

**MEETING MINUTES**  
**MUNICIPALITY OF WOODSTOCK, VERMONT**  
**WOODSTOCK PLANNING COMMISSION**  
31 The Green  
Woodstock, VT 05091

The Woodstock Planning Commission held a public meeting at 6:00pm on Wednesday, May 7th, 2025, to discuss the following:

**Members present:** Benjamin Pauly (Chair), Alex Mulley, Sarah Glasser Tucker, Mary Margaret Sloan, Brad Lawrence, and Meghan Landis.

**Public present:** Harry Falconer, Bryan Kovalick, & Phillip Neuberg.

**Staff present:** Stephanie Appelfeller, Molly Maxham, & Emily Collins.

**Administrative Tasks**

1. **Call to Order** – Benjamin Pauly called the meeting to order at 6:00pm. No adjustments were made to the agenda.

2. **Minutes:**

Mary Margaret Sloan motioned to approve 04/02/25 minutes as printed.

Benjamin Pauly seconded.

Vote. 7-0. Approved.

3. **Public Comment: None**

4. **Continuation of Bylaw Analysis and Revision Recommendations:**

Benjamin Pauly opened the meeting, thanking Harry Falconer for getting the Municipal Planning Grant awarded. The total project cost for the grant is \$20,000, with 90% funded by the state and 10% by the town. Benjamin Pauly explains the goal of the municipal planning grant, which includes rewriting the town plan to focus on contemporary issues like the water system and housing. The adoption process will involve both the planning commission and the select board, with a two-year timeline to complete the grant.

Harry Falconer presents the design review overlay district, explaining its purpose and the process for approving applications. The Planning Commission discusses potential changes to design review exemptions including utilities and temporary structures. Meghan Landis suggests that utilities in Design Review should be screened to prevent aesthetic disturbances. The Planning Commission discusses the importance of allowing necessary utilities while preventing unsightly designs.

The Planning Commission discusses the possibility of changing the timeline for issuing a Notice of Decision after Village Development Review Board Meetings. Ben Pauly asks the Planning Department Staff their thoughts on the timeline. Stephanie Appelfeller explains

that reducing the timeline from 45 days to 30 days would be fine, but that 15 days would be too short. Harry Falconer explains the changes to expedited review language since the last meeting.

Alex Mulley voices concerns about automatic approval language. Stephanie Appelfeller explains that state statute deems a permit automatically granted if it has not been issued, denied, or referred to the Appropriate Municipal Panel (AMP) within 30 days of receiving a complete application. Harry Falconer explains that the Planning Office must take action on the complete application, not issue it within 30 days. Alex Mulley asks if the language can be changed to prevent automatic approval if no action is taken. Stephanie Appelfeller explains that she has never seen an automatic approval within her time in the Planning Department. Harry Falconer agrees to clarify the language while still complying with state statute.

Harry Falconer shares a presentation on the design and architectural style of existing Woodstock buildings. The presentation aims to help the Planning Commission determine reasonable design standards for the village. The Planning Commission discusses window styles, façade treatments, cornice lines, massing, materials, and other architectural details that contribute to the character of the town.

**Planning Updates: None**

**The meeting was adjourned at 8:03pm.**