

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
December 23, 2015**

**PRESENT:** Jim Mills, Benjamin Pauly, Jane Soule  
**ABSENT:** Randy Mayhew, Keri Cole  
**ALSO PRESENT:** Alexandra Spalding, A. E. Norton, Roy Bates, Rodney Croft, Linda Markell, A.J. Alsup, Monica Alsup, Michael Brands

**I. CALL TO ORDER**

The meeting was called to order at 7:35 p.m.

**II. PUBLIC HEARINGS**

**A. Old Business**                      **None**

**B. New Business**

**1. V-3199-15**                      **Alexandra Spalding**

The application is for Conditional Use Review Approval to establish massage therapy business as a home occupation. The property is located at 8 Linden Hill Street and is zoned Residential Medium Density.

Ms. Spalding presented the application.

The VDRB reviewed the conditional use form, site plan and numerous photographs.

The applicant is a licensed massage therapist who works at the Woodstock Inn. A number of clients have asked if she worked out of her home.

There are three clients at the moment.

There are two parking spaces in front of the two car garage.

There would be only one client at a time, all appointments are prearranged.

There would be no sign.

Hours of operation would be Monday through Friday from 8:00 am until 8:00 pm.

Only one room of the home would be used.

There would be no trash or noise due to the new business.

The VDRB reviewed Conditional Use and Home Occupation criteria with the applicant.

There were no abutters present.

Testimony was voted close.

**2. V-3200-15 Ora E. Paul Post 24 American Legion / Ruth Brooke**  
The application is for Conditional Use Review Approval to establish a yoga center. The property is located at 59 Central Street and is zoned Central Commercial.

Ms. Markel, representing Ms. Brooke presented the application.

Mr. Bates and Mr. Croft represented the Ora E. Paul Post 24 American Legion.

The VDRB reviewed the conditional use form, site plan and numerous photographs.

A Conditional Use Review is required as the office use is being changed to a yoga studio.

Ms. Brooke has been teaching yoga at Artistry in Pomfret.

There would be no more than ten clients per class. A potential schedule of classes was presented.

Hours of operation would be 8:30 am to 7:30 pm Monday through Friday. There would be occasional weekend seminars.

The lease comes with on-site parking for 4-5 vehicles. There is no parking requirement for Central Commercial businesses.

Trash and recyclables would be taken home or a contract for removal would be made with a local service. There would be no outdoor trash containers.

There is an ADA ramp at the rear of the building.

There would be one employee on site. Additional instructors would work as subcontractors from time to time.

The VDRB reviewed Conditional Use criteria with the applicant.

There were no abutters present.

Testimony was voted close.

**3. V-3201-15 Dixie Center, LLLP**

The application is for Design Review Approval to rebuild 107 linear feet of stone retaining wall and to construct 160 sq. ft. ADA ramp. The property is located at 58 Pleasant Street and is zoned Commercial / Light Industrial / Design Review.

Mr. and Mrs. Alsup, owners, presented the application.

The VDRB reviewed numerous photographs and a site plan of the property.

The owner would like to place an ADA ramp as the first floor is intended to be rented out as commercial space in the future. The State Fire Marshall's office has completed an initial inspection of the building.

The ramp would be 5' wide, therefore meeting ADA standards on width. The ramp would enter via the front door, run east for 16' to the corner and then north for 6' along the east elevation. The length would meet the ADA 10% grade standard.

The ramp would still need final approval from the State Fire Marshall's office.

The ramp's railings would be black iron metal. A photo was shown to the VDRB. The metal iron railings lessen the bulk and mass of the ramp.

The open triangular space below the ramp created where the ramp joins the front stoop would be landscaped to screen the opening.

An existing stair on the rear of the east elevation would be relocated north of the entrance platform. The sides of the stairs and the platform would have the same black iron metal railing used on the front of the ADA ramp.

The third floor window on the east elevation needs to be changed for fire safety. The opening would be elongated by 9" and a casement window would be placed. The owner agreed with the recommendation to have the casement window match the look of the other windows on the east elevation by adding mullions to create the 6 over 1 style.

On the west side of the rear elevation, an HVAC vent would be added. This area of the building is not visible from Route 4. A 4' x 6' shed roof would be placed over the vent for weather protection.

A set of stairs goes down into a basement on the west elevation. A metal railing matching that of the ramp would be placed along the west side of the stairs to protect people from falling into the opening. The owner would like to box with finished wood the metal posts that support the second story exterior stairway. The pressure treated wood set of stairs and upper railings would be left as is for the moment.

Due to Design Review concerns the applicant asked to withdraw the retaining wall from

the application.

The VDRB read the Design Review Board's recommendation to approve all requested items except for the retaining wall.

Testimony was voted closed.

### III. OTHER BUSINESS

#### A. Administrative Officer's Report

The report was issued and discussed.

### IV. DELIBERATIONS

#### A. V-3199-15 Alexandra Spalding

After discussion the following findings of fact were established:

1. The VDRB reviewed the conditional use form, site plan and numerous photographs.
2. The applicant is a licensed massage therapist who works at the Woodstock Inn. A number of clients have asked if she worked out of her home.
3. There are three clients at the moment.
4. There are two parking spaces in front of the two car garage.
5. There would be only one client at a time, all appointments are prearranged.
6. There would be no sign.
7. Hours of operation would be Monday through Friday from 8:00 am until 8:00 pm.
8. Only one room of the home would be used.
9. There would be no trash or noise due to the new business.
10. The VDRB reviewed Conditional Use and Home Occupation criteria with the applicant.

**After additional discussion, Mr. Pauly moved with a second by Ms. Soule to approve the application as presented. The motion passed with a 3-0 vote.**

#### B. V-3200-15 Ora E. Paul Post 24 American Legion / Ruth Brooke

After discussion the following findings of fact were established:

1. The VDRB reviewed the conditional use form, site plan and numerous photographs.
2. A Conditional Use Review is required as the office use is being changed to a yoga studio.
3. Ms. Brooke has been teaching yoga at Artistry in Pomfret.
4. There would be no more than ten clients per class. A potential schedule of classes was presented.
5. Hours of operation would be 8:30 am to 7:30 pm Monday through Friday. There would be occasional weekend seminars.
6. The lease comes with on site parking for 4-5 vehicles. There is no parking requirement for Central Commercial businesses.
7. Trash and recyclables would be taken home or a contract for removal would be

- made with a local service. There would be no outdoor trash containers.
8. There is an ADA ramp at the rear of the building.
9. There would be one employee on site. Additional instructors would work as subcontractors from time to time.
10. The VDRB reviewed Conditional Use criteria with the applicant.

**After additional discussion, Ms. Soule moved with a second by Mr. Pauly to approve the application as presented. The motion passed with a 3-0 vote.**

**C. V-3201-15 Dixie Center, LLLP**

After discussion the following findings of fact were established:

1. The VDRB reviewed numerous photographs and a site plan of the property.
2. The owner would like to place an ADA ramp as the first floor is intended to be rented out as commercial space in the future. The State Fire Marshall's office has completed an initial inspection of the building.
3. The ramp would be 5' wide, therefore meeting ADA standards on width. The ramp would enter via the front door, run east for 16' to the corner and then north for 6' along the east elevation. The length would meet the ADA 10% grade standard.
4. The ramp would still need final approval from the State Fire Marshall's office.
5. The ramp's railings would be black iron metal. A photo was shown to the VDRB. The metal iron railings lessen the bulk and mass of the ramp.
6. The open triangular space below the ramp created where the ramp joins the front stoop would be landscaped to screen the opening.
7. An existing stair on the rear of the east elevation would be relocated north of the entrance platform. The sides of the stairs and the platform would have the same black iron metal railing used on the front of the ADA ramp.
8. The third floor window on the east elevation needs to be changed for fire safety. The opening would be elongated by 9" and a casement window would be placed. The owner agreed with the recommendation to have the casement window match the look of the other windows on the east elevation by adding mullions to create the 6 over 1 style.
9. On the west side of the rear elevation, an HVAC vent would be added. This area of the building is not visible from Route 4. A 4' x 6' shed roof would be placed over the vent for weather protection.
10. A set of stairs goes down into a basement on the west elevation. A metal railing matching that of the ramp would be placed along the west side of the stairs to protect people from falling into the opening. The owner would like to box with finished wood the metal posts that support the second story exterior stairway. The pressure treated wood set of stairs and upper railings would be left as is for the moment.
11. Due to Design Review concerns the applicant asked to withdraw the retaining wall from the application.
12. The VDRB read the Design Review Board's recommendation to approve all requested items except for the retaining wall.

**After additional discussion, Mr. Pauly moved with a second by Ms. Soule to approve**

**the application as presented. The motion passed with a 3-0 vote.**

**V. APPROVAL OF MINUTES**

The November 11, 2015 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner