



*Woodstock, Vermont*    *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

**DESIGN REVIEW BOARD**

**DRAFT MINUTES**

**May 20, 2015**

Members Present:     Jeff Bendis, Don Olson, Jack Rossi, Nancy Sevcenko, Beverly Humpstone  
Members Absent:     None  
Others Present:        Alison Roth, Michael Brands

**I. CALL TO ORDER:**

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

**II. PUBLIC HEARINGS:**

**A. V-3129-15     Oliver Block, LLC**

The application is for Design Review Approval exterior renovations including replacing large window with three double hung windows on East elevation of building. The property is located at 20 Central Street and is zoned Central Commercial / Design Review.

Ms. Roth, property manager, presented the application.

The Board reviewed a number of photographs and a cut sheet of the proposed window unit.

A second story retail space in the Morgan Block building located at 20 Central Street is being converted to an apartment.

Due to State fire code restrictions, the large windows on the east wall facing the Post Office building need to be removed.

The owner would remove the large plate glass windows. They would be replaced by two sets of three double hung windows placed one over the other. The two sets would be separated by the existing wood panel that currently separates the two large windows.

The clapboard wall would be raised up 3' from the current window sill level.

The proposed one over one double hung energy efficient windows would each measure be 36" x 54". The current window measures 8' 8" wide. Three window units would fill the void.

The applicant stated the front office space located above the Vermont Flannel store is proposed for renovation in the near future and would be addressed under a separate application.

The Board advised the applicant that all windows on the building should have a compatible and



cohesive look.

The Board suggested that the existing blank wood panel between the two large windows should be changed to clapboards to make it blend in better with the wall. The clapboards should be offset when constructed to appear as if they had always been in place.

The applicant also proposed changing the entrance door to the apartment. The door is located within the stairwell and is not visible from the exterior of the building.

The Board agreed this is an interior door and therefore does not need to be reviewed.

The Board recommended approval as discussed above. A photograph of the entire east wall of the building and a new drawing of the proposed finished look showing the clapboard placement between the two sets of windows is to be presented at the VDRB's meeting next week.

### **III. OTHER BUSINESS:**

#### **A. Design Review Regulations.**

Chair Bendis discussed a draft letter which would be placed jointly by the Design Review and the Development Review Boards in the Vermont Standard. Recently, there have been a number of applications coming in with projects already built before reception of permit. The intent of the letter is to alert property owners, builders and real estate personnel that an application is required before commencement of work and to call the Planning and Zoning Office to see if permits are necessary. The draft will be distributed to both boards before publishing in the paper. It was suggested that the letter be sent to all area realtors and builders as well.

### **IV. NEXT MEETING:**

The next meeting is scheduled for June 3, 2015.

### **V. ADJOURNMENT:**

The Board adjourned at 4:35 pm.

Respectfully submitted,



Michael Brands, AICP  
Town/Village Planner