

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
May 27, 2015**

PRESENT: Jim Mills, Randy Mayhew, Jane Soule, Benjamin Pauly, Keri Cole
ABSENT: None
ALSO PRESENT: Alison Roth, Les Berge, David Brown, Diana Brown, Rachel Kahn, Ann Marie Christensen, 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-3129-15 **Oliver Block, LLC**

The application is for Design Review Approval exterior renovations including replacing a 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 VDRB 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 proposed clapboards would be offset, to create the appearance 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 VDRB agreed this is an interior door and therefore does not need to be reviewed.

Due to the Design Review Board's recommendation, the applicant submitted a photograph of the entire east wall of the building and a new drawing of the proposed finished look.

The Design Review Board recommendation to approve was read by the VDRB.

Testimony was voted closed.

2. V-3136-15 David and Diana Brown

The application is for Conditional Use Review Approval to use property as a Short Term Rental. The property is located at 25 South Street and is zoned Residential/Office/Design Review.

Ms. Cole stepped down.

Mr. and Mrs. Brown presented the application.

The applicants recently purchased a two bedroom residential unit and wish to be able to rent it out as a short term rental.

The applicant has read Section 522 Short Term Rental and understands the restrictions.

The unit would be rented out as a Short Term Rental for no more than six times a year.

The State Fire Marshall has visited the site. As a newly constructed structure everything was found to be up to code. A final State approval will be done before the required Certificate of Inspection.

The owners are local residents and are listed as the managers.

Ms. Kahn asked about number of guests allowed.

The unit is a two bedroom home. The State has a six guest limit on Short Term Rentals.

Testimony was voted close.

Ms. Cole returned to the VDRB.

3. V-3137-15 Les and Susan Berge

The application is for Conditional Use and Site Plan Review Approval to convert residential space to commercial office. The property is located at 59 Pleasant Street and is zoned Light Commercial / Design Review.

Mr. Berge presented the application.

The VDRB reviewed a site plan, floorplan and photographs of the building.

A portion of a home is to be converted to an insurance office. The first and second floor of the front residential unit would be office space. The rear residential unit remains as a one bedroom apartment.

The site plan noted 8 parking spaces. There are two spaces within the garage, two spaces just east of the garage and four directly in front of the garage. The applicant owns a number of neighboring parcels that also have parking available on them.

The VDRB asked how the garage spaces would be accessed. It appears the spaces in front of the garage as drawn would block entrance to the garage. The two spaces just east of the garage straddle the applicant's neighboring parcel.

The VDRB recommended a new scaled site plan be created to clarify the parking spaces.

The application notes five employees. Testimony noted two of the employees work at home. Testimony also noted one client would be on site as it is rare that clients visit the office.

The Town Planner stated the regulations require one parking space per on-site employee, one per client for office use, and two for the apartment.

The hours of operation would be 8:00 am to 5:00 pm Monday thru Friday.

Trash and recycling would be handled thru a local contractor.

The sewer and water use of the proposed office would be less than the current residential use.

There would be no exterior changes. Signage would be done via an administrative permit.

The Board reviewed Site Plan and Conditional Use criteria.

Testimony was voted closed.

During deliberations, the VDRB voted to continue the hearing to request an updated and to scale site plan. The motion passed with a 5-0 vote.

4. V-3138-15 Meredith Christensen

The application is for Design Review Approval to convert Bed and Breakfast to Residential and Short Term Rental. The property is located at 33 River Street and is zoned Residential Low Density / Design Review.

Ms. Christensen, mother of applicant, presented the application.

The former three guest bed and breakfast was cancelled. The new owner wishes to return the building to a residence. In addition, the owner would like to be able to rent the home as a Short Term Rental.

The applicant has read and understands the requirements of Section 522 Short Term Rental.

Short Term Rentals would be restricted to six times a year.

The owner is not a local resident. Her mother, who lives in Perkinsville, would serve as the manager.

The State Fire Marshall has visited the site. The final State approval will be required before the Certificate of Occupancy can be signed.

Currently the home has four bedrooms, two living rooms and one kitchen.

Only three bedrooms would be rented out, with a maximum of six persons.

Rachel Kahn questioned the need for a floor plan and if the permit was renewable.

The Town Planner noted the permit is valid forever, pending zoning changes. The floor plan is needed to understand the potential number of guests on site.

Testimony was voted close.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

IV. DELIBERATIONS

A. V-3129-15 Oliver Block, LLC

After discussion the following findings of fact were established:

1. The VDRB reviewed a number of photographs and a cut sheet of the proposed window unit.
2. A second story retail space in the Morgan Block building located at 20 Central Street is being converted to an apartment.
3. Due to State fire code restrictions, the large windows on the east wall facing the Post Office building need to be removed.
4. 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.
5. The clapboard wall would be raised up 3' from the current window sill level.
6. 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.
7. The proposed clapboards would be offset, to create the appearance they had always been in place.
8. The Design Review Board recommendation to approve was read by the VDRB.

After additional discussion, Mr. Pauly moved with a second by Ms. Cole to approve the application as presented.

The motion passed with a 5-0 vote.

B. V-3136-15 David and Diana Brown

Ms. Cole stepped down from the VDRB.

After discussion the following findings of fact were established:

1. The applicants recently purchased a two bedroom residential unit and wish to be able to rent it out as a short term rental.
2. The applicant has read Section 522 Short Term Rental and understands the restrictions.
3. The unit would be rented out as a Short Term Rental for no more than six times a year.
4. The State Fire Marshall has visited the site. As a newly constructed structure everything was found to be up to code. A final State approval will be done before the required Certificate of Inspection.
5. The owners are local residents and are listed as the managers.

6. The VDRB reviewed the Section 522 Short Term Rental criteria.

After additional discussion, Mr. Mayhew moved with a second by Ms. Soule to approve the application as presented.

The motion passed with a 4-0 vote.

Ms. Cole returned to the VDRB.

C. V-3137-15 Les and Susan Berge Continued

D. V-3138-15 Meredith Christensen

After discussion the following findings of fact were established:

1. The former three guest bed and breakfast was cancelled. The new owner wishes to return the building to a residence. In addition, the owner would like to be able to rent the home as a Short Term Rental.
2. The applicant has read and understands the requirements of Section 522 Short Term Rental.
3. Short Term Rentals would be restricted to six times a year.
4. The owner is not a local resident. Her mother, who lives in Perkinsville, would serve as the manager.
5. The State Fire Marshall has visited the site. The final State approval will be required before the Certificate of Occupancy can be signed.
6. Currently the home has four bedrooms, two living rooms and one kitchen.
7. Only three bedrooms would be rented out, with a maximum of six persons.
8. The VDRB reviewed the Section 522 Short Term Rental 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.

V. APPROVAL OF MINUTES

The May 13, 2015 minutes were approved as submitted.

VI. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town/Village Planner