

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
August 24, 2016**

**PRESENT:** Jim Mills, Randy Mayhew, Jane Soule  
**ABSENT:** Keri Cole, One Vacancy  
**ALSO PRESENT:** Peter Wilson, Phyllis Arata-Meyers, David Sigl, David Hindinger,  
Michael Brands

**I. CALL TO ORDER**

The meeting was called to order at 7:30 p.m.

**II. PUBLIC HEARINGS**

**A. Old Business**

**1. 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.

At the July 13, 2016 Design Review Board meeting, the Town Planner informed the board that the owners are able to place an insert within the existing brick chimney. The work is scheduled for mid-September.

**B. New Business**

**1. V-3253-16 Woodstock Associates / Change the World Kids**

The application is for Conditional Use and Design Review approval to place access path within the riparian buffer. The property is located at 54 River Street and is zoned Community / Design Review / Flood Hazard.

Mr. Wilson, Change the World Kids, presented the application.

The VDRB reviewed a site plan and a number of photographs.

The proposed path is located within the 100' riparian buffer which requires a conditional use permit.

The intent is to provide improved access from the Recreation Center to a small beach

along the Ottawaquechee River. The current pathway is straight down a steep and rocky bank, making access difficult for most people.

There is no intent to provide handicap access.

The current path would be replaced with two switch backs. This would lengthen the path and reduce steepness.

There would be very little removal of vegetation, just a few shrubs and lesser plants. No trees would be removed.

No materials would be added to the site. Some rocks may be realigned to support the path.

By substantially decreasing the slope, current and potential erosion are reduced.

The applicant has met with Todd Menees, the State River Management Engineer, who has approved the project.

The applicant is hoping to obtain the zoning permit before finalizing approval with the property owner, Woodstock Associates.

The VDRB reviewed Section 403 A.1. Riparian Water Quality and finds that the path meets the Standards for Review.

The Conservation Commission did not meet in August, they will review the project at their September 21, 2016 meeting.

Testimony was voted close.

**2. V-3257-16 Town of Woodstock / Pentangle Arts Council**

The application is for Conditional Use and Design Review approval to construct a two story addition to rear elevation of town hall in the flood hazard overlay district. The property is located at 31 The Green and is zoned Commercial / Design Review / Flood Hazard.

Mr. Sigl, architect, presented the application.

The VDRB reviewed numerous renderings and photographs of the building.

Although not a preliminary review, approval of the request would help with the necessary fund raising which will start this fall. There may be minor changes that would require additional review in the future.

Mr. Sigl gave a brief description of the proposed interior changes to the Pentangle theater

area. The entrance would be reorganized to create a more welcoming experience. Current seating would be reduced from +/-360 to 300. The reduction in seating allows for a less restrictive review by the State Fire Marshall's office and for additional ADA seating both front and rear. There would be new seats, drapes, carpet and sprinkler system. A simple ADA lift would be placed at the front left end of the stage for access to the stage and the rear of the building.

At the rear of the stage the spiral staircase, the only access to the dressing room area, would be removed. An elevator would be placed in the proposed addition to provide access to stage, dressing room and the rear parking lot.

The three story addition measures 40' tall to peak of roof from basement entrance. The current building measures 78' tall to peak of roof from proposed basement entrance on the north elevation. The addition would be 14' wide and 41' long.

The east elevation would have one door exiting just below the first floor level. The east elevation is the least visible. The addition would be built flush to the NE corner of the main building.

The west elevation would have 8 over 8 double hung windows. Window trim would match the main building. An entrance door with side lights would be placed just below the first floor level. A 5' x 14' metal standing seam roof would be placed over the door area. The west elevation is recessed 10' back from the main building as the access to the rear parking area is angled towards the east.

The north elevation would have a single door basement entrance with a standing seam roof overhead. A pathway from the rear parking lot would lead to the door. A cement retaining wall would be placed along the pathway. On the east end of the second floor an 8 over 8 double hung window would be placed.

The west end of the rear elevation is designed as an 18' wide ell which extends 3' from the main addition. The west end elevation would have two large fixed windows on first and second floor with the gable end showing above.

All existing HVAC would be removed and replaced. HVAC for the theater and associated uses would be placed out of site in the attic portion of the addition. Additional louvers may be required on the east end of the roof. The applicant would return for an amendment.

All architectural details would match the main building. The proposed brick siding would match the existing building. The roof would be asphalt to hold the snow as long as possible as the basement entrance path is located directly below. The main roof of the Town Hall is standing seam.

The Design Review Board agreed that the proposed addition is an aesthetic improvement

over the existing view from River Street. The current HVAC system would be removed and placed unseen within the attic. The proposed addition provides visual relief to the massive expanse of the Town Hall's rear brick wall (49' tall x 55' wide).

Location of proposed exterior lighting is shown on a site plan. The lighting plan is not yet finalized. A lighting engineer would be consulted for more detail. The intent is to use LED bulbs and down lit fixtures as much as possible. Emergency lighting and motion detector lights would be used where required. A cut sheet of a 27" tall bollard light for pathway illumination was shown. The applicant noted an additional review may be required for the lighting once specifics are known.

The Design Review Board recommendation to approve as presented with the realization that minor changes and exterior lighting would require a future review was read by the VDRB.

Mr. Mayhew questioned why a site plan review is not required.

The Town Planner stated there would be no change in parking or access to the rear parking lot due to the proposed addition. No parking spaces are lost. There is no change in lighting that would impact the parking lot. The parking lot has been as is for the past thirty years.

In the future, an ADA parking space for performers only may be required. If so a site plan review would be required to assure no loss in employee parking.

The VDRB then reviewed Section 404 Flood Hazard regulations with the applicant.

The VDRB read the August 24, 2006 letter from John Broker-Campbell, State Flood Official.

The substantial improvement definition was read. Mr. Broker-Campbell based his substantial improvement determination on a building value of \$1,468,400 and a renovation budgeted at \$2.2 million. The renovation would include all interior changes and not just the 14' x 41' addition. Phase I (interior) costs, \$1.2 million, include \$100,000 for seats and \$300,000 for stage lights.

The Town Manager submitted an insurance schedule noting a value of \$2,938,149 for the Town Hall. Both applicant and the VDRB agreed that the replacement value of the building would be much higher than either of the two estimates. However, using either the \$1,468,400 and the \$2,938,149 figure the threshold 50% "market" value is exceeded.

An exemption is allowed for any alteration of a historic structure. The Town Hall is listed as a contributing structure to the Woodstock Historic Inventory. The exemption would require additional review and approval by the State of Vermont Historic Preservation Officer.

The only “built” items within the flood zone would be a 5' x 10' cement platform for the rear entrance and the retaining walls, 4' to 5' high above ground level, to be placed along the path leading towards the platform. The construction would create more flood capacity as material would be removed to place the rear entrance walkway. The rest of the addition is totally outside of the flood plain.

If a substantial improvement is required, the oil furnaces in the boiler room could be elevated at least one foot above the BFE to comply. There is plenty of “head” room in the boiler room for this purpose if required. The furnaces are at the end of their life cycle and are in need of replacement. The boiler room is controlled by the Town Select Board and not by Pentangle.

An alternative would be a LOMA (Letter of Map Amendment) as Mr. Hindinger feels the 100 flood year flood zone is not correctly mapped and should be located further north than depicted on the official FEMA maps.

Testimony was voted close.

**C. V-3258-16 El-Kam Realty**

The application is for Design Review approval to remove fence at One the Green. The property is located at 1 The Green and is zoned Central Commercial / Design Review.

The Design Review Board recommended approval as a minor application and the permit was issued administratively.

**D. V-3263-16 North Universalist Chapel Society**

The application is for Design Review approval to re-install gutter system and place two rain barrels on East elevation of building. The property is located at 16 The Green and is zoned Community / Design Review.

The Design Review Board recommended approval as a minor application and the permit was issued administratively.

**III. OTHER BUSINESS**

**A. Administrative Officer’s Report**

The report was issued and discussed.

**IV. DELIBERATIONS**

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

**B. V-3253-16 Woodstock Associates / Change the World Kids**

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

1. The VDRB reviewed a site plan and a number of photographs.
2. The proposed path is located within the 100' riparian buffer which requires a conditional use permit.
3. The request is to provide improved access from the Woodstock Recreation Center to a small beach along the Ottawaquechee River. The current pathway is straight down a steep and rocky bank, making access difficult for most people.
4. There is no intent to provide handicap access.
5. The current path would be replaced with two switch backs to lengthen the path and thus reduce steepness.
6. There would be very little removal of vegetation, just a few shrubs and lesser plants. No trees would be removed in the process.
7. No materials would be added to the site. Some rocks and stones may be realigned to support the proposed path.
8. By decreasing the slope, current and potential erosion are significantly reduced.
9. The applicant has met with Todd Menees, the State River Management Engineer, who has approved the concept.
10. The applicant is hoping to obtain a zoning permit before finalizing approval with the property owner, Woodstock Associates.
11. The VDRB reviewed Section 403 A.1. Riparian Water Quality and finds the path meets the Standards for Review.
12. The Conservation Commission will review the application at their September meeting.

**After additional discussion, Mr. Mayhew moved with a second by Ms. Soule to approve the application with the following condition:**

1. **The Commission Conservation shall review the riparian impact before final approval is granted.**

**The motion passed with a 3-0 vote.**

**C. V-3257-16 Town of Woodstock / Entangle Arts Council**

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

1. The VDRB reviewed numerous renderings and photographs of the building.
2. Mr. Sigl gave a brief description of the proposed interior changes to the Entangle theater area. The entrance would be reorganized to create a more welcoming experience. Current seating would be reduced from +/-360 to 300. The reduction in seating allows for a less restrictive review by the State Fire Marshall's office and for additional ADA seating both front and rear. There would be new seats, drapes, carpet and sprinkler system. A simple ADA lift would be placed at the front left end of the stage for access to the stage and the rear of the building.
3. At the rear of the stage the spiral staircase, the only access to the dressing room area, would be removed. An elevator would be placed in the proposed addition to provide access to stage, dressing room and the rear parking lot.

4. The three story addition measures 40' tall to peak of roof from basement entrance. The current building measures 78' tall to peak of roof from proposed basement entrance on the north elevation. The addition would be 14' wide and 41' long.
5. The east elevation would have one door exiting just below the first floor level. The east elevation is the least visible. The addition would be built flush to the NE corner of the main building.
6. The west elevation would have 8 over 8 double hung windows. Window trim would match the main building. An entrance door with side lights would be placed just below the first floor level. A 5' x 14' metal standing seam roof would be placed over the door area. The west elevation is recessed 10' back from the main building as the access to the rear parking area is angled towards the east.
7. The north elevation would have a single door basement entrance with a standing seam roof overhead. A pathway from the rear parking lot would lead to the door. A cement retaining wall would be placed along the pathway. On the east end of the second floor an 8 over 8 double hung window would be placed.
8. The west end of the rear elevation is designed as an 18' wide ell which extends 3' from the main addition. The west end elevation would have two large fixed windows on first and second floor with the gable end showing above.
9. All existing HVAC would be removed and replaced. HVAC for the theater and associated uses would be placed out of site in the attic portion of the addition. Additional louvers may be required on the east end of the roof. The applicant would return for an amendment.
10. All architectural details would match the main building. The proposed brick siding would match the existing building. The roof would be asphalt to hold the snow as long as possible as the basement entrance path is located directly below. The main roof of the Town Hall is standing seam.
11. The Design Review Board in recommending approval agreed the proposed addition is an aesthetic improvement over the existing view from River Street. The current HVAC system would be removed and placed unseen within the attic. The proposed addition provides visual relief to the massive expanse of the Town Hall's rear brick wall (49' tall x 55' wide).
12. Location of proposed exterior lighting is shown on a site plan. The lighting plan is not yet finalized. A lighting engineer would be consulted for more detail. The intent is to use LED bulbs and down lit fixtures as much as possible. Emergency lighting and motion detector lights would be used where required. A cut sheet of a 27" tall bollard light for pathway illumination was shown. The applicant noted an additional review may be required for the lighting once specifics are known.
13. The VDRB then reviewed Section 404 Flood Hazard regulations with the applicant.
14. The VDRB read the August 24, 2006 letter from John Broker-Campbell, State Flood Official.
15. The substantial improvement definition was read. Mr. Broker-Campbell based his substantial improvement determination on a building value of \$1,468,400 and a renovation budgeted at \$2.2 million. The renovation would include all interior changes and not just the 14' x 41' addition. Phase I (interior) costs, \$1.2 million, include \$100,000 for seats and \$300,000 for stage lights.

16. The Town Manager submitted an insurance schedule noting a value of \$2,938,149 for the Town Hall. Both applicant and the VDRB agreed that the replacement value of the building would be much higher than either of the two estimates. However, using either the \$1,468,400 and the \$2,938,149 figure the threshold 50% “market” value is exceeded.
17. An exemption from the substantial improvement determination is allowed for an alteration of a historic structure. The Town Hall is listed as a contributing structure to the Woodstock Historic Inventory. The exemption would require additional review and approval by the State of Vermont Historic Preservation Officer.
18. The only “built” items within the flood zone would be a 5' x 10' cement platform for the rear entrance and the retaining walls, 4' to 5' high above ground level, to be placed along the path leading towards the platform. The construction would create more flood capacity as material would be removed to place the rear entrance walkway. The rest of the addition is totally outside of the flood plain.
19. If a substantial improvement is required, the oil furnaces in the boiler room could be elevated at least one foot above the BFE as there is plenty of “head” room for this purpose if required.
20. An alternative could be a LOMA (Letter of Map Amendment) as Mr. Hindinger feels the 100 flood year flood zone is not correctly mapped and should be located further north than depicted on the official FEMA maps.
21. With the options presented above, the VDRB agreed the application as proposed meets the standards established in Section 404.

**After additional discussion, Ms. Soule moved with a second by Mr. Mayhew to approve the application as presented. The motion passed with a 3-0 vote.**

**D. V-3258-16 El-Kam Realty** Approved Administratively

**E. V-3263-16 North Universalist Chapel Society** Approved Administratively

**V. APPROVAL OF MINUTES**

The August 17, 2016 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner