

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
June 10, 2015**

PRESENT: Randy Mayhew, Jane Soule, Benjamin Pauly
ABSENT: Jim Mills, Keri Cole
ALSO PRESENT: Darren McCullough, Michael Brands

I. CALL TO ORDER

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

II. PUBLIC HEARINGS

A. Old Business

1. 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.

The applicant was unable to attend, the Town Planner presented the application.

The application had been continued at the last meeting, requesting an updated and to-scale site plan.

To assure all parking for the use was placed entirely on the parcel in question, the owner requested a lot line adjustment. A new survey was submitted showing the south lot line to have been relocated behind the barn/garage.

The new tenant noted there would be no more than one client per day on site. Almost all work is conducted via the internet or telephone with very few clients visiting the office.

With only three employees on site, the potential for one client visit, and two spaces for the apartment, the parking need was reduced to six from the seven stated on the Conditional Use form.

A new parking plan was designed and placed on the site plan by the surveyor. All parking spaces are to scale. Two parking spaces are located directly east of the barn/garage and four parking spaces are located between the main building and the barn/garage along the western border.

The barn/garage would not be used for parking.

The VDRB complimented the applicant on a site plan well done.

The VDRB reviewed the Conditional Use and Site Plan Review criteria.

Testimony was voted closed.

B. New Business

1. V-3144-15 David & Christine Ament

The application is for Design Review Approval to remove existing porch and replace with a stone patio. The property is located at 29 The Green and is zoned Residential Low Density / Design Review.

Mr. McCullough, contractor, presented the application.

The VDRB reviewed a number of photographs and a site plan of the proposed work.

The applicant would remove the lattice portion of a screened porch and replace the structure with a stone patio.

The porch is located on the northwest corner of the building. The area is not visible from the street or the nearby neighbors.

The existing porch floor would be lowered slightly and a tree would be removed.

The proposed patio is approximately 10' x 13'. A stone path would sweep down towards the rear of the property.

The owners asked to have the stone path connect to the existing deck located on the rear of the barn. The drawing as submitted does not show the stone path connecting to the barn. A set of stairs would be built off the existing deck for access to the stone path. The stairs would match those on the east side of the barn.

The owner proposes a propane fueled fire pit to be built into the river side of the patio. A large curved stone would serve as a backdrop to the fire pit and would screen the flame. A small 55,000 btu unit was chosen.

Three 12" - 18" tall bollard lights are proposed to be placed along the path to the patio. The bulb would be hidden from view due to the conical cover.

The patio would be built of field stone and assembled in a dry laid manner. The applicant showed the VDRB photographs of similar work.

The Design Review Board's recommendation to approve as presented was read.

Testimony was voted close.

2. V-3146-15 Geoffrey Nichols / Ruth Schimmelfenning

The application is for Design Review Approval to place 36 linear foot fence and exhaust vent. The property is located at 61 Central Street and is zoned Central Commercial / Design Review.

The Design Review Board recommended that the application be issued as a minor application via an administrative permit.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

IV. DELIBERATIONS

A. V-3137-15 Susan and Les Berge

After discussion the following findings of fact were established:

1. The VDRB reviewed a site plan, floorplan and photographs of the building.
2. 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.
3. The hours of operation would be 8:00 am to 5:00 pm Monday thru Friday.
4. Trash and recycling would be handled thru a local contractor.
5. The sewer and water use of the proposed office would be less than the current residential use.
6. There would be no exterior changes. Signage would be done via an administrative permit.
7. To assure all parking for the use was placed entirely on the parcel in question, the owner requested and received a lot line adjustment permit. A new survey was submitted showing the south lot line to have been relocated behind the barn/garage.
8. The new tenant, an insurance office, noted there would be no more than one client per day on site. Almost all work is conducted via the internet or telephone with very few clients visiting the office.
9. With only three employees on site, the potential for one client visit, and two spaces for the apartment, the parking need was reduced to six from the seven stated on the Conditional Use form.
10. Public parking is also available within walking distance.
11. A new parking plan was designed and placed on the site plan by the surveyor. All

parking spaces are to scale. Two parking spaces are located directly east of the barn/garage. Four parking spaces are located between the main building and the barn/garage along the western property line.

12. The barn/garage would not be used for parking.
13. The VDRB complimented the applicant on a site plan well done.
14. The VDRB reviewed the Conditional Use and Site Plan Review criteria.

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

The motion passed with a 3-0 vote.

B. V-3144-15 David & Christine Ament

After discussion the following findings of fact were established:

1. The VDRB reviewed a number of photographs and a site plan of the proposed work.
2. The applicant would remove the lattice portion of a screened porch and replace the structure with a stone patio.
3. The porch is located on the northwest corner of the building. The area is not visible from the street or the nearby neighbors.
4. The existing porch floor would be lowered slightly and a tree would be removed.
5. The proposed patio is approximately 10' x 13'. A stone path would sweep down towards the rear of the property.
6. The owners asked to have the stone path connect to the existing deck located on the rear of the barn. The drawing as submitted does not show the stone path connecting to the barn. A set of stairs would be built off the existing deck for access to the stone path. The stairs would match those on the east side of the barn.
7. The owner proposes a propane fueled fire pit to be built into the river side of the patio. A large curved stone would serve as a backdrop to the fire pit and would screen the flame. A small 55,000 btu unit was chosen.
8. Three 12" - 18" tall bollard lights with 12 watt bulbs are proposed to be placed along the path to the patio. The bulb would be hidden from view due to the conical cover.
9. The patio would be built of field stone and assembled in a dry laid manner. The applicant showed the VDRB photographs of similar work.
10. The Design Review Board's recommendation to approve as presented was read.

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

The motion passed with a 3-0 vote.

C. V-3146-15 **Geoffrey Nichols / Ruth Schimmelpfenning**
Issued administratively.

V. APPROVAL OF MINUTES
The May 27, 2015 minutes were approved as submitted.

VI. ADJOURNMENT
The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town/Village Planner