

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
October 26, 2016**

**PRESENT:** Jim Mills, Jane Soule, Keri Cole  
**ABSENT:** Randy Mayhew, One Vacancy  
**ALSO PRESENT:** Phyllis Morris, Brad Archer, 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-3273-16**                      **Oliver Reed**

The application is for Design Review and Conditional Use Approval to add studio apartment, expand parking lot and install egress windows. The property is located at 63 Central Street and is zoned Central Commercial / Design Review.

Ms. Morris, realtor, presented the application.

The VDRB reviewed numerous photographs of the building and a cut sheet of the proposed window units. The State Fire Marshall's Office is requiring egress windows for the residential apartments located within the building. The windows were replace prior to permit approval.

The replacement windows are a casement style, and swing out to provide the required egress space. All windows being replaced are smaller third floor windows and therefore less noticeable than a full window unit on a first or second floor would be.

Two of the replaced windows would be viewed by the passing public. One is located on the easternmost window on the third floor facing the street (north). The second is the south window on the third floor of the west facade.

Two other windows were replaced on the third floor within the courtyard and are not visible to the passing public or from neighboring properties.

All installed windows would resemble existing units with the mullions and muttons in place. The windows have a snap in grid system.

The VDRB read the Design Review Board's recommendation to approve as presented.

The owner would like to add a studio apartment for a total of five residential units. The studio apartment had been used as a Short Term Rental unit. Two letters from the Town Planner were sent on April 4, 1997 and November 13, 2000, noting that permits for four residential units existed.

The owner is also asking for two more parking spaces for a total of five. Zoning permit V-2303-05 granted three parking spaces in the courtyard located behind the building. A narrow eight foot wide driveway serves as the access.

The parking area is very tight abutting a 25' x 60' lawn. The parking area is hardpak. In order to exit one needs to back over the grass area.

In addition, a fill station for an underground propane tank is located in the middle of the lawn. Cement bollards or other obstacles should be placed to prevent collisions.

Town Planner noted numerous issues with allowing the requested additional parking. The driveway is very steep and very narrow. It crosses a busy sidewalk. Access is from and onto Route 4/Central Street. The turnaround space is very tight and does not meet accepted parking lot standards. Off street parking is not required for Central Commercial zoned properties.

After discussion, the VDRB agreed to continue the testimony to a site visit. A site visit was set for Friday October 28, 2016 at 9:30 am.

Testimony was continued.

## **2. V-3276-16 Brad Archer**

The application is for Design Review and Conditional Use approval to remove fence and to create a parking space on a seasonal basis. The property is located at 3 Ford Street and is zoned Residential High Density / Design Review.

Mr. Archer presented the application.

The hearing includes Design Review for the fence removal and Conditional Use review to create a parking space.

The VDRB reviewed photographs of the existing fence and proposed parking area.

The owner wishes to remove the street side fence to allow seasonal parking on his front lawn. The space would be used during the Village's winter snow ban, generally November through April of each year. The fence would be replaced each year at the end of the snow ban period.

The fence that is parallel to Route 4 would remain. An unhealthy pine has been removed that will allow a car to be parked on the site.

The owner would like to place pea stone on the site of the parking space to create a more durable surface.

The Town Planner recommended that grass be seeded on top of the gravel to maintain the appearance of the lawn. This should work well as the site would not be used for parking during the warmer months.

Mr. Archer noted agreement with the recommendation to add top soil and grass seed early next spring to re-establish the lawn.

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

A curb-cut permit from the Board of Trustees is required for the new entrance off of Ford Street. The Town Manager is scheduled to visit the site next week.

Testimony was voted close.

### **III. OTHER BUSINESS**

#### **A. Administrative Officer's Report**

The report was issued and discussed.

### **IV. DELIBERATIONS**

**A. V-3273-16                      Oliver Reed                      Continued**

**B. V-3276-16                      Brad Archer**

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

1. The hearing includes Design Review for the fence removal and Conditional Use review to create a parking space.
2. The VDRB reviewed photographs of the existing fence and proposed parking area.
3. The owner wishes to remove the street side fence to allow seasonal parking on his front lawn. The space would be used during the Village's winter snow ban, generally November through April of each year. The fence would be replaced each year at the end of the snow ban period.

4. The fence parallel to Route 4 would remain. An unhealthy pine has been removed that will allow a car to be parked on the site.
5. The owner would like to place pea stone on the site of the parking space to create a more durable surface.
6. The Town Planner recommended that grass be seeded on top of the gravel to maintain the appearance of the lawn. This should work well as the site would not be used for parking during the warmer months.
7. The applicant noted agreement with the recommendation to add top soil and grass seed early next spring to re-establish the lawn.
8. The Design Review Board's recommendation to approve as presented was read.
9. A curb-cut permit from the Board of Trustees is required for the new entrance off of Ford Street. The Town Manager is scheduled to visit the site next week.

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

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

**V. APPROVAL OF MINUTES**

The October 12, 2016 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner