

**TOWN DEVELOPMENT REVIEW BOARD**

**Draft Minutes**

**April 25, 2017**

**MEMBERS PRESENT:** Don Bourdon, Frederick Hunt, Kim French, Ingrid Moulton  
Nichols  
**MEMBERS ABSENT:** Charles Wilson  
**OTHERS PRESENT:** Jody Loring, Jeanne Matos, Susan Ford, Michael Brands

**I. CALL TO ORDER:**

Chair Bourdon called the meeting to order at 7:30 pm.

**II. APPROVAL OF MINUTES:**

The minutes of the March 28, 2017 meeting were approved as submitted.

**III. PUBLIC HEARINGS:**

**A. Old Business:**

**1. T-4682-16 Meadow Ridge Farm, LLC**

Application is for Conditional Use & Conservation District Overlay Approval to relocate existing driveway with 1100 l.f. driveway within the Wetland Buffer. The property is located at 963 Grassy Lane and is zoned Residential 5 Acres / Conservation District.

The TDRB agreed to review both applications, T-4682-16 and T-4683-16, together as the driveway runs through the two abutting parcels which are owned by the same person. Two applications are required, one for each parcel.

The application has been continued, waiting for issuance of the State wetland permit.

**2. T-4683-16 Meadow Ridge Farm, LLC**

Application is for Conditional Use & Conservation District Overlay Approval to relocate existing driveway with 1100 l.f. driveway within the Wetland Buffer. The property is located at 857 Grassy Lane and is zoned Residential 5 Acres / Conservation District.

The TDRB agreed to review both applications, T-4682-16 and T-4683-16, together as the driveway runs through the two abutting parcels which are owned by the same person.

The application has been continued, waiting for issuance of the State wetland permit.

**3. T-4723-17 Woodstock Union High School**

The application is for Conditional Use Review Approval to amend condition #5 on permit T-4588-15 to decrease interval timing on electronic sign from 2 hours to 6 seconds. The property is located at 70 Amsden Way and is zoned Residential Five Acre.

Due to rescheduling of a site visit, the application was continued to the next meeting.

**B. New Business:**

**1. T-4711-16 Jody Loring**

Application is for Design Review and Conditional Use approval to establish a home occupation and add design review changes. The property is located at 4398 Church Hill Road and is zoned Residential Low Density / Design Review.

Ms. Loring presented the application.

The VDRB reviewed numerous photographs of the existing garage structure, renderings of the proposed changes and proposed floor plans.

The VDRB reviewed the changes made when the building was constructed last year.

On the west elevation, the rear mounted trellis over the patio area was converted to a roof. On the second story, a 4:1 double hung window was placed on the south side to match the existing one on the north side.

On the north elevation a matching 4:1 double hung window was added to the east side of the shed dormer making a set of two evenly spaced windows.

In addition, the owner wishes to convert the garage space in the south building to a home occupation use that would bake dog biscuits.

Ms. Loring presented the north elevation of the garage showing two square vents (10" x 12" and 10" x 15") for the three biscuit ovens. They would be placed side by side between the north elevation entrance door and the window to the west. The vents would be painted to match the color of the clapboards. Two trees would be planted to help screen the vents when viewed from Church Hill Road and Fletcher Hill Road.

On the second floor of the north elevation, a square vent for a gas-fired fireplace would be placed centered between the two shed dormer set of windows.

Additional changes were discussed.

Two goose neck light fixtures would be placed on either end of the north elevation. There is a long walkway between the main house and the south structure that creates a dark alley. Pictures of the light fixtures were viewed by the Board.

The South Woodstock Design Review Board recommended approval as presented.

Ms. Loring then discussed the home occupation portion of the application.

Ms. Loring would like to relocate her 22 year old business to her South Woodstock home. Her current West Woodstock location is for sale, and she may have to move.

The garage would be converted to a mixing, baking and packaging area for dog biscuits.

The biscuits contain no meat product. When baked, they smell like graham crackers.

A letter from a septic engineer, noted 100 gallons a day are needed for the operation. The septic system is considered adequate once one converts a bedroom (140 gpd) to an office in the main house.

There would be two employees. There is adequate parking for four vehicles.

The baking would take place two days a week, however four days are being requested should the need arise. There would be no work conducted on weekends.

There would be no sign or other exterior indication of a business on site.

The business is for sale, but if sold it would relocate to another location.

UPS may visit once or twice a week, with small deliveries. A tractor trailer currently delivers flour on pallets at her West Woodstock location. Ms. Loring would pick up the flour in her personal vehicle. There would be no truck deliveries or pickups at the Church Hill site. Ms. Loring would deliver product as well in her personal vehicle.

There were no abutters present.

The TDRB reviewed Sections 404 Design Review, 810 Conditional Use and 517 Home Occupations regulations with the applicant.

Testimony was voted closed.

**2. T-4730-17 Jeanne Matos**

Application is for Design Review and Conditional Use approval 1) to create an apartment, 2) to use property as both a B&B and a Short Term Rental, and 3) to remove windows, garage doors and to add and replace numerous windows. The property is located at 4946 South Road and is zoned Residential Low Density / Design Review.

Ms. Matos presented the application. Ms. Ford, attorney, was present.

The TDRB reviewed numerous photographs of the existing structure, renderings of the proposed changes and proposed floor plans.

A proposed apartment is requested to be located at the rear of the building which is currently a garage. The conversion would require numerous door and window changes. On the south elevation, the garage doors would be removed and replaced with two 6:6 double hung windows placed side by side matching those located directly east of the entrance door. Two goose neck type lights would be placed on either side of the entrance door, the existing light fixture would be removed. On the second floor, the west side gable dormer window would be replaced with a 6:6 fixed unit, and the east side gable dormer window would be replaced with a 6:6 double hung unit. The shutters would be removed and not replaced on the garage portion.

On the rear (west) elevation, all windows and doors would be removed. They would be replaced with two 15 light french doors with two 6:6 double hung windows placed immediately to the sides of the proposed doors. On the second floor, two fixed six light window units would be stacked over four similar units to maximize light input. Three goose neck style light fixtures are proposed, one centered directly over the second floor windows and two flanking the lower story windows. A single fixed six light window was added, centered in the peak of the gable end.

The rear elevation is not visible by neighboring homes or the passing public as it faces a hill side.

On the east elevation, all windows on the first floor of the garage portion would be removed and replaced with clapboards. On the second floor, the two gable dormer windows on the west end would be replaced with 6:6 fixed units.

All clapboards on the garage portion of the home would be replaced with a color impregnated cement clapboard. The existing reveal would be matched. The color would be a dark grayish beige. There is no intent to paint the clapboards.

The existing light fixture over the south elevation entrance door to the front apartment would be changed to a goose neck fixture.

The Design Review Board recommended approval as presented.

The TDRB discussed the removal of the ginger bread styled extensions placed below the eaves. The motif runs along all eaves on the home and is considered a strong component of the home. The TDRB therefore asked that the extensions be continued on the garage portion as well. The west elevation would be exempt.

After additional discussion, the applicant agreed.

The TDRB then reviewed the proposed Short Term Rental and Bed & Breakfast request.

To maximize the number of rooms for rent, the applicant is requesting both a Short Term Rental (STR) and a Bed & Breakfast (B&B). The STR would allow rental of four bedrooms for up to ten times per year plus the foliage season. The B&B would allow rentals of up to three bedrooms all year long.

The main dwelling unit has four bedrooms. The proposed apartment has one bedroom.

Ms. Ford stated the Town Zoning Regulations are not clear as to whether or not one could have both a STR and B&B designation.

The Town Planner stated the B&B definition requires the dwelling unit to be owner occupied. Technically the main dwelling unit would not be owner occupied, the owner would live in the new apartment at the rear of the building.

Under the proposed STR regulations, a Planning Commission Public Hearing is scheduled for May 3, 2017, the number of rentals per year would be expanded to twelve.

The Town Planner noted it would be very difficult to monitor how many bedrooms (three or four) are being rented. Currently, the Town uses the STR websites to monitor use.

Ms. Matos stated the intended client would be families and not individuals.

After a lengthy discussion, the applicant asked that the STR designation be the preferred option should the TDRB not allow both uses.

The TDRB reviewed Sections 404 Design Review, 810 Conditional Use, 504 Bed and Breakfast and 525 Short Term Rental with the applicant.

Testimony was voted close.

#### **IV. OTHER BUSINESS:**

##### **A. Zoning Officer's Report**

None.

##### **B. Lincoln Covered Inn**

The owners of the Lincoln Covered Inn would like to place a 16' x 21' deck on the south elevation of their inn. The deck would be used as a breakfast dining area specifically for the guests of the six room inn. The owners desire an administrative permit as a structural addition to a building. The TDRB unanimously agreed the inn is a commercial use and the additional dining area is a commercial use, and therefore the request requires a conditional use permit. The Town Planner will notify the owners.

**V. DELIBERATIONS:**

**A. T-4682-16 Meadow Ridge Farm, LLC Continued**

**B. T-4683-16 Meadow Ridge Farm, LLC Continued**

**C. T-4723-17 WUHS Continued**

**D. T-4711-17 Jody Loring**

**After discussion, the following findings of fact were established:**

1. The VDRB reviewed numerous photographs of the existing garage structure, renderings of the proposed changes and proposed floor plans.
2. The VDRB reviewed the changes made when the building was constructed last year.
3. On the west elevation, the rear mounted trellis over the patio area was converted to a roof. On the second story, a 4:1 double hung window was placed on the south side to match the existing one on the north side.
4. On the north elevation a matching 4:1 double hung window was added to the east side of the shed dormer making a set of two evenly spaced windows.
5. In addition, the owner wishes to convert the garage space in the south building to a home occupation use that would bake dog biscuits.
6. The applicant presented the north elevation of the south structure showing two square vents (10" x 12" and 10" x 15") for the three biscuit ovens. They would be placed side by side between the north elevation entrance door and the window to the west. The vents would be painted to match the color of the clapboards. Two trees would be planted to help screen the vents when viewed from Church Hill Road and Fletcher Hill Road.
7. On the second floor of the north elevation, a square vent for a gas-fired fireplace would be placed centered between the two shed dormer set of windows.
8. Two goose neck light fixtures would be placed on either end of the north elevation. There is a long walkway between the main house and the south structure that creates a dark alley. Pictures of the light fixtures were viewed by the Board.
9. The South Woodstock Design Review Board recommended approval as presented.
10. The applicant would like the potential to relocate her 22 year old business to her South Woodstock home. The current West Woodstock location is for sale, and the business may have to move.
11. The garage would be converted to a mixing, baking and packaging area for dog biscuits. A proposed floor plan was viewed.
12. The biscuits contain no meat product. When baked, an odor like graham crackers is apparent.
13. A letter from a septic engineer, noted 100 gallons a day are needed for the operation. The septic system is considered adequate once one converts a bedroom

- (140 gpd) to an office in the main house.
14. There would be two employees. There is adequate parking for four vehicles.
  15. The baking would take place two days a week, however four days are being requested should the need arise. There would be no work conducted on weekends.
  16. There would be no sign or other exterior indication of a business on site.
  17. UPS may visit once or twice a week, with small deliveries. A tractor trailer currently delivers flour on pallets at her West Woodstock location. The owner would pick up the flour in her personal vehicle. There would be no truck deliveries or pickups at the Church Hill site. Ms. Loring would deliver product as well in her personal vehicle.
  18. The TDRB reviewed Sections 404 Design Review, 810 Conditional Use and 517 Home Occupations regulations with the applicant.

**After further discussion, Mr. Hunt moved with a second by Ms. Nichols to approve the application with the following condition:**

1. **If a written complaint is submitted to the Administrative Officer concerning baking odors, the TDRB shall review the complaint with the right to amend the conditions.**

**The motion passed with a 4-0 vote.**

**E. T-4730-17 Jeanne Matos**

**After discussion, the following findings of fact were established:**

1. The TDRB reviewed numerous photographs of the existing structure, renderings of the proposed changes and proposed floor plans.
2. A proposed apartment is requested to be located at the rear of the building which is currently a garage. The conversion would require numerous door and window changes.
3. On the south elevation, the garage doors would be removed and replaced with two 6:6 double hung windows placed side by side matching those located directly east of the entrance door. Two goose neck type lights would be placed on either side of the entrance door, the existing light fixture would be removed. On the second floor, the west side gable dormer window would be replaced with a 6:6 fixed unit, and the east side gable dormer window would be replaced with a 6:6 double hung unit. The shutters would be removed and not replaced on the garage portion.
4. On the rear (west) elevation, all windows and doors would be removed. They would be replaced with two 15 light french doors with two 6:6 double hung windows placed immediately to the sides of the proposed doors. On the second floor, two fixed six light window units would be stacked over four similar units to maximize light input. Three goose neck style light fixtures are proposed, one centered directly over the second floor windows and two flanking the lower story windows. A single fixed six light window was added, centered in the peak of the gable end.
5. The rear elevation is not visible by neighboring homes or the passing public as it

- faces a hill side.
6. On the east elevation, all windows on the first floor of the garage portion would be removed and replaced with clapboards. On the second floor, the two gable dormer windows on the west end would be replaced with 6:6 fixed units.
  7. All clapboards on the garage portion of the home would be replaced with a color impregnated cement clapboard. The existing reveal would be matched. The color would be a dark grayish beige. There is no intent to paint the clapboards.
  8. The existing light fixture over the south elevation entrance door to the front apartment would be changed to a goose neck fixture.
  9. The Design Review Board recommended approval as presented.
  10. The TDRB discussed the removal of the ginger bread styled extensions placed below the eaves. The motif runs along all eaves on the home and is considered a strong component of the home. The TDRB therefore asked that the extensions be continued on the garage portion as well. The west elevation would be exempt.
  11. After additional discussion, the applicant agreed.
  12. The TDRB then reviewed the proposed Short Term Rental and Bed & Breakfast request.
  13. To maximize the number of rooms for rent, the applicant is requesting both a Short Term Rental (STR) and a Bed & Breakfast (B&B). The STR would allow rental of four bedrooms for up to ten times per year plus the foliage season. The B&B would allow rentals of up to three bedrooms all year long.
  14. The main dwelling unit has four bedrooms. The proposed apartment has one bedroom.
  15. The applicant's attorney stated the Town Zoning Regulations are not clear as to whether or not one could have both a STR and B&B designation.
  16. The Town Planner stated the B&B definition requires the dwelling unit to be owner occupied. Technically the main dwelling unit would not be owner occupied, the owner would live in the new apartment at the rear of the building.
  17. Under the proposed STR regulations, a Planning Commission Public Hearing is scheduled for May 3, 2017, the number of rentals per year would be expanded to twelve.
  18. The Town Planner noted it would be very difficult to monitor how many bedrooms (three or four) are being rented. Currently, the Town uses the STR websites to monitor use.
  19. The intended client would be families and not individuals.
  20. The TDRB reviewed Sections 404 Design Review, 810 Conditional Use, 504 Bed and Breakfast and 525 Short Term Rental with the applicant.
  21. The TDRB agreed the Short Term Rental and a Bed & Breakfast would be conflictive if allowed on the same site. The B&B is restricted to an owner occupied dwelling unit. The applicant prefers the Short Term Use.

**After further discussion, Ms. Nichols moved with a second by Mr. Hunt to approve the application with the following condition:**

1. **The use is granted as a Short Term Rental and not a Bed & Breakfast.**

**The motion was approved with a 4-0 vote.**

**VI. NEXT MEETING:**

The next TDRB meeting is scheduled for May 23, 2017.

**VII. ADJOURNMENT:**

The TDRB adjourned at 8:30 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town Planner