

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
March 22, 2017**

**PRESENT:** Jim Mills, Jane Soule, Randy Mayhew, Wendy Spector  
**ABSENT:** Keri Cole  
**ALSO PRESENT:** Janet Spangler, Sam DiNatale, Ana DiNatale, Sandy DiNatale,  
Alfonse Sorrentino, 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-3292-17**                      **Janet Spangler**

The application is for Conditional Use Review to use property as a Short Term Rental. The property is located at 20 Lincoln Street and is zoned Residential High Density.

Ms. Spangler presented the application.

The VDRB reviewed the floorplans, site plan, and the Short Term Rental statement.

Chair Mills read the regulations pertaining to Short Term Rentals to the applicant.

The applicant noted compliance with the stated standards.

There is a two car garage, with parking for two cars directly in front of the garage.

The rental unit would be the guest bedroom. The home has two bedrooms.

The home owner would be the manager.

The State Fire Marshall, David Green, has inspected the home and has issued approval for the proposed use.

Testimony was voted closed.

**2. V-3296-17 Mon Vert Café**

The application is a Conditional Use & Design Review Approval to place two dumpsters and create a patio for outdoor dining. The property is located at 28 Central Street in the Central Commercial/Design Review District.

Café owners, Sam DiNatale and Ana DiNatale, presented the application.

The VDRB reviewed the site plan indicating outdoor seating, fencing and dumpster location. Included were catalogue cutsheets for the proposed fencing.

The VDRB reviewed the dumpster portion of the application first. Two dumpsters would be placed. One would be located directly behind the existing ramp on the east side of the building. The second would be located in line with the southeast corner of the barn just north of the first dumpster.

For access purposes, the dumpsters are placed in the alley shared with the Woodstock Sports building.

A letter from Peter Vollers, representing Peter and Allison Johnston - owners Woodstock Sports, stated agreement to use of the shared driveway for temporary delivery/pickup/dumpster access.

The proposed dumpsters are the smallest available, measuring 4' x 8' with a two cubic yard capacity.

The dumpsters have wheels and can be moved for better access to the trash removal truck. The waste disposal dumpster would be emptied once a week. The recycling dumpster would be emptied twice a week. The applicant would increase service depending on need.

The dumpsters would be screened on the south (7' wide) and east elevations (11' long). The fence would be 4' high and placed approximately 6" above ground level. A wooden privacy fence made of alternating over-lapping boards (4" wide) would be used. The wood would not be treated and would be left to age, eventually becoming a soft grayish color.

The east side of each screening would have two doors of equal width that swing out for access. The drawing does not show the doors.

The patio enclosure was then discussed.

The patio would be placed over the bricked area that runs along the front of the building. The patio would measure 12' wide and 48' long with a 6' opening to the front door. The intent is to place 18 seats and six tables within the patio.

The patio would be built flush with the west side of the building and would extend 8' past

the east side of building.

Although a gate is not required, a short fence “turn- in” would be required by the State Liquor Board at the entrance.

The applicant prefers a two rail fence in white vinyl. The building resembles an old school house. The proposed railing has a rural feel that matches the interior style of the café. The two rail is also a more open design and less restrictive.

Chair Mills read the Design Review Board’s recommendation concerning the patio fence.

The Design Review Board stated that a picket fence is more appropriate due to the central location of the site. The picket fence is a better fit with the building’s Victorian architecture. The building is one of the better architectural examples in the central downtown area and deserves a compatible fence.

The closest fence on Central Street is the Billings picket fence just east of the site. The Pi Pizzeria located further west and across Central Street has a black wrought iron fence in the style of a picket fence.

As an option, the applicant showed a cutsheet of a white capped picket fence also in vinyl.

Although wood is the preferred material, the Design Review Board in their review noted understanding of the cost and maintenance concerns expressed by the applicant. The look of vinyl fencing has improved significantly over the past few years.

The applicant stated the desired placement of the patio fence would reduce the sidewalk to less than five feet in width. The narrower sidewalk would create more space within the patio.

Chair Mills noted the Board of Trustees would have to approve a reduction in sidewalk width.

The Town Planner mentioned the American Disability Act standard for a municipal sidewalk is a five foot width to accommodate wheelchairs, etc.

Testimony was voted closed.

### **III. OTHER BUSINESS**

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

The report was discussed.

#### **B. Alfonse Sorrentino**

Mr. Sorrentino, a 30 year resident at 13 River Street, asked to have an informal discussion with the VDRB. A Design Review application for a single family is scheduled to be

heard by the VDRB on April 12.

A site map of a proposed home on the undeveloped lot behind his current home was reviewed. The lot was created in 1994. A June 28, 1995 Conditional Use Determination from the Department of Environmental Conservation approved a building envelope and a proposed drainage system. The approval reviewed the buffer area for a vernal pool, which is located just north of the lot in question, on forested land owned by the Town of Woodstock. At the time, the request was reviewed and affirmed by the Conservation Commission (CC) and the Village Zoning Board.

The entire lot has been an undeveloped mowed lawn for numerous decades.

Mr. Sorrentino is asking to alter the approved building envelope. His design includes a 360 sf sun room just west of the envelope. A 1008 sf area within the envelope would not be built on and would be maintained as lawn area.

Mr. Sorrentino met with the CC at their March 15, 2017 meeting. After discussion, the CC agreed there should be no adverse affect in adjusting the building envelope in accord with Mr. Sorrentino's 2017 site map as discussed above.

#### **C. Vacancy**

Chair Mills noted this would be his last meeting as his term is up at the end of March.

The VDRB thanked him for all his years of service and wished him well in future endeavors.

### **IV. DELIBERATIONS**

#### **A. V-3292-17 Janet Spangler**

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

1. The VDRB reviewed the floorplans, a site plan, and the Short Term Rental statement.
2. Chair Mills read the regulations pertaining to Section 522 Short Term Rentals.
3. The applicant noted compliance with the stated standards.
4. There is a two car garage, with parking for two cars directly in front of the garage.
5. The rental unit would be the guest bedroom. The home has two bedrooms.
6. The home owner would be the manager.
7. The State Fire Marshall, David Green, has inspected the home and has issued approval for the proposed use.

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

**The motion passed with a 4-0 vote.**

#### **B. V-3296-17 Mon Vert Café**

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

1. The VDRB reviewed the site plan indicating outdoor seating, fencing and dumpster location. Included were catalogue cutsheets for the proposed fencing.
2. The VDRB reviewed the dumpster portion of the application first. Two dumpsters would be placed. One would be located directly behind the existing ramp on the east side of the building. The second would be located in line with the southeast corner of the barn just north of the first dumpster.
3. For access purposes, the dumpsters are placed in the alley shared with the Woodstock Sports building. A letter from Peter Vollers, representing Peter and Allison Johnston - owners Woodstock Sports, stated agreement to use of the shared driveway for temporary delivery/pickup/dumpster access.
4. The proposed dumpsters are the smallest available, measuring 4' x 8' with a two cubic yard capacity. The dumpsters have wheels and can be moved for better access to the trash removal truck.
5. The waste disposal dumpster would be emptied once a week. The recycling dumpster would be emptied twice a week. The applicant would increase service depending on need.
6. The dumpsters would be screened on the south (7' wide) and east elevations (11' long). The fence would be 4' high and placed approximately 6" above ground level. A wooden privacy fence made of alternating over-lapping boards (4" wide) would be used. The wood would not be treated and would be left to age, eventually becoming a soft grayish color.
7. The east side of each screening would have two doors of equal width that swing out for access. The drawing does not show the doors.
8. The patio enclosure was then discussed.
9. The patio would be placed over the bricked area that runs along the front of the building. The patio would measure 12' wide and 48' long with a 6' opening to the front door. The intent is to place 18 seats and six tables within the patio.
10. The patio would be built flush with the west side of the building and would extend 8' past the east side of building.
11. Although a gate is not required, a short fence "turn- in" would be required by the State Liquor Board at the entrance.
12. The applicant prefers a two rail fence in white vinyl. The building resembles an old school house. The proposed railing has a rural feel that matches the interior style of the café. The two rail is also a more open design and less restrictive.
13. Chair Mills read the Design Review Board's recommendation concerning the patio fence.
14. The Design Review Board stated that a picket fence is more appropriate due to the central location of the site. The picket fence is a better fit with the building's Victorian architecture. The building is one of the better architectural examples in the central downtown area and deserves a compatible fence.
15. The VDRB reviewed a cutsheet of a white capped picket fence also in vinyl.
16. Although wood is the preferred material, the Design Review Board in their review noted understanding of the cost and maintenance concerns expressed by the applicant. The look of vinyl fencing has improved significantly over the past few years.
17. The applicant stated the desired placement of the patio fence would reduce the

sidewalk to less than five feet in width. The narrower sidewalk would create more space within the patio.

18. Chair Mills noted the Board of Trustees would have to approve a reduction in sidewalk width. The Town Planner mentioned the American Disability Act standard for a municipal sidewalk is a five foot width to accommodate wheelchairs, etc.

**After additional discussion, Ms. Soule moved, with a second by Mr. Mayhew to approve the application with the following conditions:**

- 1. The patio fence shall be placed five feet from the sidewalk curb to meet the ADA standards.**
- 2. The patio enclosure shall be a picket fence per Design Review Board recommendation.**

**The motion passed with a 4-0 vote.**

**V. APPROVAL OF MINUTES**

The minutes of December 14, 2016 and January 25, 2017 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner