

WOODSTOCK PLANNING COMMISSION

The Woodstock Planning Commission met on Wednesday, May 4, 2022.
The meeting was held in person at Town Hall and available via Zoom.
Draft minutes are subject to approval.

MEETING MINUTES

Commissioners present: Susan Boston, Susan Silberberg, Mary Margaret Sloan, Frank Horneck, and Nicolas Seldon

Staff: Steven Bauer, Interim Zoning Administrator

Active Participants: Tess Hunter

- I. **CALL TO ORDER:** 7:00 P.M.
- II. **ADJUSTMENTS TO AGENDA**
- III. **OLD BUSINESS**
 - A. Town Plan Updates

Ms. Boston: The Planning Commission approved the Town Plan with the changes suggested by TRORC at the March 2nd meeting. No further discussion is needed at this time regarding the Town Plan.

Ms. Sloan: Agreed.
- IV. **NEW BUSINESS**
 - A. Discussion of Commission Vacancies

Ms. Boston: The Commission has five members, but can have 5, 7, or 9. The Commission agrees that 7 members is the best.

Mr. Bauer: The Town has posted the vacancies on the Town website.

Ms. Boston: There should be a collective effort to find two new members. The Chair encouraged members to reach out to people they know that would be a good fit.
 - B. Chair Discussion

Ms. Boston expressed the concern of serving as chair because of upcoming travel.

Ms. Sloan expressed interest in serving as a dedicated Vice Chair and introducing term limits on the Chair. There may be an interest in two people serving as Co-chairs.

Ms Sloan: There should be a reorganization of duties and responsibilities for each member.

Ms. Silberberg: Perhaps the Commission should informally adopt a list of duties until the Town hires new staff.

Ms. Sloan: All the Planning Commission's work should be easily accessible.

Ms. Silberberg: There should also be an active project list to keep the priorities organized.

Ms. Boston: Who's responsibility is it to organize these projects and the list?

Mr. Bauer: It should be a healthy mix between the Zoning Administrator/staff and the members, specifically the Chair. The Staff should gather the projects and present them to the Chair to determine the priorities of the Commission each meeting.

Ms. Boston: Who is responsible for putting the information online?

Mr. Bauer: Website updates should be the responsibility of staff. However, it will likely require some updates to the website and significant updates to the Planning and Zoning page.

Ms. Boston: Perhaps it is best to wait until new staff and the fill the remaining vacancies.

Ms. Silberberg: Each meeting should have a specific goal, rather than having open-ended meetings. If we have a list of our projects in a “pipeline” that identifies critical dates, it is less likely that the Commission will miss dates.

Motion: by Ms. Sloan to appoint Ms. Boston as Chair of the Planning Commission.

Seconded: by Ms. Silberberg.

Discussion: none.

Vote: 5-0-0. **Approved.**

Motion: by Ms. Silberberg to appoint Ms. Sloan as Vice Chair of the Planning Commission.

Seconded: by Chair Boston.

Discussion: none.

Vote: 5-0-0. **Approved.**

I. Discuss Upcoming Projects:

1. Housing Bylaw Modernization

Mr. Bauer: TRORC is working with 7 towns, including Woodstock to review zoning bylaws that hinder the growth and development of affordable housing. TRORC will be scheduling meetings with towns over the next several months. It would be a good idea for the Commission to review both the Town and Village regulations, especially the village, for potential areas for TRORC to focus.

2. Commission Discussion

V. **OTHER BUSINESS**

VI. **ADJOURNMENT**

The meeting adjourned at 7:53pm.