

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
April 26, 2017**

MEMBERS PRESENT: Jane Soule, Randy Mayhew, Wendy Spector
MEMBERS ABSENT: Keri Cole, One Vacancy
OTHERS PRESENT: Beth Finlayson, Butch Sutherland, Jack Willer, Antoinette Hunt, Clint Hunt, Michael Brands

I. CALL TO ORDER:

Vice-Chair, Jane Soule called the meeting to order at 7:30 p.m.

II. PUBLIC HEARINGS:

A. New Business:

1. V-3302-17 Woodstock Chamber of Commerce

The application is for Conditional Use and Site Plan Review Approval to increase vendors from 31 to 35 for Market on the Green. The property is located at The Green and is zoned Community / Design Review District.

Ms. Finlayson, Chamber of Commerce, presented the application.

The VDRB reviewed a site plan and the conditional use form.

The Chamber of Commerce sponsors the Market on The Green, a farmer's market. The Green is owned by the Town of Woodstock.

The market was originally established in 2007 with amendments granted in 2009, 2011 and 2014.

The current request is to increase the number of vendors by 4, from 31 spaces to 35 spaces. One of the spaces is for the Chamber's table.

The additional spaces would be placed further east. The spaces would rotate on a weekly basis. To maintain the lawn surface, spaces would move 10 feet towards the center and then out 10 feet towards the fence.

The same percentage of vendors would be retained: 60% agriculture, 20% prepared food and 20% crafts.

The market runs every Wednesday afternoon from 3:00 pm to 6:00 pm from June through the first week in October. Vendors would unload and then park elsewhere. The Woodstock Elementary School has available parking.

The Town Planner noted concern with the health of the lawn as The Green does receive consistent use throughout the year.

Testimony was voted close.

2. V-3306-17 Derek MacDonald

The application is a Design Review Approval to reinstall shutters on the East and North elevation of the house and to replace garage doors. The property is located at 22 The Green and is zoned Residential Medium Density /Design Review District.

The applicant was not present. The Town Planner presented the application.

The VDRB read the Design Review minutes that recommended approval of the proposed garage doors and that the shutters be replaced on all three visible sides of the home (east, north and west).

The current garage door does not function and needs to be replaced. The proposed door is the exact same size as the current door. It has a single row of windows along the upper section. Although the door appears to be two swing out carriage doors, it is actually one door that articulates (folds) like a modern garage door.

The shutters were discussed.

The owner has numerous original shutters that had been removed and stored. However, they do not all match. There are enough matching sets to place on four windows of the east facade and eight windows on the front/north facade.

The owner agreed to place shutters on the east and north elevation but preferred not to place them on the west elevation. The west elevation is the least visible of the three. The owner also did not have enough matching shutters to cover all west elevation windows.

The Design Review Board agreed there should be shutters on all west side windows. The facade is very open and visible to the passing public. The lack of shutters would be noticeable.

A quick informal survey of homes located on The Green, noted that all homes had shutters on the three sides visible to the public.

Shutters on all three visible sides of the building are important to create a balanced facade.

The Design Review regulations state that “shutters shall be retained where appropriate”. After additional discussion, the Design Review Board unanimously recommended approval of the garage door as submitted and that shutters be placed as follows: on all west facade windows, on the four main windows on east facade and on all eight windows on the front/north facade.

Testimony was voted close.

III. OTHER BUSINESS

A. Zoning Officer’s Report

The current VDRB vacancy was discussed. The enforcement of numerous shutter issues was discussed.

B. Coffee Roaster

Clint Hunt, owner of the Abra-Ka-Da- Bra coffee company currently located in Cavendish, wishes to rent a site in Woodstock East owned by Butch Sutherland. The space is permitted (V-2883-12) for a catering service with full kitchen and 2-5 employees. The coffee company sells locally to Gillinghams and the Woodstock Farmers Market. Once every three months a pallet of coffee beans is delivered via a box truck. Delivery of finished produce would be done with a personal vehicle. The beans are roasted and packaged on site. Hours of operation would be 10:00 am to 5:00 pm. There would be one full time employee and possibly two part time employees. There would be no buyers on site. Mr. Sutherland felt the impact would be much less than the permitted catering service. The VDRB agreed that the use fits the parameters of the catering service permit and should be considered a continuation of the previous use.

Mr. Mayhew, with a second from Ms. Spector, motioned that the proposed use fits within the parameters of the previous permit (V-2883-12) and, therefore, does not require additional conditional use review. The motion passed with a 3-0 vote.

IV. DELIBERATIONS:

A. V-2299-17 Woodstock Area Chamber of Commerce

After discussion, the following findings of fact were established:

1. The VDRB reviewed a site plan and the conditional use form.
2. The Chamber of Commerce sponsors the Market on The Green, a farmer’s market. The Green is owned by the Town of Woodstock.
3. The market was originally established in 2007 with amendments granted in 2009, 2011 and 2014.
4. The current request is to increase the number of vendors by 4, from 31 spaces to 35 spaces. One of the spaces is for the chamber’s table.
5. The additional spaces would be placed further east. The spaces would rotate on a weekly basis. To maintain the lawn surface, spaces would move 10 feet towards

- the center and then out 10 feet towards the fence.
6. The same percentage of vendors would be retained: 60% agriculture, 20% prepared food and 20% crafts.
 7. The market runs every Wednesday afternoon from 3:00 pm to 6:00 pm from June through the first week in October. Vendors would unload and then park elsewhere. The Woodstock Elementary School has available parking.
 8. The Town Planner noted concern with the health of the lawn as The Green does receive consistent use throughout the year.
 9. The VDRB reviewed Sections 809 Site Plan and 810 Conditional Use Review with the applicant.

After further discussion, Ms. Spector moved with a second by Mr. Mayhew to approve the application as presented. The motion was approved with a 3-0 vote.

B. V-3300-17 Derek MacDonald

After discussion, the following findings of fact were established:

1. The VDRB read the Design Review minutes that recommended approval of the proposed garage doors and that the shutters be replaced on all three visible sides of the home (east, north and west).
2. The current garage door does not function and needs to be replaced. The proposed door is the exact same size as the current door. It has a single row of windows along the upper section. Although the door appears to be two swing out carriage doors, it is actually one door that articulates (folds) like a modern garage door.
3. The shutters were discussed. Photographs from 2009 show the home with shutters.
4. The owner has numerous original shutters that had been removed and stored. However, they do not all match. There are enough matching sets to place on four windows of the east facade and eight windows on the front/north facade.
5. The owner agreed to place shutters on the east and north elevation but preferred not to place them on the west elevation. The west elevation is the least visible of the three. The owner also did not have enough matching shutters to cover all west elevation windows.
6. The Design Review Board agreed there should be shutters on all west side windows. The facade is very open and visible to the passing public. The lack of shutters would be noticeable.
7. A quick informal survey of homes located on The Green, noted that all homes had shutters on the three sides visible to the public.
8. Shutters on all three visible sides of the building are important to create a balanced facade.
9. The Design Review regulations state that “shutters shall be retained where appropriate”.

10. After additional discussion, the Design Review Board unanimously recommended approval of the garage door as submitted and that shutters be placed as follows: on all west facade windows, on the four main windows on east facade and on all eight windows on the front/north facade.

After further discussion, Mr. Mayhew moved with a second by Ms. Spector to approve the application with the following condition:

1. **Shutters shall be placed on the three visible sides of the home: east, north and west per the Design Review recommendation.**

The motion was approved with a 3-0 vote.

V. APPROVAL OF MINUTES

The minutes of April 12, 2017 were approval with a minor change.

VI. ADJOURNMENT:

The Board adjourned at 8:20 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner