

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
June 14, 2017**

MEMBERS PRESENT: Jane Soule, Keri Cole, Wendy Spector
MEMBERS ABSENT: Randy Mayhew, One Vacancy
OTHERS PRESENT: Liz Neily, John Knight, 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-3310-17 Liz Neily & Kurt Spann

The application is for Conditional Use Review Approval to change use to studio/office. The property is located at 79 Pleasant Street and is zoned Commercial / Light Industrial / Design Review.

Ms. Neily presented the application to the VDRB.

The VDRB reviewed a floor plan and site plan of the proposed use.

The space had been used for many years as an architect's office. In the 1990s, the zoning was changed to residential use only, which made the office non-conforming. The architect's office has been closed for at least five years which caused the non-conforming use to be invalidated. Earlier this year, the property was rezoned Commercial/Light Industrial which allows the proposed commercial studio/office use.

Ms. Neily prepares food for advertising photographs, essentially makes pretty food for a camera. King Arthur Flour is her most significant client.

Currently, there is one employee, however in the future there may be more. From time to time a photographer would be on site. Clients would visit the site occasionally. There is plenty of parking, five spots are provided.

The office would be open 40 hrs. per week.

There would be no additional venting required for the food preparation.

The site has been approved by the State Fire Marshall.

At the moment, there would be no exterior changes and no additional lighting. The owner will apply for a permit should there be any changes.

The VDRB reviewed the Conditional Use criteria with the applicant.

Testimony was voted close.

2. V-3311-17 Woodstock Pooh, LLC / Worthy Group

The application is for Design Review Approval to change use from office to take-out deli with patio seating. The property is located at 4 Mechanic Street and is zoned Central Commercial / Design Review.

Mr. Knight, the Worthy Kitchen manager, presented the application to the VDRB.

The VDRB reviewed photographs, site plan and floor plan of the proposed use.

The applicant stated the Worthy Group would like to convert a former office use to a takeout sandwich shop.

There would be no seating inside. The inside would have a food preparation area, a cashier stand and a counter to order and take out food. There would also be a restroom, open to clients.

The shop would offer house roasted meats, using area farm fresh vegetables and locally baked breads as well as homemade donuts. Most food would be prepared off-site at the Worthy Kitchen located just east of the Village.

French fries would not be served. Donuts would be fried on-site.

A patio with 20 outdoor seats would be provided. The patio would be enclosed with 36"-40" tall granite posts linked together with metal chains. There would be no alcohol served on-site. The patio would be on Mechanic Street and the proposed fence is meant to delineate a safe area for clients. The Town Manager has approved the proposed patio within the Village right-of-way.

Disposables and recycled items would be taken care of on-site. An existing attached shed on the south elevation would hold the containers.

The deli would be open 7 days a week during the summer months. This may be reduced to 5 days a week in the slower seasons. There would be 3 employees, two preparers and one cashier.

The normal hours of operation would be 11:00 a.m. to 4:00 p.m. On weekends, the

shop would serve coffee and home made donuts and would open earlier at 9:00 am.

There would be no additional lighting.

A Direct Drive Centrifugal Sidewall Exhaust Fan as well as a heated make up air unit would be installed on the East elevation which faces the Kedron Brook. The brochure states a maximum noise level of 70 decibels, when measured from 5 feet away. The regulations restrict noise to 70 decibels, measured at the property line, in this case the center of the brook.

The front door would be made handicapped accessible. This would be accomplished by lowering the threshold, but it would not change the exterior look of the door.

Although parking is not required, there are three parking spaces on-site for employees.

The Design Review Board's recommendation to approve the exterior changes as presented was read.

Signage would be applied for at a later date.

There were no abutters present. A letter from Nancy Hoblin, High Street resident, was read stating concern with noise of the proposed vent which faces her home.

The VDRB reviewed the Conditional Use and Site Plan criteria with the applicant.

Testimony was voted close.

III. OTHER BUSINESS

A. Zoning Officer's Report

The Zoning Officer presented his report. The current VDRB vacancy was discussed.

IV. DELIBERATIONS

A. V-3310-17 Neily & Spann

After discussion, the following findings of fact were established:

1. The VDRB reviewed a floor plan and site plan of the proposed use.
2. The space had been used for many years as an architect's office. In the 1990s, the zoning was changed to residential use only, which made the office non-conforming. The architect's office has been closed for at least five years which caused the non-conforming use to be invalidated. Earlier this year, the property was rezoned Commercial/Light Industrial which allows the proposed commercial studio/office use.

3. The applicant prepares food for advertising photographs, essentially makes pretty food for a camera. King Arthur Flour is her most significant client.
4. Currently, there is one employee, however in the future there may be more. From time to time a photographer would be on-site. Clients would visit the site occasionally. There is plenty of parking, five spots are provided.
5. The office would be open 40 hrs. per week.
6. There would be no additional venting required for the food preparation.
7. The site has been approved by the State Fire Marshall.
8. The VDRB reviewed the Conditional Use criteria with the applicant.

After further discussion, Ms. Spector moved with a second by Ms. Cole to approve the application as presented.

The motion was approved with a 3-0 vote.

B. V-3311-17 Woodstock Pooh LLC/Worthy Group

After discussion, the following findings of fact were established:

1. The VDRB reviewed photographs, site plan and floor plan of the proposed use.
2. The request is to convert a former office use to a takeout sandwich shop.
3. There would be no seating inside. The inside would have a food preparation area, a cashier stand and a counter to order and take out food. There would also be a restroom, open to clients.
4. The shop would offer house roasted meats, using area farm fresh vegetables and locally baked breads as well as homemade donuts. Most food would be prepared off-site at the Worthy Kitchen located just east of the Village.
5. French fries would not be served. Donuts would be fried on-site.
6. A patio with 20 outdoor seats would be provided. The patio would be enclosed with 36"-40" tall granite posts linked together with metal chains. There would be no alcohol served on-site. The patio would be on Mechanic Street and the proposed fence is meant to delineate a safe area for clients. The Town Manager has approved the proposed patio within the Village right-of-way.
7. Disposables and recycled items would be taken care of on-site. An existing attached shed on the south elevation would hold the containers.
8. The deli would be open 7 days a week during the summer months. This may be reduced to 5 days a week in the slower seasons. There would be 3 employees, two preparers and one cashier.
9. The normal hours of operation would be 11:00 a.m. to 4:00 p.m. On weekends, the shop would serve coffee and homemade donuts and would open earlier at 9:00 am.
10. There would be no additional lighting.
11. A Direct Drive Centrifugal Sidewall Exhaust Fan as well as a heated make up air unit would be installed on the East elevation which faces the Kedron Brook. The

- brochure states a maximum noise level of 70 decibels, when measured from 5 feet away. The regulations restrict noise to 70 decibels, measured at the property line, in this case the center of the brook.
12. The front door would be made handicapped accessible. This would be accomplished by lowering the threshold, but it would not change the exterior look of the door.
 13. Although parking is not required, there are three parking spaces on-site for employees.
 14. The Design Review Board's recommendation to approve the exterior changes as presented was read.
 15. The VDRB reviewed the Conditional Use and Site Plan criteria with the applicant.

After further discussion, Ms. Spector moved with a second by Ms. Cole to approve the application as presented.

The motion was approved with a 3-0 vote.

V. APPROVAL OF MINUTES

The minutes of the May 24, 2017 meeting were approved as submitted.

VI. ADJOURNMENT

The Board adjourned at 8:35 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner