

**DESIGN REVIEW BOARD
DRAFT MINUTES
June 7, 2017**

Members Present: Jeff Bendis, Beverly Humpstone, Jack Rossi
Members Absent: Don Olsen, Nancy Sevchenko
Others Present: Jason Merrill, Kurt Lessard, Charlie Kimbell, Renee Vondle

I. CALL TO ORDER

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

II. PUBLIC HEARINGS

A. V-3311-17 Woodstock Pooh, LLC / Worthy Group

The application is for Design Review Approval to change use from office to take-out deli with patio seating. The property is located at 4 Mechanic Street and is zoned Central Commercial / Design Review.

Chair Jeff Bendis called the meeting to order at 4:05 p.m.

The applicant, Jason Merrill, representing the Worthy Group presented the application to the board.

There were no abutters present.

Mr. Merrill stated that the Worthy Group would like to use the property for a takeout sandwich shop with 20 outside patio seats. There would be no inside seating.

The shop would offer house roasted meats, using area farm fresh vegetables and locally baked breads as well as homemade donuts.

The deli will be open during the summer months, 7 days a week and may reduce to 5 days a week in the slower seasons. There will be three employees.

Daily hours open to the public would be 11:30 a.m. to 4:00 p.m. with the possibility of earlier hours on the weekends depending on product offerings.

Mr. Merrill stated that they would like to open at 9:00 a.m. on weekends for donuts and coffee.

There will be no additional lighting. The existing lighting is sufficient.

The Board reviewed the site plan, floor plans, photos and catalogue cut sheets.

The patio would be confined to the West elevation of the building and enclosed with 3' or 40" granite standing pillars with chain links between the posts.

A Direct Drive Centrifugal Sidewall Exhaust Fan as well as a heated make up air unit will be installed on the East elevation which faces the Kedron Brook.

The Board did not have any concerns regarding the fan.

Kurt Lessard, CFO of The Worthy Group stated that they are considering making the front door handicapped accessible by lowering the threshold. This would consist of only lowering the threshold and would not change the exterior look of the door.

An administrative permit for signage will be forthcoming.

B. V-3312-17 Charles & Carolyn Kimbell

The application is for Design Review Approval to remove windows from the front porch. The property is located at 19 River Street and is zoned Residential Medium Density / Design Review.

Mr. Kimbell presented the application.

The applicant is proposing to remove the glass enclosure from the front porch and to restore the porch to it's original wrap around style.

The original columns will be revealed.

Mr. Kimbell stated that they will be removing the heating element on the end of the porch that faces Mt. Tom.

The Board recommended approval for an administrative permit.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Renee L. Vondle
Assistant Zoning Administrator

