

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

**PRESENT:** Jim Mills, Randy Mayhew, Keri Cole, Benjamin Pauly  
**ABSENT:** Jane Soule  
**ALSO PRESENT:** Derek MacDonald, 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-3213-16**                      **Derek & Julia MacDonald**

The application is for Design Review Approval to remove ell, build mudroom and 2 porches, install windows on rear of both east and west elevations. The property is located at 22 The Green and is zoned Residential Medium Density / Design Review.

Mr. MacDonald presented the application.

The Design Review Board's recommendation to approve with suggestions that the former shutters and fence be retained.

The VDRB reviewed numerous photographs and renderings.

The ell on the back of the home is in very bad condition and is currently used for storage only.

The owner wishes to remove the entire ell. This would be replaced with a single story 10' x 16' mudroom centered on the rear flanked by two 10' x 16' covered porches.

The west porch would have a french door facing south with a 6 over 6 window to the west side. A small six pane fixed window would be placed high on the west facing wall which would be clapboarded.

The east porch would have a door entering from the mudroom facing east. A series of three

6 over 6 windows placed side by side would face south.

The centered mudroom would have two smaller 6 over 6 windows placed side by side with a clapboard finish.

The standing seam roof (matching existing roof) would run the full length (48') of the rear, placed just inside the corner boards. The porch roofs would be supported by four boxed 4" x 4" posts. The architectural details would match existing.

On the rear second story, the two existing 6 over 6 windows would remain. Two additional matching 6 over 6 windows would be added. The space between the windows would be clapboarded to match existing.

On the east elevation of the main building, windows would be changed to accommodate a kitchen at the rear. A set of three 6 over 6 windows placed side by side would be mounted above the existing bulkhead. A fourth 6 over 6 window would be placed just north of this. All four windows would be shorter in length than the existing windows on the second floor. The northernmost window is currently too large and would be replaced by a 6 over 6 unit that would match the upper windows.

In removing the ell, a propane tank would be relocated. The owner proposed a smaller tank that could be placed on the southwest corner of the porch near the electric box. This would be placed on the west elevation.

Mr. Mayhew suggested the tank be screened so as not to be seen from the sidewalk.

A dish antennae is also placed on the roof of the ell. The owner stated he would convert to cable reception and would not replace the antennae.

The lighting issues, mainly for the rear porches and entry doors were not resolved. The owner did not know how the area would be illuminated.

Earlier photographs from 2009, show the windows had shutters and a picket fence had been placed along the sidewalk.

The owner asked to review the shutters, the fence, lighting and propane tank screening in upcoming application for a proposed front door change.

Testimony was voted close.

## **2. V-3214-16 Marni Rieger**

The application is for Conditional Use / Short Term Rental Approval to use two apartments for Short Term Rentals. The property is located at 4 College Hill and is zoned Residential Medium Density / Design Review.

The hearing was moved to February 9, 2016 at the applicant's request.

**3. V-3216-16 The Homestead, Inc.**

The application is for Design Review Approval to place two dish antennae on west elevation of Mertens House. The property is located at 73 River Street and is zoned Residential Medium Density / Design Review.

The Design Review Board recommended the request be considered a minor application and therefore was issued as an administrative permit.

**III. OTHER BUSINESS**

**A. Administrative Officer's Report**

The report was issued and discussed.

**IV. DELIBERATIONS**

**A. V-3213-16 Derek & Julia MacDonald**

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

1. The Design Review Board's recommendation to approve with suggestions that the former shutters and fence be retained.
2. The VDRB reviewed numerous photographs and renderings.
3. The ell on the back of the home is in very bad condition and is currently used for storage only.
4. The owner wishes to remove the entire ell. This would be replaced with a single story 10' x 16' mudroom centered on the rear flanked by two 10' x 16' covered porches.
5. The west porch would have a french door facing south with a 6 over 6 window to the west side. A small six pane fixed window would be placed high on the west facing wall which would be clapboarded.
6. The east porch would have a door entering from the mudroom facing east. A series of three 6 over 6 windows placed side by side would face south.
7. The centered mudroom would have two smaller 6 over 6 windows placed side by side with a clapboard finish.
8. The standing seam roof (matching existing roof) would run the full length (48') of the rear, placed just inside the corner boards. The porch roofs would be supported by four boxed 4" x 4" posts. The architectural details would match existing.
9. On the rear second story, the two existing 6 over 6 windows would remain. Two additional matching 6 over six windows would be added. The space between the windows would be clapboarded to match existing.
10. On the east elevation of the main building, windows would be changed to accommodate a kitchen at the rear. A set of three 6 over 6 windows placed side by side would be mounted above the existing bulkhead. A fourth 6 over 6 window would be placed just north of this. All four windows would be shorter in length than the existing windows on the second floor. The northernmost window is currently too large and would be replaced by a 6 over 6 unit that would match the upper windows.
11. In removing the ell, a propane tank would be relocated. The owner proposed a smaller tank that could be placed on the southwest corner of the porch near the electric box. This would be placed on the west elevation.
12. A dish antennae is also placed on the roof of the ell. The owner stated he would

convert to cable reception and would not replace the antennae.

13. The lighting issues, mainly for the rear porches and entry doors were not resolved. The owner did not know how the area would be illuminated.
14. Earlier photographs from 2009, show the windows had shutters and a picket fence had been placed along the sidewalk. The Town Planner noted the items are required to be replaced.
15. The owner asked to review the shutters, the fence, lighting and propane tank screening in upcoming application for a proposed front door change. The VDRB agreed.

**After additional discussion, Mr. Mayhew moved with a second by Ms. Cole to approve the application as presented.**

**The motion passed with a 3-0 vote. (Mr. Pauly did not participate.)**

**B. V-3214-16 Marni Rieger Continued**

**C. V-3216-16 The Homestead, Inc. Issued**

**V. APPROVAL OF MINUTES**

The January 27, 2016 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner