

General Overview of Steps to change Town of Woodstock Local Law

Reference Document - DRAFT COPY – 12/31/25

1. **Town Board:** Identify the objective of the changes to be made to the Town law. Changes may include new sections of law and/or updated sections of law.
 - a. Anyone can ask for law changes, but only the Town Board can pass law changes. If someone outside the Town Board wants law changes, they need to get the Town Board to agree so the Town Board will start the law change process.
 - b. If Town Board members disagree with the objective of the law changes, say so at this time to halt the process and avoid work being done on a law that will not ultimately pass.
2. **Town Board:** Identify/appoint the Author for the new and/or changed law. The Author could be an individual, a set of individuals, or an appointed committee or task force.
3. **Author:** Document the proposed law changes and provide this documentation to the **Town Board**, who will have whoever is responsible for updating Woodstock's <https://woodstockny.gov/> website add the law document(s) to the Proposed Laws page at <https://woodstockny.gov/laws/proposed> .
 - a. If there is only a new section of law added, the **Author** should provide a clean copy of the proposed new law in the format ready for submission to New York State (NYS) and eCode when passed. Clean copy example:
[Zoning Law Scenic Overlay v23 251020 Clean](#).

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 - b. If there are changes other than just a new section of law added, the **Author** should provide a:
 - i. Marked up copy of the proposed law showing the current law text and the revised law text. Marked up copy example:
[Zoning Law Scenic Overlay v23 251020 Side By Side](#).

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 - ii. Clean copy of the proposed law in the format ready for submission to NYS and eCode when passed. Clean copy example:
[Zoning Law Scenic Overlay v23 251020 Clean](#).
4. **Town Board:** Review the proposed law and:
 - a. Approve the proposed law to move forward in the process. If the law:
 - i. Does not affect Chapters 202 Subdivision or 260 Zoning, skip to Step 8.
 - ii. Affects Chapters 202 Subdivision and/or 260 Zoning, pass a resolution to send the proposed law to the Woodstock Planning Board and the Ulster County Planning Board for their review and input, Step 5, and send the law to these Planning Boards.

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 - b. Do not approve the proposed law to move forward in the process. Send it back to the Author, returning to Step 3, specifying the rework needed.

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5. **Woodstock Planning Board (WPB) and the Ulster County Planning Board (UCPB):**
Review the proposed law and provide input to the Town Board.
6. **Town Board:** Share WPB and UCPB input with the Author. If the input from both of these Planning Boards is that they approve the proposed laws “as is”, skip to Step 8, otherwise move to Step 7.
7. **Author:** Address WPB and UCPB recommendations.
 - a. The Author incorporates all changes proposed by both Planning Boards and provides updated copies of the Marked Up copy of the law (if there was one) and the Clean copy of the law to the Town Board, noting changes.

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 - b. If the Author has reasons to not incorporate all changes proposed by both Boards, incorporate those recommendations that are agreeable, and communicate with the Planning Board(s) regarding recommended items that are not agreeable to work out solutions. If the UCPB holds firm on a recommendation they have made that is not incorporated into the law, a Super Majority of 4 Town Board members may be needed for the Town Board to pass the law in Step 12. This formality is not a requirement if the WPB holds firm on a recommendation they have made that is not incorporated into the law, but try to reach agreements. The Author provides updated copies of the Marked Up copy of the law (if there was one) and the Clean copy of the law to the Town Board, noting changes made.
- Note:** If the proposed law has changed since Step 3, ask the **Town Board** to have whoever is responsible for updating Woodstock’s <https://woodstockny.gov/> website add updated law document(s) to the Proposed Laws page at <https://woodstockny.gov/laws/proposed>.
8. **Town Board:** If the Town Board:
 - a. Agrees with the proposed law as it now stands, pass a resolution to **Set the Public Hearing** for the law and move to Step 9. For the Public Hearing, there needs to be 10 days’ notice for Zoning, Chapter 260, changes and 5 days’ notice for other changes.

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 - b. Does not agree with the proposed law as it now stands, send the proposed law back to the Author, returning to Step 7, specifying the rework needed. Substantial changes may require additional review by the UCPB and/or WPB.

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9. **Town Board:** Include the **Public Hearing** for the proposed law on a Town Board meeting agenda. The Public Hearing is held at a Town Board meeting. Public input on the proposed law is heard. At the “call of the Chair”, at the end of the Public Hearing input, the Town Board normally “holds the Public Hearing open”. If the Town Board:
 - a. Does not believe rework on the proposed law is warranted based on what they heard, passage of the proposed law is done at a future, often the next, Town Board meeting. Move to Step 10.

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 - b. Believes rework on the proposed law is warranted based on what they heard, send it back to the Author specifying the rework needed. The **Author** makes the needed changes. Substantial changes may require additional review by the UCPB and/or WPB. The **Author** provides updated copies of the Marked Up copy of the law (if there was one) and the Clean copy of the law to the **Town Board**, who has whoever is responsible for updating Woodstock’s <https://woodstockny.gov/> website add updated law document(s) to the Proposed Laws page at <https://woodstockny.gov/laws/proposed>. Substantial changes may require additional Public Hearings. When the Town Board believes the needed changes and actions have happened such that the law is ready for passage, move to Step 10.
10. **Author:** Either now or earlier in the process, can be done at any time before the Town Board passes the proposed law, create State Environmental Quality Review Act (SEQR) documentation, done in an Environmental Assessment Form, usually the Short Environmental Assessment Form (SEAF), as located on the SEQR website at <https://dec.ny.gov/regulatory/permits-licenses/seqr>, and provide this SEQR documentation to the **Town Board**, who has whoever is responsible for updating Woodstock’s <https://woodstockny.gov/> website place the SEQR document(s) with the proposed law on the Proposed Laws page at <https://woodstockny.gov/laws/proposed>.
11. **Town Board:** Upon receipt of the SEQR documentation, and satisfaction that the proposed law is ready for passage, include a resolution to **close the Public Hearing** and **Pass the proposed law** on a Town Board meeting agenda.
12. **Town Board:**
 - a. Resume the Public Hearing and address the resolution to:
 - i. Close the Public Hearing.
 - ii. Pass the proposed law. If at this time the law does not pass, previous steps may need to be repeated.
 - b. When the law has passed, have whoever is responsible for updating Woodstock’s website move the law document(s) and SEQR from the <https://woodstockny.gov/laws/proposed> page to the <https://woodstockny.gov/laws/laws-passed-not-yet-ecode> page.

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Reference Document - DRAFT COPY – 12/31/25

13. **Town Clerk:** Once the Town Board has passed the proposed law, the Town Clerk sends the proposed law and its SEQR documentation:

- To NYS for filing. Let the Town Board know when NYS confirms they have filed the law.
- To eCode to be reflected in eCode. The law documentation is placed at the beginning of Woodstock's eCode and at the beginning of the eCode chapter(s) that it affects. This step makes the law known to eCode, but does not merge the law into the eCode verbiage. The eCode reader needs to not only read eCode, but also look at the beginning of the eCode chapters to know if there are law changes not yet integrated into the eCode verbiage.
- When the law is added to the start of our eCode and the start of the chapter(s) it affects, notify the Town Board, who will have whoever is responsible for updating Woodstock's website move the law document(s) and SEQR from the <https://woodstockny.gov/laws/laws-passed-not-yet-ecode> page to the <https://woodstockny.gov/laws/ecode-passed-laws> page.

Note: If the Town is ready to do Step 14, instead of doing 13 b and c, do Step 14.

14. Periodically, the Town Board will want our law changes incorporated into the verbiage of our eCode law. There is an additional fee to have this step done.

- Town Board and/or Town Clerk:** Identify all of our laws passed but not yet incorporated into eCode, that we want incorporated into eCode, and contact eCode to learn the cost of this eCode work.
- Town Board:** Add a resolution to a Town Board meeting agenda specifying
 - Laws that we want incorporated into eCode.
 - Budget account to be used to pay for this eCode work.
- Town Clerk:** Once the Town Board has passed this resolution, send the request to eCode, along with all of the law documentation and SEQR for all the laws to be incorporated into eCode. Communicate to the Town Board when the eCode update is complete.

15. **Town Board:**

- Verify that law changes were incorporated into eCode verbiage correctly.
- Have whoever is responsible for updating Woodstock's website:
 - Update the <https://woodstockny.gov/laws/ecode-passed-laws> page to remove merged laws and SEQR from the list of laws not yet merged into eCode.
 - If any laws on the <https://woodstockny.gov/laws/laws-passed-not-yet-ecode> page were merged into the eCode verbiage, remove those laws and SEQR from that website page.