

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
July 13, 2016**

PRESENT: Jim Mills, Jane Soule, Randy Mayhew, Benjamin Pauly, Keri Cole
ABSENT: None
ALSO PRESENT: Phil Swanson, Michael Brands

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business **None**

B. New Business

1. V-3233-16 **Blue Horse Inn**

The application is for Design Review Approval to place a metal chimney on East elevation of Inn. The property is located at 3 Church Street and is zoned Inn / Design Review.

At the July 13, 2016 Design Review Board meeting, the Town Planner informed the board that the owners found they are able to place an insert within the existing brick chimney. By doing this, the need for the exterior mounted stainless steel chimney becomes null and void. The owners are working on bids for the new approach with an intent of having the stainless steel chimney and associated mounting brackets removed by the fall. The Town Planner will continue to monitor the progress.

2. V-3247-16 **Gonzalo M. Ferrer**

The application is for Conditional Use Approval to establish a Short Term Rental. The property is located at 6 Hathorn Hill and is zoned Residential Low Density.

Due to neighborhood pressure, the applicant agreed to rent for periods of more than 30 days. Doing so negates the need for a permit as only less than 30 day stays are regulated. A letter asking to withdraw the application was read.

3. V-3251-16 Village of Woodstock

The application is for Design Review, Conditional Use and Site Plan Review Approval to add three lights to municipal parking lot and to pave the parking lot. The property is located on Maxham Meadow Way and is zoned Community / Design Review.

Mr. Swanson, Town Manager, presented the application.

The VDRB reviewed photographs of the area, a site plan and a cutsheet of the proposed light fixture.

The power for the lights would come off an existing pole located at west edge of the parking lot.

A meter would be placed behind the existing fence. Green Mountain Power does not allow meters to be placed on their electric poles.

The light fixtures are a shoe box style with LED bulbs located within. They would be mounted on 15' tall poles.

Three lights would be added, one on the west boundary and two on the north edge of the parking lot. They would be controlled by a photocell to open at dusk and close at dawn.

Both the shoe box design and the LED bulbs force the light down with little overspill. The same lights are used at the Village's comfort station parking lot behind the Woodstock Pharmacy. The LED bulbs are the equivalent of a 60 watt incandescent bulb.

The second part of the application is to pave the parking lot which is currently surfaced with hard pack. Paving would control dirt, water runoff and allow markings to be painted to designate parking spaces.

Four conduits would be buried under the paving with power going just east of the stone wall. Electric vehicle recharge stations are planned for the future.

Paving would start at the junction with Pleasant Street and stop just west of the stone wall.

A rolled 6" high asphalt curb would be placed along the west edge of the parking lot.

Along the Alsup property line the site would be super elevated to force water to sheet flow north towards the river. The Village owns all land to the river. At the bottom of the steep hill which leads to the lower river section, a rain garden has been placed. The rain garden would filter sediment and other material as well as control storm flow.

A catch basin is placed within the northwest corner of the parking area.

The park and ride area would have ten parking spaces directly east of the current parking spaces. Buses would park along the Alsup property line east of the stone wall.

The site plan has been changed to place only one handicap space versus the two proposed near the Pleasant Street entrance. The space would be made wider and will be van accessible. There is sufficient space should additional handicap spaces be required in the future.

The Design Review Board recommended approval as presented.

The VDRB reviewed Site Plan criteria.

Testimony was voted close.

4. V-3252-16 Jonathan & Wendy Spector

The application is for Design Review to amend permit V-3116-15 with minor fence changes. The property is located at 16 The Green and is zoned Residential Medium Density / Design Review.

Ms. Spector presented the application.

The VDRB reviewed photographs and a site plan of the area.

On March 3, 2015, a permit was issued to add 89 linear feet of fence and install an exterior HVAC unit on the east elevation of the property. The additional fence was to run north from the driveway along South Street, eventually connecting with the fence along the front portion of the property.

The applicant would like to change the fence details. The curving the ends of the fence is not needed or possible as vegetation has been planted in these areas, therefore the fence would be straight, parallel to South Street.

To compensate for the growth of the hedge, the owner would like to move the fence 6" closer to the street. This still leaves adequate space between the sidewalk and the fence. A photograph showing stakes marking the new location was viewed. The change was reviewed and approved by the Town Manager.

The fence would be the same style as previously approved. It would be only 3.5' tall, equal in height to that of the front fence.

The Design Review Board recommended that the fence not be placed. The hedge does an excellent job of screening and creates a nice green buffer. Placement of a fence in front of the hedge would detract from the green buffer and is not considered necessary.

Ms. Spector noted the Design Review Board was confused by her question as to whether or not a fence would be required. It is her intent to place the fence as discussed above.

Testimony was voted closed.

5. V-3254-16 Dana Block LLC / Prince and Pauper Restaurant

The application is for Design Review to install A/C compressor unit on the roof and replace three wall mounted AC units with smaller vents. The property is located at 24 Elm Street and is zoned Central Commercial / Design Review.

The request was considered a minor application by the Design Review Board, and a permit was issued administratively. Air conditioners are on the list of items eligible for a minor application status.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

B. Wendy Spector

Ms. Spector showed the VDRB photographs of her rear yard where she would like to place a patio. The difference in the front and rear yard elevations would force a retaining wall. The retaining wall would be dry lay stone. The VDRB reviewed a photograph. The patio area would be heavily landscaped and would not be visible from a public way. The VDRB felt the plan met the criteria of a minor application, but deferred that decision to the Design Review Board. Ms. Spector will submit an application to meet with the Design Review Board.

IV. DELIBERATIONS

A. V-3233-16 Blue Horse Inn Continued

B. V-3247-16 Gonzalo Ferrer Withdrawn

C. V-3251-16 Village of Woodstock

After discussion the following findings of fact were established:

1. The VDRB reviewed photographs of the area, a site plan and a cutsheet of the proposed light fixture.
2. The power for the lights would come off an existing pole located at west edge of the parking lot.
3. An GMP electric meter would be placed behind the existing fence.
4. The light fixtures are a shoe box style with LED bulbs located within. They would be mounted on 15' tall poles.
5. Three lights would be added, one on the west boundary and two on the north edge of the parking lot. They would be controlled by a photocell to open at dusk and close at dawn.

6. Both the shoe box design and the LED bulbs force the light down with little overspill. The same lights are used at the Village's comfort station parking lot behind the Woodstock Pharmacy. The LED bulbs are the equivalent of a 60 watt incandescent bulb.
7. The second part of the application is to pave the parking lot which is currently surfaced with hard pack. Paving would control dirt, water runoff and allow markings to be painted to designate parking spaces.
8. Four electrical conduits would be buried under the paving with power going just east of the stone wall. Electric vehicle recharge stations are planned in the future.
9. Paving would start at the junction with Pleasant Street and stop just west of the stone wall.
10. A rolled 6" high asphalt curb would be placed along the west edge of the parking lot.
11. Along the Alsup property line the site would be super elevated to force water to sheet flow north towards the river. The Village owns all land to the river. At the bottom of the steep hill which leads to the lower river section, a rain garden has been placed. The rain garden would filter sediment and other material as well as control storm flow.
12. A stormwater catch basin is placed within the north west corner of the parking area.
13. A change in the site plan is to place only one handicap space versus the two proposed near the Pleasant Street entrance. The space would be made wider and be van accessible. There is sufficient space should additional handicap spaces be required in the future.
14. The Design Review Board recommendation to approve as presented was read.
15. The VDRB reviewed Site Plan criteria.

After additional discussion, Mr. Mayhew moved with a second by Ms. Cole to approve the application as presented. The motion passed with a 5-0 vote.

D. V-3252-16 Jonathan and Wendy Spector

After discussion the following findings of fact were established:

1. The VDRB reviewed photographs and a site plan of the area.
2. On March 3, 2015, a permit was issued to add 89 linear feet of fence and install an exterior HVAC unit on the east elevation of the property. The additional fence was to run north from the driveway along South Street, eventually connecting with the fence along the front portion of the property.
3. The applicant would like to change the fence details. The curving the ends of the fence is not needed or possible as vegetation has been planted in these areas, therefore the fence would be straight, parallel to South Street.
4. To compensate for the growth of the hedge, the owner would like to move the fence 6" closer to the street. This still leaves adequate space between the sidewalk and the fence. A photograph showing stakes marking the

new location was viewed. The change was reviewed and approved by the Town Manager.

5. The fence would be the same style as previously approved. It would be only 3.5' tall, equal in height to that of the front fence.
6. The VDRB reviewed the Design Review criteria with the applicant.

After additional discussion, Ms. Cole moved with a second by Mr. Mayhew to approve the application as presented. The motion passed with a 5-0 vote.

E. V-3254-16 Dana Block LLC / Prince and Pauper Administrative Permit

V. APPROVAL OF MINUTES

The June 22, 2016 minutes were approved as submitted.

VI. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town/Village Planner