the rear is used strictly for storage, not a business, and it is currently leased by Mr. Salvas for storage.

J. Gordon – Reminds applicant/property owner of lighting as well as signage regulations that will need to be followed. DMV awaiting municipal approvals before approval/registration can be granted by them. **MOTION IS MADE TO APPROVE NON-RESIDENTIAL ZONING PERMIT BY DAVID FORTIN AND SECONDED BY FRED RICH. MOTION CARRIED UNANIMOUSLY.**

**V. NEW BUSINESS**

#620-07-14 Ronald & Stacy Petro, 155 Paine Road, Lots 04-5 & 04-6 – modification to subdivision for boundary line adjustment. Ms. Fey provides overview. Bob Messier, P.E., states that the request to move

property line over is for the construction of a barn. This modification will add .4 of an acre to their primary lot. Approval from NDDH was submitted, A-2 survey is complete and abutting property owners were notified as required. There were questions from the Commission on the receipt of proper documentation, which was confirmed by D. Fey, zoning setbacks for new property line to the proposed house shown on lot 04-6 and general procedure. Notification to Public Water Supply was confirmed by D. Fey.

Doug Porter would like it noted for the record that he does business with both Mr. Thibeault and Mr. Messier but has no personal or financial interest in the matter pending before PZC, and if there is no objection from the Commission or public, he would like to remain seated and claims no conflict.

**MOTION TO APPROVE #620-07-14 BY DEXTER YOUNG, SECONDED BY JOE ADILETTA. MOTION CARRIED UNANIMOUSLY.**

#### **VI. PUBLIC HEARINGS – 8:00 p.m.**

a. #82114-a Zoning Regulation Text Amendment – creation of new zoning district: Lake District with accompanying regulations: J. Gordon noted for the record that legal notice for the public was in the Village Newspaper on 8/8/14 and 8/15/14, along with filing in the Town Clerk's Office and NECCOG was also notified in time frame that the state requires. All requirements have been satisfied. President, Kevin Bernier, Quasset Lake Tax District states that on behalf of QLTD, they support the amendment. President, Glenn Humes, Witches Woods Lake Tax District, also fully in support of amendment, and thanks the PZC for all the work they do. Clerk, Kathleen Barach, Lake Bungee Tax District, in support of amendment and also thanked PZC. **MOTION TO CLOSE PUBLIC HEARING BY DAVID FORTIN, SECONDED BY DEXTER YOUNG. MOTION CARRIED UNANIMOUSLY.**

b. #82114-b Proposed Zone Change to add the Lake District to the Zoning Map – J. Gordon noted for the record that legal notice for the public was in the Village Newspaper on 8/8/14 and 8/15/14, along with filing in the Town Clerk's Office and NECCOG was also notified in the time frame that the state requires. Draft zoning map was shown which delineates the proposed Lake Districts. Colors were added to show zones more clearly. **MOTION TO CLOSE PUBLIC HEARING BY FRED RICH, SECONDED BY JOE ADILETTA. MOTION CARRIED UNANIMOUSLY.**

c. #619-07-14 David Copeland, 224 English Neighborhood Road – 2 lot subdivision – Notice placed in Woodstock Villager on 8/8/14 and 8/15/14. Documents received: Application, Natural Diversity Database areas map, revised application sheets dated 7/7/14 (revision), site resource assessment map, written waiver request relative to subdivision Art. IV,1F, a number of memos from Town Planner dated: 7/11, 7/23, 8/14, 8/21, revised proposed conservation & agricultural easement, NDDH approval letter dated 7/18/14, bond estimate for E&S control measures, Fire Marshal document dated 7/16/14, Conservation Commission DRC meeting minutes dated 7/15/14, IWWA minutes dated 8/4/14, Wetlands Agent letter dated 8/12/14, and CME Associate letter referring to driveway item dated 7/16/14.

D. Fey – Property is considered a 2-lot subdivision. There is an existing home on a larger parcel of land which will contain the conservation area. Conservation easement has been revised recently. It was sent to First Selectman to see if willing to take the easement and the Town Attorney to be reviewed and he has not yet responded. Proposed easement allows for farm building to include water lines, and proposal for a second driveway which will need to be decided.

D. Copeland – Explains the conservation easement and intention to operate as a small farm. Subdivision requires 16.7 acres to be set aside for this conservation piece, with proposal being 18.7 of dry land and the remainder being wetlands for a total of 30 acres (2/3 of property). Second item is regarding the request for 2 curb cuts. Regulations only allow for 1 cut per 1000ft. Currently has a paved apron. The reasons for a request for a separate entry: safety, line of sight (maybe 100ft of sightline), and sugar maple tree (unofficially one in the top 10 in CT) root system would be damaged if tried to open this driveway. Pictures were shown to illustrate safety issues. Realtor sign shows lot is for sale however it is stated for the record that there is no interest at present and Mr. Copeland will not pursue any contract for sale until this approval is granted.

There were questions from PZC regarding use of existing driveway and any problems with sightline and use. Two pending items:

1) Town has to send letter stating they approve 2) Response from Town Attorney. Fire Marshal had no recommendations and NDDH approved. The Conservation/DRC had no issues or concerns that weren't already addressed, and IWWA has signed off as well. In order to allow additional curb cut, there are two provisions from the regulations that were read for the record and must be met. Proposal will alleviate existing problems and provides safer access. A waiver request from Storm Water Management E&S controls. Bond proposed is \$12,500 by the applicant. Applicant confirms by photographs that the posted public hearing sign was present on the property, as required. No further comments/questions from PZC.

Patricia Kelly – Has a procedural question regarding the easement and when the decision can be made, after the Selectman's office and Town Attorney's review and written response. Public Hearing must be continued. **MOTION TO CONTINUE PUBLIC HEARING MADE BY DAVID FORTIN, SECONDED BY FRED RICH. MOTION CARRIED UNANIMOUSLY TO CONTINUE SEPT 18, 2014.**

d. #82114-c Zoning Regulation Text Amendment: Art. VI, C. Earth and Gravel operations, Subsection d. Existing Operations (a clarification is proposed) – J. Gordon lists documents received: Legal notice in Villager Newspaper 8/8/14 and 8/15/14, filed with Town Clerk's Office and Public Notice Registry. This is not a change in substance, but clarification that was previously approved in August/2013. **MOVE TO CLOSE PUBLIC HEARING BY FRED RICH, SECONDED BY DAVID FORTIN. MOTION CARRIED UNANIMOUSLY.**

e. #82114-d Zoning Regulation Text Amendment, Article IV Section B.2.a.i and ii (revised) and C2.a.i.a (new) minimum lot size for accessory apartment. J. Gordon – Legal notice in Villager on 8/8/14 and 8/15/14 and filed with Town Clerk and Public Notice Registry, all documents filed. D. Fey – current regulations state that lot will be 2.5acre minimum to add apartment, want to reduce to 1.25acre except in a subdivision after August 2005, it can be 1acre. If it's a subdivision before August 2005 date, it must be 1.25acres. S. Blodgett – supports idea, concept however looking at the 1.25acre cut off. After lengthy discussion, there were many suggestions that will need further review. D. Fey – need to keep in mind that size, number of persons in apartment, number of vehicles on property also need to be taken into account. Submit possible changes to Delia Fey regarding wording. **MOTION TO CONTINUE PUBLIC HEARING ON SEPT 18, 2014 MADE BY FRED RICH, SECONDED BY DOUG PORTER. MOTION CARRIED UNANIMOUSLY.**

## VII. OLD BUSINESS

a. #82114-a Zoning Regulation Text Amendment – creation of new zoning district: Lake District with accompanying regulations: Text amended as posted. **MOTION TO APPROVE MADE BY DOUG PORTER, SECONDED BY DAVID FORTIN. MOTION AMENDED TO INCLUDE EFFECTIVE DATE OF SEPTEMBER 14, 2014, AFTER POSTED IN THE NEWSPAPER. MOTION CARRIED UNANIMOUSLY.**

b. #82114-b Proposed Zone Change to add the Lake District to the Zoning Map – New color changes made to map with effective date of September 14, 2014. **MOTION TO APPROVE EFFECTIVE SEPTEMBER 14, 2014 MADE BY FRED RICH, SECONDED BY JOE ADILETTA. MOTION CARRIED UNANIMOUSLY.**

c. #619-07-14 David Copeland, 224 English Neighborhood Road – 2 lot subdivision - Continued to Public Hearing on September 18, 2014.

d. #82114-c Zoning Regulation Text Amendment: Art. VI, C. Earth and Gravel operations, Subsection 2. Existing Operations (a clarification was proposed). **MOTION TO APPROVE EFFECTIVE SEPTEMBER 14, 2014 MADE BY FRED RICH, SECONDED BY DAVID FORTIN. MOTION CARRIED UNANIMOUSLY.**

e. #82114-d Zoning Regulation Text Amendment, Article IV Section B.2.a.i and ii (revised) and C32.a.i.a (new) minimum lot size for accessory apartment. Continued to Public Hearing on September 18, 2014.

## VIII. CITIZENS COMMENTS - NONE

IX. **CHAIR'S REPORT** – Jeff Gordon wanted to thank everyone for coming to the meeting and the town staff for

their work.

## X. MINUTES

Meeting Minutes – July 17<sup>th</sup>, 2014. Just a few notes, 1<sup>st</sup> page, line 5, still awaiting approval for NDDH. Need to be sure to use last names. Line 10, should have been worded as follows (for clarification): “Mr. Copeland began to explain...” **MOTION TO APPROVE WITH NOTES LISTED ABOVE MADE BY JOE ADILETTA, SECONDED BY DEXTER YOUNG. MOTION CARRIED UNANIMOUSLY.**

## XI. ZEO REPORT

a. Report on Zoning Enforcement

- 33 Dukeland Dr. - notification of deck replacement. Property owner stated it was only a repair. No further action.
- 4 Perrin Rd. – mailed another letter on 8/19/14, still working on clean up. Unable to see that a lot of work has been done. A resident called again to complain and said would sue town if something is not done. D. Fey would like to keep costs down by continuing to work with him, but suggests sending a cease & desist if no compliance or she can check with the Town Attorney about his office sending out a letter. Discussion ensued on how to proceed. Any further correspondence will be cc'd to the Town Attorney. D. Fey stated her last face to face meeting with resident was in June. **MOTION BY DOUG PORTER, SECONDED BY JOE ADILETTA TO DIRECT THE ZEO TO ISSUE A CEASE & DESIST WITH A SCHEDULE FOR CLEAN UP TO THE PROPERTY OWNER. Discussion: If no response to C&D, come back to PZC for further review. MOTION CARRIED UNANIMOUSLY.**
- **14 Shore Drive** – Significant progress on clean-up. D. Fey will follow-up again in October.

b. Report on Zoning Permits

XII. CT FEDERATION OF PLANNING AND ZONING AGENCIES QUARTERLY NEWSLETTER – SUMMER 2014

XIII. BUDGET REVIEW AND BILLS

- a. Bills – POCD draft map related work - \$720.00 (16 hrs at \$45 / hr). **MOTION TO APPROVE MADE BY JOE ADILETTA, SECONDED BY FRED RICH. MOTION CARRIED UNANIMOUSLY.**
- b. Budget Review – As of last meeting, a total of \$2872.94 on a budget of \$3000.00 has been spent. **MOTION TO AUTHORIZE SPENDING UP TO ANOTHER \$3,000 (POCD ACCOUNT) RELEASE TOWARDS SUBCOMMITTEE BY JOE ADILETTA, SECONDED BY DAVID FORTIN. MOTION CARRIED UNANIMOUSLY.**

XIV. CORRESPONDENCE – D. Durst suggests that all correspondence be properly addressed, such as heading and signatures.

XV. MINUTES OF OTHER BOARDS AND COMMISSIONS

XVI. OTHER

- a. Update on Bradford Corner Road – Change in plan from what was originally approved. The location of catch basins was changed. IWWA does not want the ditch filled in. Two plans were reviewed from the IWWA file dated 01/14/14 & 03/11/14. Guardrails were not included on the original plan. After discussion, it was agreed that a letter be sent to John Navarro supporting the required work and changes. **MOTION BY DOUG PORTER, SECONDED BY DOROTHY DURST TO DRAFT A LETTER TO JOHN NAVARRO CONFIRMING THE RECEIPT OF NOTIFICATION OF CHANGES AND THE UNDERSTANDING FOR THE NEED FOR THESE CHANGES THAT THEY ARE APPROVING. MOTION CARRIED UNANIMOUSLY.**

XVII. ADJOURNMENT - MOTION TO ADJOURN MADE BY DOUG PORTER, SECONDED BY DEXTER YOUNG. MOTION CARRIED UNANIMOUSLY. ADJOURNED AT 10:05pm.

Respectfully Submitted,  
Laura Cournoyer-Gagne, 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 recording is the legal record of the meeting.