

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
June 1, 2016**

Members Present: Jeff Bendis, Nancy Sevchenko  
Members Absent: Don Olson, Jack Rossi, Beverly Humpstone  
Others Present: Jennifer Glover, Clayton & Abby Gillette, Greg Peterson, Diane Dugan, Chris Ambrose, Peter Brock, Gail Devine, Michael Brands

**I. CALL TO ORDER:**

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

**II. PUBLIC HEARINGS:**

**A. V-3233-16 Blue Horse Inn**

The application is for Design Review Approval to place a metal chimney on East elevation of Inn. The property is located at 3 Church Street and is zoned Inn / Design Review.

Ms. Glover, agent/tenant, presented the application.

The Board reviewed the as-built photographs of the metal chimney.

The chimney was placed on the east elevation of the building in March of this year as an emergency repair. The owner did not submit an application until notified by the Administrative Officer.

A letter from the installer, Eric Brown of Green Mountain Chimney Sweep, was submitted noting the need to add the new chimney. A solid fuel burning appliance requires a separate vent from the existing brick chimney.

The installer could not install the metal pipe within the existing brick chimney.

The wood stove is the sole heat source for the apartment.

Mr. Gillette, abutter, spoke in opposition to the installation. The main issue is the visual impact, especially as they are the neighbors directly to the west of the chimney and have a very clear view. The support brackets make the chimney stand out even more.

A previous owner had a metal chimney in place on this elevation that was much less visible than the current installation. That chimney had been removed several years ago.

Ms. Glover noted that the chimney has to be straight and placed directly over the stove for cleaning purposes. It also needs to be slightly higher than the roof ridge to function properly.

Mr. and Mrs. Gillette feel that the chimney could be placed in a less visible location. The metal pipe is very shiny and quite tall.

The Town Planner noted that another source of heat could be used instead of the wood stove. Electric baseboard units would be the easiest to install and would not require a permit from the Village.

Ms. Gillette reiterated that the apartment is not required to be heated via a wood stove and that there are other heating options that do not require a chimney.

After discussion, the Board asked that the applicant either find a less visible location for the chimney or find an alternative means of heating the apartment.

The hearing was continued to the June 15, 2016 meeting.

**B. V-3240-16 Peter & Jennifer Brock**

The application is for Design Review Approval to install a wheelchair lift on west elevation of existing house. The property is located at 20 The Green and is zoned Residential Medium Density / Design Review.

Mr. Brock presented the application.

The Board reviewed photographs of the existing facade and the proposed lift.

Unfortunately, Mrs. Brock requires either a ramp or a lift to enter her home as the first floor of the home is three feet above the ground level.

The lift was installed today at 3:00 pm, a photograph of the installed lift was shown to the Board.

Mr. Brock felt a ramp would be too intrusive and is therefore requesting a lift instead.

The proposed lift has a five foot square platform. It would be attached to the exterior wall of the home.

The proposed location is just south of the rear entrance on the west elevation. It would be placed behind a set of stairs which helps conceal the unit.

The lift is located more than a hundred feet from the street and is not highly visible to the passing public.

In the lowest position, the lift is much less visible. When not in use, the lift would return to the lower position.

The lift is built of black metal with an electric motor. A white back plate would be placed against the house.

A cement platform was placed below the lift for support. The lift could be removed once no longer needed.

A guard rail would be attached. The rail would match the existing handrail on the steps.

Chair Bendis recommended the lift be painted to match the clapboards.

Ms. Sevchenko recommended the lift not be painted, black is a good generic color and blends in well with the surroundings.

After discussion, the Board recommended approval as presented with the suggestions noted above.

**C. V-3241-16 Paul Amato & Patricia Kristen**

The application is for Design Review Approval to replace upper windows with egress windows. The property is located at 43 South Street and is zoned Residential High Density / Design Review.

Mr. Peterson, contractor, presented the application.

The Board reviewed photographs of the existing windows and the proposed replacement windows.

The windows are located on the second floor facing the street.

The State Fire Marshall's office is requesting that two windows be changed to meet accessibility standards.

The current windows are double hung windows. Casement windows, able to open fully, would be placed to allow egress in an emergency.

The Town Planner noted this is a common remedy for apartments and other uses that need to meet the State Fire Marshall's emergency egress standards.

After discussion, the Board recommended approval as a minor application via an administrative permit.

**D. V-3242-16 Diane & Kevin Dugan**

The application is for Design Review Approval to construct a 260 sq. ft. pergola over existing fieldstone terrace. The property is located at 37 Elm Street and is zoned Residential Low Density / Design Review.

Ms. Dugan and Mr. Ambrose, contractor, presented the application.

The Board reviewed a site plan and rendering of the proposed pergola .

A pergola would be placed over an existing stone terrace 10' south of the home. The pergola would have lattice privacy screens on the west and south sides to screen views from the street.

Both the stone terrace and the pergola measure 13' wide along Elm Street and 21' long on the south side.

The pergola would be built of cedar and painted white. The Board reviewed a photograph of a similar pergola. The top would be 9' 10" above stone terrace.

The privacy panels would be built of wood with square lattice. The west side lattice panels would measure 6' tall x 4' 3" wide. The center panel would have a 1' x 4' opening cut out at the top.

There would be only one 4' 3" x 6' panel on the west side of the south elevation.

Ms. Sevchenko suggested planting vines along the panels to soften the look of the structure. The vines would also make the panel appear to be older and be part of the landscape.

The Town Planner noted that a neighbor had called in opposition to the proposal. The panels create a private impact along the street. The Village is meant to be community oriented and open. The pergola is not historic to this area of town and would be very visible.

After discussion, the Board recommended approval with a suggestion that vines be placed on the Elm Street side to help soften the look.

**E. V-3244-16 Woodstock Recreation Center**

The application is for Design Review Approval to enclose dumpsters. The property is located at 54 River Street and is zoned Residential Medium Density / Design Review.

Ms. Devine presented the application.

The Board reviewed photographs of the existing dumpsters and the proposed lattice.

The Woodstock Recreation Center would like to enclose two dumpsters for both visual and security needs. The dumpsters are located in the back corner of the Center's parking lot.

The lattice would be made of wood and would not be painted.

The lattice is 5' 4" high and would supported by 4" x 4" pressure treated posts. On the south side, two sections of lattice would be placed as a gate for access to the dumpsters.

A letter from the neighbors asking that the lattice be placed on the rear side was read.

The applicant agreed to place the lattice on all sides of the dumpsters.

After discussion, the Board recommended approval as a minor application via an administrative permit.

**III. OTHER BUSINESS**

**IV. NEXT MEETING:**

The next meeting is scheduled for June 15, 2016.

**V. ADJOURNMENT:**

The Board adjourned at 5:00 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner