

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

The Woodstock Planning Commission held a public meeting on Wednesday, August 2, 2023 to discuss the following:

Members present: Mary Margaret Sloan, Interim Chair, Brad Lawrence, Laura Powell, Frank Horneck, Nico Seldon, Nicole Green

Public present: Jill Davies, Andrew Winter

Staff present: Steven Bauer

**Administrative Tasks**

1. Call to Order - Mary Margaret Sloan called meeting to order at 7:00pm
2. Adjustments to Agenda - None

**Old Business -**

1. None

**Ongoing Business –**

1. Discuss housing amendments and finalize the hearing draft.
  - a. ADU - Steven Bauer explained the changes the Commission had discussed at the August 1<sup>st</sup> meeting. Laura Powell asked to confirm that ADU dimensional requirements are contingent on the single-family home it is attached to, and Steven Bauer said yes, that is correct. Steven Bauer noted the new regulations cannot set up requirements for ADUs that are more stringent than single family home regulations.
  - b. Affordable Housing – Steven Bauer edited Article V. Section 503 to detail the density bonus of 50% and one habitable floor. Andrew Winter indicated the 50% is above and beyond the State’s requirement of 40% but he would encourage sticking with the overage. Laura Powell asked about defining a habitable floor and Steven Bauer showed where he added a definition in the bylaws. Mary Margaret Sloan asked about the waiver of frontage and setback requirements and asked if the Commission should give specific circumstances that would allow a waiver. She suggested adding language “if it fits within character of neighborhood”. Steven Bauer will make sure language is clear that up to 50% density bonus can be granted by the Zoning Administrator, and over 50% must receive Conditional Use Approval from the VDRB.

Andrew Winter mentioned that “Character of Neighborhood” can be subjective and must be used carefully. Mary Margaret only wanted to use the “Character of Neighborhood” when it goes above and beyond. Steven will add language to match Section 710 for Conditional Use Approval.

The Commission agreed a Habitable floor will be considered under 12 feet from floor to ceiling.

- c. Off-Street Parking - Kevin Geiger provided off-street parking language which has been added. Brad Lawrence questioned if the language “shall have one parking space per residential dwelling unit” should say “shall have a minimum of one parking space per residential...”.

Andrew Winter suggested Subsection d. should state “on-street or off-street parking is available”.

Jill Davies asked the Commission to consider Work Force Housing and if the Commission could align with the EDC housing programs. Steven Bauer suggested if a project is approved under the EDC’s housing program, perhaps it can fall under the Affordable Housing use which is open to the waiver and density bonus. Brad Lawrence asked how long the EDC requires the units to be used as Work Force Housing and Jill Davies responded 3 years. Steven Bauer mentioned Affordable Housing is 15 years.

The draft bylaws will be voted on at the September 6 meeting.

Laura Powell motioned to approve these amendments with changes mentioned for public hearing to be held at the next planning commission hearing on September 6.

Frank Horneck seconded.

**VOTE: 6-0. Approved.**

Steven Bauer mentioned the Trustees will hear the draft bylaws at the October 2023 meeting.

2. Discuss and finalize amendments to the Commission’s Rules of Procedure.

Steven Bauer will share and the Commission will vote at the September meeting.

3. Vote to elect officers.

Mary Margaret Sloan moved to confirm Frank Horneck as the Chair

Nicholas Seldon seconded the motion

**VOTE: 6-0. Approved.**

### **New Business**

Discuss short-term rental and bed and breakfast amendments.

Steven Bauer mentioned the 6-month moratorium on new short-term rentals which would give a 6-month window to write a report to the Selectboard and Trustees with suggestions if amendments should be made.

Laura Powell and Mary Margaret Sloan will meet before the October meeting to discuss. Laura Powell mentioned the need to see how effective past regulations have been, stay ahead of state regulations, and perhaps get community feedback.

**Other Business - None**

**Adjournment**

Motion to adjourn by Laura Powell.

The motion was seconded by Frank Horneck.

**Vote 6-0. Approved Meeting adjourned at 9:10pm.**