



**PLANNING COMMISSION
AGENDA**

Monday, December 19, 2016
Woodstock Municipal Office, Planning Commission Room
7:00 pm

1. Call to Order
 2. Roll Call and Existence of Quorum
 3. Adoption of the Agenda
 4. Approval of Minutes – *17 October 2016*
 5. Commissioner Disclosures
 6. Chairman's Statement
 7. Remarks by Petitioners
 8. Council Representative's Report
 9. Staff and Committee Reports
 10. Old Business
 - *Presentation by Developer Hugh Sager.*
 11. New Business
 12. Adjournment
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IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT LEMUEL HANCOCK, PLANNER, AT 459-3621. THREE DAYS NOTICE IS REQUIRED.

Town of Woodstock
Planning Commission Meeting Minutes
17 October 2016

The Woodstock Planning Commission held a special meeting on October 17, 2016 at 7:00 pm. Present were Chairman Lantz, Commissioners Leake, Haun, Schennum, Sheetz, and Cooper; Lemuel Hancock, Urban Designer and Neighborhood Planner; Wayne, Harmon Construction; and Special Use Applicant David Williams and Janis Stewart.

- (1) Call to Order: Chairman Lantz called the Planning Commission meeting to order at 7:00 pm.
- (2) Roll Call and Existence of Quorum: The Chairman established that there was a quorum of the Planning Commission.
- (3) Adoption of the Agenda: Commissioner Schennum moved that the agenda be adopted as distributed. Commissioner Haun seconded the motion and it carried unanimously.
- (4) Action on the minutes of the previous meeting: Commissioner Leake made a motion that the minutes from the meeting on September 26, 2016 be approved as distributed. Commissioner Schennum seconded the motion and it carried unanimously.
- (5) Commissioner Disclosures: There were no Commissioner disclosures.
- (6) Chairman's Statement: None
- (7) Remarks by Petitioners: There were no remarks by Petitioners.
- (8) Council Representative's Report: Mr. Haun stated that it was nice to meet and to have everyone attend.
- (9) Staff & Committee Reports:
- (10) Old Business: None
- (11) New Business:
 - Final Plat Amendment: Mr. Hancock stated that last month under old business he discussed that Harmon Construction was about to start construction on Woodstock Commons but was requesting minor changes to the existing plat. Mr. Hancock stated that he brought this before Planning Commission as it was a change after plat approval, Code Section 70-155. Wayne Witmer, President, Harmon Construction presented that Harmon Construction would like to shift the lot lines by 4 inches. Mr. Hancock stated that the changes would be allowed under current code and appropriate setbacks would remain in place, and it is recommended for approval as proposed. Mr. Leake made a motion to approve the adjustment to the property line boundaries. Commissioner Schennum seconded the motion and it carried unanimously.
 - Recommendation for Special Use Permit – 103 North Muhlenberg Street: Mr. Hancock stated that the property 103 North Muhlenberg Street was purchased last spring and is currently set up as two apartments. The purchaser, Mr. David Williams, would prefer to use it as a professional office. Mr. Hancock noted that using this space as professional offices is consistent with other corner properties at the intersection and that the surrounding neighbors were supportive at the

Joint Public Hearing. Mr. Lantz and Commissioner Leake also expressed how the neighbors were very supportive. Mr. Williams and Ms. Janis Stewart discussed the updates they will be doing to the house and that they are hoping to have the house looking better by the end of Fall. Mr. Lantz asked Mr. Williams what he was going to do about parking. Mr. Williams said the issue with putting in parking spaces is that the lot is 30 feet wide, which would only accommodate two parking spaces and that the grade change is difficult as well. Mr. Lantz stated that Mr. Williams could keep the sidewalk since the property is already allotted two parking spaces with there being two tenants. Mr. Lantz noted that the professional offices will be a good use for the property. Mr. Leake made a motion to recommend to Council to approve the Special Use Permit as is. Ms. Schennum seconded the motion and it carried unanimously. Mr. Hancock noted that Mr. Williams has one year to make the improvements and that he will be working on updating the Town codes.

- Woodstock Commons: Mr. Hancock stated that the General Assembly passed stormwater management regulations in 2014 and that the required updates are not consistent with the approved development for Woodstock Commons. Mr. Hancock stated that the site plans require stormwater changes; therefore, this will require a good stormwater engineer. Mr. Hancock noted that the Town is waiting for Harmon Construction to finish with the hopes to complete this project soon.

There being no further business, the Woodstock Planning Commission adjourned on October 17, 2016 at 7:35 pm.

Town Clerk