

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
September 9, 2015**

PRESENT: Jim Mills, Benjamin Pauly, Jane Soule
ABSENT: None
ALSO PRESENT: Evelyn Brey, Michael Malik, Don Gilbert, Laird Bradley, Paul Mahoney, Sue Bryan, Greeno Rossi, 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-3172-15 **David & Evelyn Brey**

The application is for Design Review Approval to renovate porches on north elevation and to place exterior A/C unit on south elevation of inn. The property is located at 41 Pleasant Street and is zoned Light Commercial / Design Review.

Due to age and deterioration the wooden fire escape system located on the front of the building is in need of replacement. A review by the State's Fire Marshall found the current fire escape system of stairs does not comply with the fire code.

The applicant decided against rebuilding a massive wooden completely enclosed fire escape. A metal spiral set of stairs was selected as being the most discrete form of construction. Fire codes allow the spiral staircase as the snow and ice are intended to fall through slotted horizontal surfaces that serve as stairs, etc.

The applicant presented a series of drawings prepared by Ertel Associates. The drawings include a floor plan of the porch area for each of the three levels, an elevation of the front of the building with proposed staircases, and a rough sketch of the northeast corner of the building with proposed staircases.

The spiral staircase from third floor to second floor was moved away from the building towards the north edge of the existing third floor porch. This creates sufficient room on the second floor for emergency egress from both second and third floors to the spiral staircase that leads to ground level. The emergency walkways are 3' wide.

The removal of the existing wooden staircase is considered a significant improvement to the look of the building as the owner will rebuild the front porch areas to their original

1899 form and style. The reduction of mass is most noticeable on the northeast corner of the building.

The architect's drawings also showed the spiral staircase to be slightly offset from the building, therefore creating visual separation between the metal stairs and the wooden building.

The entire wood section of the porches would be rebuilt. Fir flooring is planned for the second and third floors and a composite material for the first floor porch for easier maintenance.

Porch railings would be rebuilt in wood to a 42" height. The emergency exit walkways would have metal railings built to the same height.

The Design Review Board recommended black as the best color for the metal material, as it would make the staircase less visible than other colors. All metal portions of the emergency exit would be black. The black color is applied at the factory and has a life time guarantee.

The location of the proposed exterior air conditioner compressors to be placed on the rear of the building was discussed. The area is not visible to the public and the building is well landscaped.

The Design Review Board recommendation to approve as presented was read. The elimination of the massive wood structure that serves as a fire escape should be a significant improvement to the scale and proportion of the building's front facade.

Testimony was voted close.

2. V-3173-15 Michael & Naomi Malik

The application is for Design Review Approval to attach down lit light to existing free-standing sign. The property is located at 47 Pleasant Street and is zoned Light Commercial / Design Review.

Mr. Malik presented the application.

The applicant wishes to illuminate an existing free standing sign. A goose neck type fixture with an LED bulb is proposed.

New drawings were submitted to show how the fixture would be mounted to the sign post. The fixture would be attached to the post slightly above the sign to enable the light to shine down and across the sign. There would be one fixture on each side of the sign.

The LED bulb measures 2.5" across. The proposed fixture was changed from a 10" wide bell to a 5" wide bell at the end where the bulb would be installed. The fixture is the same as the Artist's Collective Gallery at 47 Central Street. The Design Review Board agreed that the originally submitted fixture was considered too large and out of scale for the bulb being used.

The Design Review Board recommendation to approve with a small fixture was read.

Testimony was voted close.

3. V-3170-15 Donald and Laura Gilbert

The application is for Variance Approval to reduce the riparian buffer from 100 feet to 55 feet at the southern border of the property. The property is located at 6 River Street and is zoned Residential Low Density / Design Review District/ Flood Hazard / Riparian.

Mr. Gilbert and Mr. Bradley, realtor, presented the application.

The owner seeks relief from the Riparian regulations as they restrict the sale of his property.

A 100' buffer is required from the river bank. This reduces the buildable area of the one acre lot to less than 20% .

The property was damaged by floods during Tropical Storm Irene and the main home is still not repaired.

A permit was granted in April 2015 to rebuild the home with a significant addition but the buyer withdrew his offer at the last moment thus negating the sale.

The variance request would maintain the 100 foot riparian on the east boundary line with a gradual reduction to 55' at the west boundary line. The property has 235' of street frontage.

In addition, setbacks and Flood Hazard regulations also restrict the property. Any construction would be controlled by the Design Review process.

Chair Mills asked that the Conservation Commission review the application and weigh in on the discussion as they would do if a building was proposed.

The Town Planner informed the applicant that the Conservation Commission meets next Wednesday, September 16, 2015 at 7:30 pm. A Conservation Commission recommendation should be made in time for the next VDRB meeting on September 23, 2015.

Mr. Bradley feels the riparian buffer creates a draconian impact on this property.

Chair Mills feels a full board should participate in the review as well.

After discussion, Ms. Soule motioned with a second by Mr. Pauly to continue the application to next meeting to await a recommendation from the Conservation Commission.

4. V-3174-15 Paul and Kathy Mahoney

The application is for Conditional Use Approval to use property as a Short Term Rental. The property is located at 78 River Street and is zoned Residential Low Density.

Mr. Mahoney presented the application.

The VDRB reviewed both a floorplan and a site plan of the property.

The applicant owns a duplex at 76 & 78 River Street. A Short Term Rental permit is being requested for the western most unit, 78 River Street.

The owner noted he was aware of the Short Term Rental restrictions and that the unit may be rented as such for only six times per year.

The State Fire Marshall's Office has conducted an on-site inspection and subsequently granted approval of the use as a Short Term Rental. The permit noted approval is based on the fact that the owner would live on site.

In August of 2014, a Design Review permit was granted to add appropriate sized egress windows to the building.

There are at least four parking spaces on site, two for each apartment unit.

The Town Planner noted that a certificate of occupancy inspection is required before the use may take place.

Testimony was voted close.

5. V-3175-15 Bradley Archer

The application is for Design Review Approval to replace shingle/slate roof with a standing seam roof. The property is located at 3 Ford Street and is zoned Residential High Density / Design Review.

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

6. V-3176-15 Thomas and Susan McCaughey

The application is for Design Review Approval to make exterior changes to North Elevation of barn. The property is located at 26 Pleasant Street and is zoned Residential High Density / Design Review.

This application was continued by the Design Review Board.

7. V-3179-15 Lake Sunapee Bank

The application is for Design Review Approval to replace wooden shake shingle roof with architectural asphalt shingle roof. The property is located at 1 Bond Street and is zoned Central Commercial/ Design Review.

Ms. Bryan, representing the bank, and Mr. Rossi, contractor, presented the application.

The VDRB reviewed a number of photographs of the building and the brochure of proposed asphalt shingle.

The current roof is wood shake shingles. Moss is growing on the shingles and the roof is starting to deteriorate.

The applicant wishes to replace the shake roof with an oyster gray architectural asphalt shingle. The architectural type shingle was chosen as it has relief and texture similar to a shake roof.

The roof area is massive and highly visible from the street.

The VDRB reviewed the architectural shingle brochure discussing texture and color options.

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

Testimony was voted close.

8. V-3180-15 Town of Woodstock

The application is for Design Review Approval to construct a 296 square foot addition to the Comfort Station and to add an office. The property is located on Mechanic Street and is zoned Central Commercial / Design Review.

The Town Planner presented the application.

The VDRB reviewed photographs of the building and renderings of the proposed addition.

The applicant wishes to create an office for the Woodstock Chamber of Commerce alongside the tourist booth/comfort station located on Mechanic Street.

An 8' wide single story addition would be placed along the 37' length of the west elevation. There would be a double set of double hung windows, matching existing units, placed on the north elevation. The west wall would have two sets of the double side-by-side double hung windows to match existing units. A solid door would be placed on the south end of the addition for entrance to both the proposed office and the stairs.

A 6' wide enclosed staircase would be constructed on the south elevation for access to a second story attic storage area. The staircase would be accessed from the west side and from within the building. The stair case would cover slightly more than half of the south elevation creating a notched roof when viewed from the east.

The VDRB questioned the drawings as they were unclear as to whether or not the area immediately below the second floor stair case landing would be enclosed or not. The area immediately below the second floor platform would be open to the ground level.

All materials would match the existing architectural style.

It is possible that three trees, two on the west lawn and one on the south lawn, would have to be removed. The Design Review Board recommended that if trees have to be removed they should be replaced on a one for one basis.

The Town Planner noted the northwestern most tree would have to be removed as it is 9' from the building and would not survive placement of footers. However, the tree on the southwest corner of the building may survive. It is 13' from the building and with extreme care during construction may survive. The tree at the southeast corner of the stairway may also survive construction as only a 4" x 4" post would be placed in its proximity.

The Design Review Board recommendation to approve the addition with a condition that the trees be replaced if needed was read.

The VDRB in a review of Design Review Criteria noted that the enclosed stairway for the rear of the building would not be in scale nor proportion to the existing structure. They recommended the stairway be removed or redesigned.

After discussion, the testimony was continued to allow time for an updated rendering of the south facade.

Mr. Pauly with a second by Ms. Soule motioned to continue the application. The motion passed with a 3-0 vote.

9. V-3181-15 James Sligar

The application is for Design Review Approval to relocate window on east elevation. The property is located at 16 Mountain Avenue and is zoned Residential Low Density / Design Review.

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

10. V-3182-15 Christopher & Carole Ann Sparkes

The application is for Design Review Approval to amend Permit V-3043-14 with window and door changes to west elevation and add vent to south elevation. The property is located at 47 South Street and is zoned Residential High Density / Design Review.

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

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

B. Norman Williams Library

The library wishes to use the lower slat of their recently permitted sign to advertise their used book sales. The slat states hours of operation. The two signs would be exchanged from time to time.

IV. DELIBERATIONS

A. V-3172-15 David & Evelyn Brey

After discussion the following findings of fact were established:

1. Due to age and deterioration the wooden fire escape system located on the front of the building is in need of replacement. A review by the State's Fire Marshall found the current fire escape system of stairs does not comply with the fire code.
2. The applicant decided against rebuilding a massive wooden completely enclosed fire escape. A metal spiral set of stairs was selected as being the most discrete form of construction. Fire codes allow the spiral staircase as snow and ice are intended to fall through the slotted horizontal surfaces that serve as the stairs, etc.
3. The applicant presented a series of drawings prepared by Ertel Associates. The drawings include a floor plan of the porch area for each of the three levels, an elevation of the front of the building with proposed staircases, and a rough sketch of the northeast corner of the building with proposed staircases.

4. The spiral staircase, from third floor to second floor, was moved away from the building towards the north edge of the existing third floor porch. This creates sufficient room on the second floor porch for emergency egress from both second and third floors to the spiral staircase that leads to ground level. The emergency walkways are at least 3' wide.
5. The removal of the existing wooden staircase is considered a significant improvement to the look of the building as the owner would rebuild the front porch areas to their original 1899 form and style. The reduction of mass is most noticeable on the northeast corner of the building.
6. The architect's drawings also showed the spiral staircase to be slightly offset from the building, therefore creating visual separation between the metal stairs and the wooden building.
7. The entire wood section of the porches would be rebuilt. Fir flooring is planned for the second and third floors and a composite material for the first floor porch for easier maintenance.
8. Porch railings would be rebuilt in wood to a 42" height. The emergency exit walkways would have metal railings built to the same height.
9. The Design Review Board recommended black as the best color for the metal material, as it would make the staircase less visible than other colors. All metal portions of the emergency exit would be black. The black color is applied at the factory and has a life time guarantee.
10. The Design Review Board recommendation to approve as presented was read. The elimination of the massive wood structure that serves as a fire escape should be a significant improvement to the scale and proportion of the building's front facade.
11. The location of the proposed exterior air conditioner compressors to be placed on the rear of the building was discussed. The area is not visible to the public and the building is well landscaped.

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.

B. V-3173-15 Michael & Naomi Malik

After discussion the following findings of fact were established:

1. The applicant wishes to illuminate an existing free standing sign. A goose neck type fixture with an LED bulb is proposed.
2. New drawings were submitted to show how the fixture would be mounted to the sign post. The fixture would be attached to the post slightly above the sign to be enable the light to shine down and across the sign. There would be one fixture on each side of the sign.
3. The LED bulb measures 2.5" across. The proposed fixture was changed from a 10" wide bell to a 5" wide bell at the end where the bulb would be installed. The

fixture is the same as the Artist's Collective Gallery at 47 Central Street. The Design Review Board agreed that the originally submitted fixture was considered too large and out of scale for the bulb being used.

4. The Design Review Board recommendation to approve with a small fixture was read.

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.

C. V-3170-15 Donald Gilbert Continued

D. V-3174-15 Mahoney

After discussion the following findings of fact were established:

1. The VDRB reviewed both a floorplan and a site plan of the property.
2. The applicant owns a duplex at 76 & 78 River Street. A Short Term Rental permit is being requested for the western most unit, 78 River Street.
3. The owner noted he was aware of the Short Term Rental restrictions and that the unit may be rented as such for only six times per year.
4. The State Fire Marshall's Office has conducted an on-site inspection and subsequently granted approval of use as a Short Term Rental. The permit noted approval is based on the fact that the owner would live on site.
5. There are at least four parking spaces on site, two for each apartment unit.

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.

E. V-3175-15 Archer (issued Administratively)

F. V-3176-15 McCaughey (Continued)

G. V-3179-15 Lake Sunapee Bank

After discussion the following findings of fact were established:

1. The VDRB reviewed a number of photographs of the building and the brochure of proposed asphalt shingle.
2. The current roof is wood shake shingles. Moss is growing on the shingles and the roof is starting to deteriorate.

3. The applicant wishes to replace the shake roof with an oyster gray architectural asphalt shingle. The architectural type shingle was chosen as it has relief and texture similar to a shake roof.
4. The roof area is massive and highly visible from the street.
5. The VDRB reviewed the architectural shingle brochure discussing texture and color options.
6. The Design Review Board's recommendation to approve as presented was read.

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.

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| H. | V-3180-15 | Town of Woodstock | (Continued) |
| I. | V-3181-15 | Sligar | (issued Administratively) |
| J. | V-3182-15 | Sparkes | (issued Administratively) |

V. APPROVAL OF MINUTES

The July 22, 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