

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
September 2, 2015**

Members Present: Don Olson, Jeff Bendis, Beverly Humpstone, Nancy Sevchenko, Jack Rossi  
Members Absent: None  
Others Present: Evelyn Brey, Naomi Malik, Sue Bryan, Greeno Rossi, Beth Finlayson, David Sigl, Michael Brands

**I. CALL TO ORDER:**

Chair Bendis called the meeting to order at 4:00 pm.

**II. PUBLIC HEARINGS:**

**A. V-3172-15 David & Evelyn Brey**

The application is for Design Review Approval to renovate porches on North elevation and to place exterior A/C unit on South Elevation of Inn . The property is located at 41 Pleasant Street and is zoned Light Commercial / Design Review.

The application was continued at the last meeting to allow time for improved renderings that show how the proposed spiral staircase would function.

The applicant presented a series of drawings prepared by Ertel Associates. The new drawings include a floor plan of the porch area for each of the three levels, an elevation of the front of the building with proposed staircases, and a rough sketch of the northeast corner of the building with proposed staircases.

The spiral staircase from third floor to second floor was moved away from the building towards the north edge of the existing third floor porch. This creates sufficient room on the second floor for emergency egress from both second and third floors to the spiral staircase that leads to ground level. The emergency walkways are 3' wide.

The removal of the existing wooden staircase is considered a significant improvement to the look of the building as the owner will rebuild the front porch areas to their original form and style. The reduction of mass is most noticeable on the northeast corner of the building.

The architect's drawings also showed the spiral staircase to be slightly offset from the building, therefore creating separation between the metal stairs and the wooden building.

Porch railings would be rebuilt in wood to a 42" height. The emergency exit walkways would have metal railings built to the same height.

The Board discussed the color of the metal spiral staircase as the color would be applied permanently at the factory. Black was the color agreed upon, as it would make the staircase less visible than other colors. Therefore, all metal portions of the emergency exit would be black.

The Board discussed the location of the proposed exterior air conditioner compressors to be placed on the rear of the building. The area is not visible to the public and the building is well landscaped.

After discussion, the Board recommended approval as presented noting the proposal should improve the look of the building by removing the massive wooden emergency stairways.

**B. V-3173-15 Michael & Naomi Malik**

The application is for Design Review Approval to attach down lit light to existing free-standing sign. The property is located at 47 Pleasant Street and is zoned Light Commercial / Design Review.

Ms. Malik presented the application.

The application had been continued as applicant was not present and the original renderings were found not to be in scale.

The owner of a chiropractor's office wishes to illuminate an existing free standing sign. A goose neck type fixture with an LED bulb is proposed.

New drawings were submitted to show how the fixture would be mounted to the sign post. The fixture would be attached to the post slightly above the sign to be enable the light to shine down and across the sign. There would be one fixture on each side of the sign.

The LED bulb measures 2.5" across. The fixture has a 10" wide bell at the end for the bulb to be installed. The Board agreed the "bell" was considered too large and out of scale for the bulb being used.

The Board suggested the applicant view the Artist Collective's sign which has a similar LED bulb but a much smaller fixture.

After further discussion, the Board recommended approval conditioned on a new light fixture with a much smaller "bell" be found that is more in scale with the proposed LED bulb.

**C. V-3175-15 Brad Archer**

The application is for Design Review Approval to replace shingle/slate roof with standing seam.

The property is located at 3 Ford Street and is zoned Residential High Density / Design Review.

The applicant was not present, the Town Planner presented the application.

The Board reviewed photographs of the building and a brochure of the standing seam roof.

The owner wishes to replace a deteriorating slate roof that is in need of immediate repair.

The owner proposes placement of a standing seam metal roof.

The Board recommends a dark gray or brownish gray color for the standing seam.

After discussion the Board recommended the request be approved as a minor application via an administrative permit.

**D. V-3176-15 Thomas and Susan McCaughey**

The application is for Design Review Approval to exterior changes to North Elevation of barn. The property is located at 26 Pleasant Street and is zoned Residential High Density / Design Review.

The Town Planner, at the request of the contractor, presented the application.

The Board reviewed the proposed renderings and previously approved plans.

The Town Planner noted the elevation was mislabeled and should state north not south.

The owner wishes to make changes to the north elevation from that approved in 2013 via zoning permit V-2972-13 allowing relocation and conversion of a barn. The barn was moved to the approved location but the exterior work has not yet been completed.

The applicant proposes to retain the original wider barn slider door that had been on the barn before its relocation. Two slider barn type doors, one on each side of the opening, had been originally approved. Within the opening, a double set of french doors with side lights and transom lights overhead is proposed. This would replace two large sliding glass doors.

On the west end of the facade, the 2 two over two double hung windows would have more separation. This is facilitated by the removal of the sliding door originally approved.

It was unknown whether the originally approved two over two double hung window would be removed from the east end of the facade as the proposed wider sliding barn door covers this area in the proposed rendering.

A smaller eight pane window would replace the large single pane window originally approved above the door opening. Two basement windows would be added below the sill.

The Board was confused by the drawings. The larger slider door does not appear to work in the space provided. The proposed french doors and sidelights appear wider than the opening provided. The sill appears to be placed higher to allow for installation of the basement windows. Would the easternmost window be removed?

The Board felt the proposed french door and eight pane window are not proportional nor in the same style of the existing double hung windows and the simplicity of the barn style originally approved. The use of french doors appears to be much more formal and of a higher architecture style and therefore conflict with the use of a barn door that is even more agricultural in nature than the originally approved sliding doors.

The application was continued to the next meeting so the contractor may explain the use and compatibility of the various architectural elements.

**E. V-3179-15 Lake Sunapee Bank**

The application is for Design Review Approval to replace wooden shake shingle roof with architectural asphalt shingle roof. The property is located at 1 Bond Street and is zoned Central Commercial/ Design Review.

Ms. Bryan, representing the bank, and Mr. Rossi, contractor, presented the application.

The Board reviewed a number of photographs of the building and the brochure of proposed asphalt shingle.

The current roof is wood shake shingles. Moss is growing on the shingles and the roof is starting to deteriorate.

The applicant wishes to replace the shake roof with an oyster gray architectural asphalt shingle. The architectural type shingle was chosen as it has relief and texture similar to a shake roof.

The Board noted the roof area is massive and highly visible from the street.

The Board reviewed the architectural shingle brochure discussing texture and color options.

After discussion, the Board recommended approval as presented.

**F. V-3180-15 Village of Woodstock**

The application is for Design Review Approval to construct a 296 square foot addition to comfort station and add office. The property is located at Mechanic Street and is zoned Central Commercial / Design Review.

The Town Planner and Ms. Finlayson, Chamber of Commerce, presented the application.

The Board reviewed photographs of the building and renderings of the proposed addition.

The applicant wishes to create an office for the Woodstock Chamber of Commerce alongside the tourist booth/comfort station located on Mechanic Street.

An 8' wide single story addition would be placed along the 37' length of the west elevation. There would be a double set of double hung windows, matching existing units, placed on the north elevation. The west wall would have two sets of the double side-by-side double hung windows to match existing units. A solid door would be placed on the south end of the addition for entrance to both the proposed office and the stairs.

A 6' wide enclosed staircase would be constructed on the south elevation for access to a second story attic storage area. The staircase would be accessed from the west side and from within the building. The stair case would cover slightly more than half of the south elevation creating a notched roof when viewed from the east.

The Board questioned the drawings as they were unclear as to whether or not the area immediately below the second floor stair case landing would be enclosed or not. After discussion, the Board felt that enclosed or not the proposed elevation could be approved.

All materials would match the existing architectural style.

Ms. Finlayson noted that three trees, two on the west lawn and one on the south lawn, would have to be removed.

The Board strongly recommended that the trees be replaced on a one for one basis.

Ms. Finlayson did not know if there would be adequate space for additional tree plantings.

Mr. Rossi mentioned a different type of tree may have to be planted, one that would be of a shorter variety.

After discussion, the Board recommended approval of the addition and that the trees be replaced.

Ms. Finlayson noted she would not be present for next Wednesday's VDRB meeting.

**G. V-3181-15 James Sligar**

The application is for Design Review Approval to relocate window on east elevation. The property is located at 16 Mountain Avenue and is zoned Residential Low Density / Design Review.

Mr. Sigl, architect, presented the application.

The Board reviewed photographs of the as-built window and a rendering of the approved elevation.

The home was renovated in 2011 via zoning permit V-2764-11. At the time of the renovation, the roof was found not to be in alignment with the rear roof. Due to this, the second story window on the east facade closest to the roof juncture was moved slightly north to compensate.

The owner is asking to correct the 2011 elevation with the as-built window.

The window as built is in scale and proportion to the other second story windows.

After discussion the Board recommended the request be approved as a minor application via an administrative permit.

**H. V-3182-15 Christopher & Carole Ann Sparkes**

The application is for Design Review Approval to amend Permit V-3043-14 with window and door changes to west elevation and add vent to south elevation. The property is located at 47 South Street and is zoned Residential High Density / Design Review.

The applicant was not present, the Town Planner presented the application.

A few changes were found during the Certificate of Occupancy inspection from that approved via zoning permit V-3043-14.

A side wall vent was placed on the back of the south elevation. At the time of the inspection, the vent had been white and was quite visible. Since the initial inspection, the vent was painted to match the color of the wall and as such is barely visible.

On the west elevation, the kitchen windows were reduced from four to three units. This arrangement is found to be more proportional and in scale than the original rendering.

In addition, a door located on the south end of the west elevation was removed. A two over two window was placed just south of the removed door.

The west elevation faces a steep natural stone wall, creating a narrow backyard terrace. The west elevation would not be visible to anyone except the owners of the building.

After discussion, the Board recommended the request be approved as a minor application via an administrative permit.

**III. OTHER BUSINESS:**

**IV. NEXT MEETING:**

The next meeting is scheduled for September 16, 2015. Chair Bendis will not be present.

**V. ADJOURNMENT:**

The Board adjourned at 6:00 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner