

**TOWN DEVELOPMENT REVIEW
DRAFT MINUTES
August 26, 2015**

Members Present: Don Bourdon, Charlie Wilson, Laurance Lombard
Members Absent: Fred Hunt, Ingrid Moulton Nichols
Others Present: Deborah Hawthorn, Gail Childs, Jennifer Audsley, Kimberly French,
Michael Brands

I. CALL TO ORDER

Chair Bourdon called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES

The July 28, 2015 minutes were approved as submitted.

III. PUBLIC HEARINGS

A. Old Business: None

B. New Business:

1. T-4565-15 Pidlipchak

Application is for Conditional Use Approval to reinstate Subdivision Permit T-4349-12 and to excavate within the Conservation Overlay District (wetland buffer). The property is located on 148 Iver Johnston Road and is zoned Residential Five Acres / Wetland Overlay.

The applicant asked to continue the hearing to September.

2. T-4592-15 Deborah Hawthorn

Application is for Design Review approval to construct roof over shed door and relocated light. The property is located at 5014 South Road and is zoned Residential Low Density / Design Review.

Ms. Hawthorn presented the application.

The TDRB reviewed photographs of the building and the proposed changes.

The applicant wishes to place a short roof over existing shed door and relocate light to right side of the door.

The roof has a very short eave, creating a problem of stormwater running down the front of the door. The steps are stone. During the cold months, this causes the door to freeze shut and the steps to be iced over. The proposed roof would eliminate this problem.

The roof would be 30 inches wide and extend six inches on each side beyond the trim boards of the door.

The roof would be finished with a standing seam roof that matches the current roof.

The existing lamp currently over the door would be moved to the right side of the door.

The South Woodstock Design Review Board recommended approval as presented.

Testimony was voted closed.

3. T-4594-15 Gail Childs

Application is for Conditional Use Approval to use property as a Short Term Rental. The property is located on 36 Happy Valley Road and is zoned Residential Low Density.

Ms. Childs presented the application.

The TDRB reviewed a floor plan of the apartment and a site plan of the property.

The owner desires to rent one room in her apartment as a Short Term Rental.

The entire building had once been an eight room bed and breakfast. The B&B was converted to two apartments.

The room would be rented occasionally and is listed on the Short Term Rental websites.

There is plenty of parking on site, there had been eight spaces when the home was a B&B.

The TDRB reviewed the Short Term Rental restrictions and requirements with the applicant. The use is allowed only ten times per calendar year.

The State Fire Marshall has inspected the building.

Testimony was voted closed.

4. T-4595-15 Audsley Property Holdings

Application is for Conditional Use and Site Plan Approval to construct a 50' x 70' hard pack parking lot on property. The property is located at Mill Road and is zoned Business Service / Light Industrial.

Ms. Audsley presented the application.

The TDRB reviewed a photograph and site plan of the proposed parking lot.

The owners wish to create a five car parking lot measuring 50' x 70'.

The industrial site is 0.81 acres with a 39' wide dogleg to Mill Road.

The site is bordered on the west by the Woodstock Union High School. The eastern boundary is a 0.55 acre parcel owned by the applicant, a portion of which is currently used by Dead River for propane tank storage.

The parking lot would be used only by the Kedron Valley Veterinary Clinic employees.

The employees would walk across the high school property to access the clinic which is located on Route 4.

The site is very flat. The lot would require very little excavation and would be hardpacked to create a smooth surface. There should be no stormwater impacts. The west and north sides of the lot would be left as is, wild grass mowed once a year.

The parking lot would be placed directly behind the Dead River propane tank storage yard which is enclosed by a chain link fence.

Access to the parking would be through the 39' wide dogleg which runs directly south of the chain link fence.

The lot would be used from 8:00 am to 5:00 pm. There would be no need for illumination as the lot is not used at night.

The TDRB reviewed the Conditional Use and Site Plan criteria.

Testimony was voted close.

V. OTHER BUSINESS

A. Administrative Officer's Report

The report was given and discussed.

VI. DELIBERATIONS

A. T-4578-15 Pidlipchak Continued.

B. T-4592-15 Hawthorn

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs of the building and the proposed changes.
2. The applicant wishes to place a short roof over existing shed door and relocate light to right side of the door.
3. The roof has a very short eave, creating a problem of stormwater running down the front of the door. The steps are stone. During the cold months, this causes the door to freeze shut and the steps to be iced over. The proposed roof would eliminate this problem.
4. The roof would be 30 inches wide and extend six inches on each side beyond the trim boards of the door.
5. The roof would be finished with a standing seam roof that matches the current roof.
6. The existing lamp currently over the door would be moved to the right side of the door.
7. The South Woodstock Design Review Board recommended approval as presented.

After further discussion, Mr. Wilson moved with a second by Mr. Lombard to approve the application as presented.

The motion passed with a 3-0 vote.

C. T-4594-15 Childs

After discussion, the following findings of fact were established:

1. The TDRB reviewed a floor plan of the apartment and a site plan of the property.
2. The owner desires to rent one room in her apartment as a Short Term Rental.
3. The entire building had once been an eight room bed and breakfast. The B&B was converted to two apartments.
4. The room would be rented occasionally and is listed on the Short Term Rental websites.
5. There is plenty of parking on site, there had been eight spaces when the home was a B&B.
6. The TDRB reviewed the Short Term Rental restrictions and requirements with the applicant. The use is allowed only ten times per calendar year.
7. The State Fire Marshall has inspected the building.

After further discussion, Mr. Wilson moved with a second by Mr. Lombard to approve the application as presented.

The motion passed with a 3-0 vote.

D. T-4595-15 Audsley

After discussion, the following findings of fact were established:

1. The TDRB reviewed a photograph and site plan of the proposed parking lot.
2. The owners wish to create a five car parking lot measuring 50' x 70'.
3. The industrial site is 0.81 acres with a 39' wide dogleg to Mill Road.
4. The site is bordered on the west by the Woodstock Union High School. The eastern boundary is a 0.55 acre parcel owned by the applicant, a portion of which is currently used by Dead River for propane tank storage.
5. The parking lot would be used only by the Kedron Valley Veterinary Clinic employees.
6. The employees would walk across the high school property to access the clinic which is located on Route 4.
7. The site is very flat. The lot would require very little excavation and would be hardpacked to create a smooth surface. There should be no stormwater impacts. The west and north sides of the lot would be left as is, wild grass mowed once a year.
8. The parking lot would be placed directly behind the Dead River propane tank storage yard which is enclosed by a chain link fence.
9. Access to the parking would be through the 39' wide dogleg which runs directly south of the chain link fence.
10. The lot would be used from 8:00 am to 5:00 pm. There would be no need for illumination as the lot is not used at night.
11. The TDRB reviewed the Conditional Use and Site Plan criteria.

After further discussion, Mr. Lombard moved with a second by Mr. Wilson to approve the application as presented.

The motion passed with a 3-0 vote.

VII. NEXT MEETING

The next meeting is scheduled for September 22, 2015.

VIII. ADJOURNMENT

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town Planner