

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, July 17th, 2025, to discuss the following:

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

Public present: Harry Falconer, & Randy Mayhew

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

Administrative Tasks

1. **Call to Order** – Benjamin Pauly called the meeting to order at 6:01pm. No adjustments were made to the agenda.

2. **Minutes:**

Alex Mulley mentioned that he was having trouble finding the minutes, noting that the minutes on the agenda were from May, not June. Harry Falconer also pointed out that there had been a momentary quorum issue at the last meeting, questioning whether they had eventually approved the minutes.

Upon further discussion, it was determined that the minutes had not been approved at the previous meeting. Ben Pauly then decided to postpone the approval of minutes and address it at the next meeting.

3. **Public Comment:**

Ben Pauly opened the floor for public comments. He noted that Randy Mayhew appeared to be the only member of the public present. No public comments were made at this time.

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

Ben Pauly introduced the main business of the meeting, which was to continue the bylaw analysis and revisions. He stated that their goal for the night was to have Harry Falconer go through the last of his edits and, if time permitted, discuss the next steps for pushing things through to completion over the next couple of meetings.

Harry Falconer began by discussing Article 7, which covered subdivision regulations. He provided an overview of subdivision regulations, explaining that they are required for certain things like the new Act 250 tier system. He noted that the current village bylaw's subdivision section was very thin and would likely not pass muster if challenged.

Harry explained that he had consolidated and expanded the subdivision-related content from the existing bylaw, using language primarily from Fairlee's subdivision regulations, with some additions from Norwich and Bethel. He mentioned that he had streamlined some of the procedural aspects to reduce redundancy.

The commission discussed various aspects of the proposed subdivision regulations, including:

- The possibility of adding a minor subdivision approval process for small projects like lot line adjustments.
- The review procedure, which Harry had streamlined to eliminate redundancy in the hearing process.
- Application materials and requirements, including the need for mylar submissions.
- General standards for subdivisions, including restrictions on creating lots in hazardous areas or nonconforming lots.
- Road standards and maintenance responsibilities.
- Pedestrian access requirements.
- Drainage and erosion control measures.
- Fire protection considerations.
- The potential for requiring underground utilities.
- Performance bonds and their duration.

Throughout the discussion, commission members raised questions and concerns about various aspects of the proposed regulations. They debated issues such as the appropriate number of curb cuts allowed, the definition of curb cuts, and how to handle lots that span both village and town jurisdictions.

The commission also discussed the need to align the subdivision regulations with other town ordinances and state requirements, particularly regarding water and sewer connections.

As the meeting progressed, Harry Falconer moved on to discussing Article 8, which covered administration and enforcement. He explained the changes made to this section, including updates to application requirements, hearing procedures, and the roles of various boards and committees.

The commission spent considerable time discussing site plan review requirements and standards. They debated issues such as:

- The threshold for when site plan review is required.
- Standards for pedestrian facilities and building orientation.
- Parking lot locations and screening requirements.
- Restrictions on new curb cuts, particularly along US Route 4.
- Requirements for municipal services connections.
- The need for fire department consultation.

Throughout the discussion, commission members raised questions about how these regulations would impact future development in Woodstock and how they align with the town's character and goals.

As the meeting was nearing its end, Ben Pauly outlined the plan for the next meeting, scheduled for August 6th. He explained that they would finish reviewing the remaining sections and discuss the regional future land use mapping with a representative from the regional planning commission.

Planning Updates: None

Other Business:

Ben Pauly assigned homework to all commission members, asking them to review the latest edits made by Harry and to come prepared with specific issues or suggestions for the next meeting. He explained that they would be going through the regulations article by article in future meetings, with a goal of finalizing the revisions by the end of the year.

Ben Pauly announced that he would be stepping down as chair of the Planning Commission after the next meeting due to personal and business commitments. He encouraged other members to consider taking on the role, explaining the responsibilities and benefits of the position.

The meeting was adjourned at 8:06pm.