

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
October 19, 2016**

Members Present: Don Olson, Jack Rossi, Nancy Sevchenko, Beverly Humpstone  
Members Absent: Jeff Bendis  
Others Present: John Reed, Phyllis Morris, Brad Archer, Michael Brands

**1. CALL TO ORDER**

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

**2. PUBLIC HEARINGS**

**A. V-3273-16 Oliver Reed**

The application is for Design Review and Conditional Use Approval to add studio apartment, expand parking lot and install egress windows. The property is located at 63 Central Street and is zoned Central Commercial / Design Review.

Mr. John Reed, father, presented the application. Ms. Morris, realtor, was present.

The Board reviewed numerous photographs of the building and a cut sheet of the proposed window units. This meeting is to review only the installation of the egress windows.

The State Fire Marshall's Office is requiring egress windows for the residential apartments located within the building.

The replacement windows are a casement style, and swing out to provide the required access space. All windows being replaced are smaller third floor windows and therefore less noticeable than a full window unit on a first or second floor.

Two of the replaced windows would be viewed by the passing public. One is located on the easternmost window on the third floor facing the street (north). The second is the south window on the third floor of the west facade.

Two other windows were replaced on the third floor within the courtyard and are not visible to the passing public or from neighboring properties.

All installed windows would resemble existing units with the mullions and muttons in place. The windows have a snap in grid system.

After discussion, the Board recommended approval of the window units as presented.

**B. V-3276-16 Brad Archer**

The application is for Design Review and Conditional Use approval to remove fence and create a parking space on a seasonal basis. The property is located at 3 Ford Street and is zoned Residential High Density / Design Review.

Mr. Archer presented the application.

The Board reviewed photographs of the existing fence and proposed parking area.

The owner wishes to remove the street side fence to allow seasonal parking on his front lawn. The space would be used during the Village's winter snow ban, generally November through April of each year. The fence would be replaced each year at the end of the snow ban period.

The fence that is parallel to Route 4 would remain. An unhealthy pine would be removed to allow a car to be parked on the site. The top ten feet of the tree is dead.

The owner would like to place pea stone on the site of the parking space to create a more durable surface.

The Town Planner recommended that grass be seeded on top of the gravel to maintain the appearance of the lawn. This should work well as the site would not be used for parking during the growing season.

The VDRB will conduct a Conditional Use Review of the proposed space next week.

A curb-cut permit from the Board of Trustees is required for the new entrance off of Ford Street.

After discussion, the Board recommended approval of the fence removal as presented.

**III. OTHER BUSINESS**

**A. Stone House Act 250 Extension Request**

Nichols Burke, attorney and agent for the Gerrish East End property, has requested an extension of the Act 250 completion date established two years ago. The hearing will take place November 4, 2016 at 9:00 a.m. in the Town Hall conference room. The Act 250 determination allowed the Stone House to be removed once a local Design Review permit was granted and a \$50,000 contribution was made to the State Preservation Office to be used to rewrite the Village of Woodstock's Historic District Survey. The completion date is December 1, 2016. The Board was invited to discuss the issue with the Planning Commission at their November 2, 2016 meeting. Town Planner will send the Act 250 hearing notice to the Board.

**IV. NEXT MEETING**

The next meeting is scheduled for October 26, 2016.

**V. ADJOURNMENT**

The Board adjourned at 4:30 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner