

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
November 8, 2017**

MEMBERS PRESENT: Jane Soule, Keri Cole, Wendy Spector, Randy Mayhew, Elizabeth Daniels
MEMBERS ABSENT: None
OTHERS PRESENT: Michael Brands

I. CALL TO ORDER

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

II. PUBLIC HEARINGS

A. Old Business: None

B. New Business:

1. V-3352-17 DEW Ottawaquechee, LLC

The application is for Site Plan Approval to re-stripe parking lot. The property is located at 32 B Pleasant Street and is zoned Community / Design Review.

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

The VDRB reviewed a 2016 site plan and a proposed 2017 site plan.

The Ottawaquechee Health Center is located on the lot in question. Parking is shared with Simmons House, directly south, and the Masonic Temple, directly east.

Zoning permit V-3230-16, to construct a 400 square foot concrete pad for temporary use of an MRI trailer removed three parking spaces in 2016 to allow a 51' trailer to be parked on the site.

The Health Center has found a permanent home for the MRI trailer off-site and it will no longer be parked at the Woodstock facility. Under the current application, the Health Center has converted the former trailer space to six parking spaces.

The 9' x 18' parking spaces face into the porch overhang on the southeast corner of the building. The entrance to the Emergency Room is located on the south facade under the overhang.

There will be no change to the parking lot surface, except for painted stripes to delineate the parking spaces. There will be no change in stormwater flow.

There will be no change in lighting or landscaping.

The proposed parking spaces would not interfere with the ambulance access.

The VDRB questioned access to the proposed parking spaces.

There appears to be 20' between the proposed parking area and the Simmons parking lot located directly south. The parking space located closest to the western property line has no backout space and would create a very difficult exit.

Standard practice is to have a backout lane or space which a vehicle could use to turn around in. The proposed site plan does not have a turnout space. Therefore, the VDRB asked that the westernmost parking space be removed. The space shall be painted over with hatch marks to indicate it shall not be used.

The VDRB reviewed Section 809 Site Plan Review.

Testimony was voted close.

III. OTHER BUSINESS

A. Zoning Officer's Report

The report was issued.

B. Abracadabra Coffee

The owners of Abracadabra Coffee at 54 Pleasant Street would like to open their facility to serve clients. The service would be a tasting service only and not full service. A major problem is the lack of conforming parking. The uses on the property are grandfathered. There is no turnaround space available. The driveway is long and narrow as well. The owners would like to have clients park in the East End parking lot. The lot is owned by the Village and is meant to be used as random parking. Linking business use and Village parking would reduce the number of municipal parking spaces. The owners were not present. The Board decided that additional discussion will be required.

C. Optimist Center

The Optimist Center is a new business located at 65 Central Street. The owner wishes to receive a permit for a book box that has been placed directly behind the patio fence. The Design Review Board, in an informal discussion, felt the item should be placed within the

front porch where it would be more compatible with the architecture of the building and less noticeable. The Town Planner noted he would not be present for the December 13, 2017 meeting when the request will be heard. A book box is not noted as an allowed use in the regulations.

D. Mascoma Bank

The Town Planner gave an update on the Design Review Board's November 1, 2017 meeting where the Mascoma Bank made a few minor changes to lighting and landscaping. The bank will place five Acorn-styled street lights to match the Village East End sidewalk's fixtures. Three LED ground-mounted flag pole lights will replace the current two old fixtures. The LED fixtures will have a better focus and will shed less light into the night sky. Five to six trees will be planted on the west side of the property. Some box elder and other informal shrubs will be removed from the south end of the property and replaced with more appropriate landscaping. The landscape architects, Don Olson and Jack Rossi (also Design Review Board members), will make a recommendation on appropriate trees and landscaping. Landscaping would not be accomplished until next spring.

E. 20 Central Street

The Town Planner showed the VDRB renderings of a proposed new restaurant at 20 Central Street, the former site of the Vermont Flannel store. The Design Review Board will conduct an informal review next Wednesday. An application is expected to be filed by early 2018.

F. Selection of Chair and Vice-chair

The Town Planner noted a new chairperson was needed, as the former Chair Jim Mills stepped down earlier this year.

After discussion, Mr. Mayhew moved with a second by Ms. Cole to appoint Ms. Soule as Chair of the VDRB. The motion passed with a 4-0-1 vote.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to appoint Mr. Mayhew as Vice-Chair of the VDRB. The motion passed with a 4-0-1 vote.

IV. DELIBERATIONS

A. V-3352-17 DEW Ottauquechee, LLC

After discussion, the following findings of fact were established:

1. The VDRB reviewed a 2016 site plan and a proposed 2017 site plan.
2. The Ottauquechee Health Center is located on the lot in question. Parking is shared with Simmons House, directly south, and the Masonic Temple, directly east.

3. Zoning permit V-3230-16, to construct a 400 square foot concrete pad for temporary use of a MRI trailer removed three parking spaces in 2016 to allow a 51' trailer to be parked on the site.
4. The health center has found a permanent home for the MRI trailer off site and it will not be parked at the Woodstock facility. Under the current application, the center has converted the former trailer space to six parking spaces.
5. The 9' x 18' parking spaces face into the porch overhang on the southeast corner of the building. The entrance to the Emergency Room is located on the south facade under the overhang.
6. There will be no change to the parking lot surface, except for painted stripes to delineate the parking spaces. There will be no change in stormwater flow.
7. There will be no change in lighting or landscaping.
8. The proposed parking spaces would not interfere with the ambulance access.
9. The VDRB questioned access to the proposed parking spaces.
10. There appears to be 20' between the proposed parking area and the Simmons parking lot located directly south. The parking space located closest to the western property line has no backout space and would create a very difficult exit.
11. Standard practice is to have a backout lane or space which a vehicle could use to turn around in. The proposed site plan does not have a turnout space. Therefore, the VDRB asked that the westernmost parking space be removed. The space shall be painted over with hatch marks to indicate it shall not be used.
12. The VDRB reviewed Section 809 Site Plan Review.

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

1. **The westernmost parking space shall be removed from the site plan and shall be painted over with hatch marks to indicate it is not allowed to be used for parking purposes.**

The motion was approved with a 5-0 vote.

V. NEXT MEETINGS

The VDRB will not meet on November 22, 2017, which is Thanksgiving eve.

The Town Planner will not be present on December 13, 2017.

The VDRB agreed not to meet on December 27, 2017.

VI. APPROVAL OF MINUTES

The minutes of October 25, 2017 were approved as submitted.

VII. ADJOURNMENT

The Board adjourned at 8:05 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner