

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
September 7, 2016**

Members Present: Jeff Bendis, Don Olson, Jack Rossi, Nancy Sevchenko  
Members Absent: Beverly Humpstone  
Others Present: Wendy Spector, Brian Knowles, Michael Brands

**I. CALL TO ORDER**

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

**II. PUBLIC HEARINGS**

**A. V-3267-16 Wendy & Jonathan Spector**

The application is for Design Review Approval to remove cellar window and place gutters on el of home. The property is located at 16 The Green and is zoned Residential Medium Density / Design Review.

Ms. Spector presented the application.

The Board reviewed numerous photographs of the cellar window and the roof areas.

There are four cellar windows on the front of the building that would be covered over. The windows would be bricked in with mortar applied over the brick.

The mortar would match the existing color and appearance of the foundation as much as possible.

There is heavy vegetation and a fence in front of each foundation window. This makes them very difficult to be seen from the street.

The eyebrow detail above the window would remain.

The second request was to place gutters on the east side of the house.

Gutters exist on the west side of the home.

The gutters would be a metal material and of a dark color.

After discussion, the Board recommended approval and that the request be granted as a minor application via an administrative permit.

**B. V-3268-16 Clayton & Abby Gillette**

The application is for Conditional Use and Design Review approval to change roof from asphalt shingles to metal standing seam. The property is located at 5 Church Street and is zoned Residential Low Density / Design Review.

Mr. Knowles, contractor, presented the application.

The Board reviewed photographs of the existing roof.

The current roof uses a three tab asphalt shingle.

The owners researched various roofs and feel a standing seam metal roof would be the best option for their purpose.

A dark gray color was chosen. Mr. Knowles shared a sample metal square of the proposed roof material.

There are numerous homes with standing seam throughout the neighborhood.

After discussion, the Board recommended approval and that the request be granted as a minor application via an administrative permit.

**C. V-3269-16 Jed Dickinson**

The application is for Design Review approval to replace a shingle asphalt roof on the cottage with a metal standing seam roof. The property is located at 21 River Street and is zoned Residential Low Density / Design Review.

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

The Board reviewed photographs of the existing building.

The building is located at the rear of the property, at the end of the driveway. The cottage is much smaller than the main building. The roof portion of the building is not very visible from the street.

The current cottage roof has asphalt shingles. The owner wishes to match the metal standing seam roof on the main house.

The proposed color would match the color of the roof on the main house, which received a permit earlier this year to place a metal standing seam roof.

After discussion, the Board recommended approval and that the request be granted as a minor application via an administrative permit.

**III. OTHER BUSINESS**

**IV. NEXT MEETING**

The next meeting is scheduled for September 14, 2016.

**V. ADJOURNMENT**

The Board adjourned at 4:30 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner