

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
April 27, 2016**

**PRESENT:** Jane Soule, Randy Mayhew, Benjamin Pauly  
**ABSENT:** Jim Mills, Keri Cole  
**ALSO PRESENT:** Paul Ramsey, Falvey, 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-3223-16**                      **Anne Russell and Asghar Alam**

The application is for Conditional Use Approval to establish a short term rental. The property is located at 44 River Street and is zoned Residential Low Density / Design Review.

Ms. Russell and Mr. Alam presented the application.

The VDRB reviewed floor plans, a site plan and the Short Term Rental form.

The home was visited today by the State Fire Marshall. The homeowners were told the chimney needs to be cleaned and a ash can needs to be placed for cinders. The maximum number of occupants is restricted to six.

The owners wish to rent out two bedrooms only. There would be only one rental party on site at a time.

There is on-site parking for two vehicles. The owners would never be present when the house is rented.

The owners will supply an information sheet to be displayed prominently inside the home. It would note the prohibitions and the manager's contact information.

The manager would be the husband of the current cleaning person. The name will be supplied before the Certificate of Occupancy is granted.

The State rooms and meals tax would be paid.

Testimony was voted close.

**2. V-3225-16 Woodstock Resort Corporation**

The application is for Design Review and Site Plan Approval to place a 2 sq. ft. illuminated entrance with attached 1.3 sq. ft. ADA sign and a 2 sq. ft. illuminated exit sign. The property is located at 14 The Green and is zoned Inn / Design Review.

Mr. Ramsey, manager, presented the application.

The VDRB reviewed a site plan and renderings of the proposed signs.

The signs would be placed at either end of the drive-through of the main entrance to the Inn. The ADA sign would be attached to the entrance sign only, on the west end of the drive.

The entrance and exit signs would measure 1.96 sq. ft. each. The ADA sign would measure 1.3 sq. ft.

Both exit and enter signs would be illuminated by three LED bulbs, equal to 1 foot candle. The ADA sign would not be illuminated.

The bulbs would be placed in a milled groove which would hide the bulbs from view and create a down lit pattern of light. The light would be just sufficient enough to wash over the sign with out creating glare. Associated wiring would be scabbed into the post with the electric junction box placed under ground.

The signs would be placed on custom made wood stands measuring 54" tall.

The Design Review Board recommended approval at their April 20, 2016 meeting.

Testimony was voted close.

**III. OTHER BUSINESS**

**A. Administrative Officer's Report**

The report was issued and discussed.

**IV. DELIBERATIONS**

**A. V-3221-16 Russell/Alam**

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

1. The VDRB reviewed floor plans, a site plan and the Short Term Rental form.
2. The home was visited today by the State Fire Marshall. The home owners were told

- the chimney needs to be cleaned and an ash can needs to be placed for cinders. The maximum number of occupants is restricted to six.
3. The owners wish to rent out two bedrooms only. There would be only one rental party on-site at a time.
  4. There is on-site parking for two vehicles. The owners would never be present when the house is rented.
  5. The owners will supply an information sheet to be displayed prominently inside the home. It would note the prohibitions and the manager's contact information.
  6. The manager would be the husband of the current cleaning person. The name will be supplied before the Certificate of Occupancy is granted.
  7. The State rooms and meals tax would be paid.

**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-3225-16 Woodstock Resort Corporation**

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

1. The VDRB reviewed a site plan and renderings of the proposed signs.
2. The signs would be placed at either end of the drive-through of the main entrance to the inn. The ADA sign would be attached to the entrance sign only, on the west end of the drive.
3. The entrance and exit signs would measure 1.96 sq. ft. each. The ADA sign would measure 1.3 sq. ft.
4. Both exit and enter signs would be illuminated by three LED bulbs, equal to 1 foot candle. The ADA sign would not be illuminated.
5. The bulbs would be placed in a milled groove which would hide the bulbs from view and create a down lit pattern of light. The light would be just sufficient enough to wash over the sign with out creating glare. Associated wiring would be scabbed into the post with the electric junction box placed under ground.
6. The signs would be placed on custom made wood stands measuring 54" tall.
7. The Design Review Board recommended approval at their April 20, 2016 meeting.
8. The VDRB reviewed the Site Plan 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.**

**V. APPROVAL OF MINUTES**

The March 25, 2016 and April 13, 2016 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