

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT
MINUTES
March 28, 2018**

PRESENT: Jane Soule, Randy Mayhew, Elizabeth Daniels, Keri Cole, Wendy Spector
ABSENT: None
ALSO PRESENT: April Desabrais, Jay Smith, Lisa Morrison, Geoff Eckler, Glen Valentine, Normans Frates Jr., David Laurin, Antoinette Hunt, Clint Hunt, Jack Willey, David Simmons, Craig McKinney, Ralph Eames, Gretchen Smith, Craig Moore, Patrick Proctor, Michael Brands

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business

B. New Business

1. V-3344-18 Woodstock Station, LLC /April Desabrais

The application is for Conditional Use and Site Plan Review Approval to establish a full service salon, place 20 sf free-standing sign. The property is located at 60 Pleasant Street and is zoned Commercial / Light Industrial.

Ms. Desabrais presented the application.

The VDRB reviewed the Conditional Use form and site plan.

The applicant wishes to open a three chair hair salon on the first floor of the building to the west.

There would be three stylists and a manager on the floor. There would be no more than 5 employees on site at a time.

The hours of operation would be Monday and Saturdays 9:00 a.m. to 5:00 p.m. Tuesdays would be open 9:00 a.m. to 8:00 p.m. Wednesday, Thursday and Fridays would be open 9:00 a.m. to 5:30 p.m. Occasionally for special events such as a wedding, the salon may be open for longer hours usually in the mornings.

The site plan shows 10 parking spaces along the west end of the lot facing Pleasant Street. There are 3 spaces closer to the building that would be used for the apartment. The

property has numerous parking spaces, many of which will be held for future uses.

The applicant would take home all waste and recycled items. There would be no dumpsters on site.

There are many means of entering the property. Most clients would enter between the two buildings on Pleasant Street and exit off of Maxham Meadow Road.

There is an existing apartment lot on the second floor. A small portion of the second floor would be used for a laundry room and storage. No clients would have access.

There would be no additional exterior lights. The applicant hopes to illuminate the proposed signs. This would require a Design Review permit.

The property is zoned Commercial / Light Industrial and allows this type of use.

Mr. Eckler, local realtor, noted support for the request as it would be a benefit to and improvement of the East End area.

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

Testimony was voted closed.

2. V-3345-18 Mascoma Savings Bank

The application is for Design Review and Site Plan Review Approval to install a screen fence at south elevation and to install a sloped roof structure over ATM. The property is located at 429 Woodstock Road and zoned Commercial / Light Industrial and Density / Design Review.

Mr. Laurin, architect, presented the application. Mr. Valentine and Mr. Frates Jr., representing the bank, were present.

The VDRB reviewed photographs, renderings and site plans showing the proposed location of the screening fence and propose ATM roof.

Air handling equipment was added to the south wall of the new building. This had not been part of the original plan.

A 6' high angled board fence is proposed to hide the equipment. The fence would be placed 6' south of the building. The boards would be angled away from the street to screen the equipment yet would allow air passage.

Three hydrangea trees would be planted in the remaining 4' of space just south of the wall. This would add another layer of screening.

The fence would be built of pressure treated wood with PVC trim. The fence would be

stained once the wood has aged.

A second item not included in the original plan is to add an angled flat roof over the ATM machine. The 5' wide roof would average 7' in height and be angled away from the street. A black standing seam roof would be placed. The roof structure would be supported by four 6" x 6" wood posts. The roof is intended to provide weather protection for the external ATM machine. The ATM is located west and slightly south of the building away from the street.

A third change is to alleviate a storm water issue on Route 4. Storm water ponds at the bank's exit to the street. A grass lined swale would be placed to allow storm water to drain towards Maxham Meadow Way.

A birch tree just south of the exit is to be removed. The birch tree was to be replaced by a crab apple tree in the previous application. However, the State AOT officials will not allow a replacement tree in this location. The area surrounding the swale is to be replanted with numerous shrubs in the spring.

The Design Review Board recommended approval of the application as presented.

Testimony was voted close.

3. V-3346-18 L.D. Sutherland, Jr. / Clint & Antoinette Hunt

The application is for Conditional Use and Site Plan Review Approval to expand use to include retail sales and week-end take out. The property is located at 54 Pleasant Street and is zoned Light Commercial / Design Review.

Ms. Hunt presented the application. Mr. Sutherland participated via telephone.

The VDRB reviewed a floor plan and conditional use form for the proposed use.

The owners wish to offer coffee tastings on weekends only. Currently they operate a coffee roaster business that has no clients on site.

The hours of operation were changed from the application to an 8:00 a.m. opening with a 2:00 p.m. closing.

Catered food would be brought into the business. There would be no cooking on site. The food would not be a full meal but is meant to be snacked on while tasting coffee.

Initially paper containers would be used. The owners would like to have glassware in the future and would install a dishwasher eventually.

All trash would be taken home by the owners. There would be no dumpster on site.

Parking is an issue. There is no additional parking on site. Currently there are four parking spots; two for the upstairs apartment and two for the owners of the business.

Section 517 Off-Street Parking allows a waiver when one can prove other means of parking.

A letter was received from Hayes and Windish, a law firm located on the south side of Pleasant Street. They have offered four parking spaces for weekend use only.

The Village of Woodstock will allow three spaces to be used in the East End park and ride lot for weekend use only. The park and ride mainly serves Monday through Friday employees who work in the Upper Valley.

The applicant stated that a barrier would be placed, either a rope or sawhorse. Additional vehicles would not be able to turn around as the parking area is extremely limited. A sign would accompany the barrier, noting no access. The apartment tenants would be able to move the barrier for access.

The Town Planner noted a two square foot sign could be placed for transportation issues such as this. An administrative permit would be required.

Patrick Proctor, a Slayton Street resident, noted support for the proposal, as an improvement to the East End and a welcome weekend activity.

Mr. McKinney advised the owners to contact the State for potential wastewater and potable water supply permit.

The State Fire Marshall's office will need to look at the building as well due to the present of clients on site.

The owners would advertise via social media outlets. Within the message, parking options and the access prohibition would be mentioned.

Testimony was voted closed

4. V-3347-18 Woodstock Foundation, Inc.

The application is for Conditional Use and Site Plan Review Approval to reconfigure parking lot. The property is located on Old River Road and is zoned Residential Three Acre.

Mr. McKinney, Willis Consulting Engineers, presented the application. Mr. Simons, Billings Farm and Museum Executive Director, was present.

The VDRB reviewed a site plan of the proposed parking lot renovation.

The entire 56 vehicle parking lot for the Billings Farm and Museum would be renovated. New asphalt and drainage would be placed. There are no curbs except along the sidewalks located close to the building entrance. This would allow storm water to drain directly onto the abutting lawn surfaces. Additionally 3' wide catch basins would be along all asphalt parking areas.

The intent is to add 64 additional temporary parking spaces. The spaces would be grassed over and would be used once the existing asphalt parking spaces are filled.

During periods of peak use temporary parking is required. This weekend, one of the larger events, Spring's new animals, there up to 2000 visitors per day. Normal activity does not require use of the temporary spaces.

A profile plan was shown of the proposed planting concept. An EZ Roll Grass Paver is to be used, which is a plastic based hexagon base. This is filled with soil and planted with grass. The plastic base provides support for the vehicles minimizing potential destruction of the grass.

Eight white pines would be removed as they are in bad health and damage the parking lot.

Mr. Simons stated numerous maple and birch trees are proposed at a future date.

Additional lighting is proposed. The post and light fixtures would match the existing. All fixtures are downlit. A photograph was shown. Lights are utilized only when needed and are on a timer. There are numerous evening events in conjunction with the Woodstock Inn and in the movie theater.

Pedestrians currently walk through the parking lot to access the entrance at the south end of the lot. This has been worked for years as traffic is extremely slow within the lot.

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

Testimony was voted close.

5. V-3348-18 Anthony & Jill Amato

The application is for Design Review Approval to construct 648 sq. ft. addition on north elevation of existing inn and to upgrade windows. The property is located at 3 Church Street and zoned Inn / Design Review.

Mr. Eames, contractor, presented the application.

The VDRB reviewed numerous photographs of existing windows and the building as well as renderings and photographs of the proposed addition. A model of the proposed window was also shown.

The new owners of the Blue Horse Inn wish to remove and replace 60 windows. The existing windows are in a bad state of repair and would be replaced with modern energy efficient units. All windows except on the newer western section along Church Street would be changed to the new windows.

Proposed windows would match existing grid patterns. A cut sheet of the Harvey window units was supplied. External mullions would be used throughout. An external half screen would be placed for ventilation purposes.

A new addition on the northwest corner of the building would be added. This would be a master bedroom for the existing apartment located on the west side of the building. The current bedroom is extremely small and would be removed.

The addition measures 18' x 18'. All windows on new addition would match existing windows. The casement windows currently in place on the west elevation would remain as is.

The basement area would also be enclosed. The current basement area is used as a laundry room.

The addition fills in a corner of the building. The addition would not go further north of the north side porch. A set of porch steps accessing the back lawn help to screen the addition.

The lawn area is heavily vegetated, helping to screen the addition from northern views across the river.

The existing air units would be placed on the north elevation, again screened by the stairs to the lawn.

Clapboards, trim and roofing details would match existing.

The neighbors to the west have been contacted, and have expressed no concerns.

The owners hope to be finished for a July 1st opening.

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

Testimony was voted close.

6. V-3349-18 Annie & Chris Masillo

The application is for Conditional Use and Short Term Rental Approval to use property as a Short Term Rental. The property is located at 13 High Street and is zoned Residential High Density.

Ms. Smith, representing the applicant, presented the application.

The VDRB reviewed a floor plan, site plan and conditional use statement.

Ms. Smith is here representing the owners, Catherine & Charles Neff, and the future owners, Annie & Chris Masillo. A condition of sale is approval of the Short Term Rental permit. The sale is schedule to close in a month.

Mr. Moody, State Fire Marshall, has performed an inspection and will return for a final inspection next Tuesday.

The proposed owners have read the Short Term Rental regulations and understand the standards. They are limited to six rental periods per year.

The Town Planner noted there is only one parking spot on site. He recommended the rental party be restricted to one vehicle per rental. The VDRB agreed.

Ms. Smith noted there are winter parking options nearby, in the Mechanic Street parking and around The Green.

The Town Planner stated these spaces are used by full time residents and are becoming scarce as more housing is developed downtown.

The VDRB reviewed the Conditional Use and Short Term Rental criteria with the applicant.

Testimony was voted close.

7. V-3350-18 Mascoma Savings Bank

The application is for Design Review Approval to affix a 36 sq. ft. illuminated sign and place a 19.7 sq. ft. illuminated free-standing sign. The property is zoned Commercial / Light Industrial / Design Review and is located at 428 Woodstock Road.

Mr. Moore, Barlo Signs, presented the application.

The Board reviewed numerous renderings of proposed signs and placement.

Due to the illumination of the signs, Design Review approval is required.

The main sign, attached to the east facade measures 9' x 4'. It would be externally illuminated via LEDs which are mounted in a narrow cap inserted into the top frame. The light fixtures are totally hidden from view. The LEDs are designed to wash light across the sign.

A 20 sq. ft. free-standing sign would replace the existing free-standing sign. This is located just south of the entrance. It also would be illuminated with the same LED lighting concept, mounted into the top frame element.

The Board questioned the use of a curved arc at the top of the signs, especially in relation to the building architecture. The Board felt a rectangular sign would be more compliant with the square elements of the building.

Mr. Moore noted all signs meet the square footage allowance of the zoning regulations. The signs are also a new design the bank is using on all its branches.

After discussion, the Board agreed to recommend approval of the application as presented.

8. V-3351-18 Sam DiNatale

The application is for Design Review Approval to place a menu board sign on property. The property is located at 28 Central Street and zoned Central Commercial / Design Review.

The request was approved as a minor application and issued via an administrative permit.

9. V-3352-18 Sunset Farm Condominium Assoc.

The application is for Design Review Approval to replace all windows in the building. The property is located at 21710 Maxham Meadow Way and zoned Commercial / Light Industrial / Design Review District.

The request was approved as a minor application and issued via an administrative permit.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

B. Clarifications

1. Market on the Green

Zoning permit V-2569-09 allows 20 tables/vendors on The Green. This has been upgraded to 35 tables in 2017. This year the organization would like to place a pizza truck with wood fired oven. The Town Planner showed the VDRB a photograph of a "pizza" truck, a converted 1952 Ford flatbed that is being promoted to take part in this summer's Market on the Green.

The Trustees allowed the presence of the truck, but not on The Green itself. The Chamber of Commerce would like the truck to be able to park next to The Green. However the vehicle appears to be accessed only from the sides which would not work when parked parallel to The Green. A Conditional Use Approval is required to add another type of vendor as all permitted vendors are part of a designated spot.

2. Worthy Kitchen

The Worthy Kitchen would like to place a hot dog stand at its Mechanic Street location. The stand would be on private property. The Village Ordinance on vendors controls the placement of vendors on public property and not on private property. However, the Village Zoning Regulations in Section 609 Prohibited Uses, prohibits “free standing retail stands”. After discussion, the VDRB agreed a hot dog stand would be considered a free standing retail stand and, therefore, would not be allowed.

IV. DELIBERATIONS

A. V-3344-18 Woodstock Station, LLC /April Desabrais

After discussion the following findings of fact were established:

1. The VDRB reviewed the Conditional Use form and site plan.
2. The applicant wishes to open a three chair hair salon on the first floor of the building to the west.
3. There would be three stylists and a manager on the floor. There would be no more than 5 employees on site at a time.
4. The hours of operation would be Monday and Saturdays 9am to 5 pm. Tuesdays would be open 9:00 a.m. to 8:00 p.m. Wednesday, Thursday and Fridays would be open 9:00 a.m. to 5:30 p.m. Occasionally for special events such as a wedding, the salon may be open for longer hours usually in the mornings.
5. The site plan shows 10 parking spaces along the west end of the lot facing Pleasant Street. There are 3 spaces closer to the building that would be used for the apartment. The property has numerous parking spaces, many of which will be held for future uses.
6. The applicant would take home all waste and recycled items. There would be no dumpsters on site.
7. There are many means of entering the property. Most clients would enter between the two buildings on Pleasant Street and exit off of Maxham Meadow Road.
8. There is an existing apartment lot on the second floor. A small portion of the second floor would be used for a laundry room and storage. No clients would have access.
9. There would be no additional exterior lights. The applicant hopes to illuminate the proposed signs. This would require a Design Review permit.
10. The property is zoned Commercial / Light Industrial and allows this type of use.
11. The VDRB reviewed the Conditional Use and Site Plan criteria with the applicant.

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

The motion passed 5-0.

B. V-3345-18 Mascoma Savings Bank

After discussion the following findings of fact were established:

1. The VDRB reviewed photographs, renderings and site plans showing the proposed location of the screening fence and propose ATM roof.

2. Air handling equipment was added to the south wall of the new building. This had not been part of the original plan.
3. A 6' high angled board fence is proposed to hide the equipment. The fence would be placed 6' south of the building. The boards would be angled away from the street to screen the equipment yet would allow air passage.
4. Three hydrangea trees would be planted in the remaining 4' of space just south of the wall. This would add another layer of screening.
5. The fence would be built of pressure treated wood with PVC trim. The fence would be stained once the wood has aged.
6. A second item not included in the original plan is to add an angled flat roof over the ATM machine. The 5' wide roof would average 7' in height and be angled away from the street. A black standing seam roof would be placed. The roof structure would be supported by four 6" x 6" wood posts. The roof is intended to provide weather protection for the external ATM machine. The ATM is located west and slightly south of the building away from the street.
7. A third change is to alleviate a storm water issue on Route 4. Storm water ponds at the bank's exit to the street. A grass lined swale would be placed to allow storm water to drain towards Maxham Meadow Way.
8. A birch tree just south of the exit is to be removed. The birch tree was to be replaced by a crab apple tree in the previous application. However, the State AOT officials will not allow a replacement tree in this location. The area surrounding the swale is to be replanted with numerous shrubs in the spring.
9. The Design Review Board recommended approval of the application as presented.

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

The motion passed 5-0.

C. V-3346-18 L.D. Sutherland Jr. /Clint & Antoinette Hunt

After discussion the following findings of fact were established:

1. The VDRB reviewed a floor plan and conditional use form for the proposed use.
2. The owners wish to offer coffee tastings on weekends only. Currently they operate a coffee roaster business, that has no clients on site.
3. The hours of operation were changed from the application to an 8:00 opening with a 2:00 closing.
4. Catered food would be brought into the business, there would be no cooking on site. The food would not be a full meal but is meant to be snacked on while tasting coffee.
5. Initially paper containers would be used. The owners would like to have glass ware in the future and would install a dishwasher eventually.
6. All trash would be taken home by the owners. There would be no dumpster on site.
7. Parking is a may issue. There is no additional parking on site. Currently there are four spots two for the up stairs apartment and two for the owners of the business.
8. Section 517 Off-Street Parking allows a waiver when one can approve other

- means of parking.
9. A letter was received from Hayes and Windish a law firm located on the south side of Pleasant Street. They have offered four parking spaces for weekend use only.
 10. The Village of Woodstock will allow three spaces to be used in the East End park and ride lot for week end use only. The park and ride mainly serves Monday through Friday employees who work in the Upper Valley.
 11. A barrier would be placed, either a rope or sawhorse. Additional vehicles would not be able to turn around as the parking area is extremely limited. A sign would accompany the barrier, noting no access. The apartment tenants would be able to move the barrier for access.
 12. The Town Planner noted a two square foot sign could be placed for transportation issues such as this. An administrative permit would be required.
 13. The State Fire Marshall's office will need to look at the building as well due to the present of clients on site.
 14. The owners would advertise via social media outlets. Within the message, parking options and the access prohibition would be mentioned.

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

1. **A sandwich board should be used as the barrier.**
2. **The sign on the sandwich board will require an administrative permit.**

The motion passed 5-0.

D. V-3347-18 Woodstock Foundation, Inc.

After discussion the following findings of fact were established:

1. The VDRB reviewed a site plan of the proposed parking lot renovation.
2. The entire 56 vehicle parking lot for the Billings Farm and Museum would be renovated. New asphalt and drainage would be placed.. There are no curbs except along the sidewalks located close to the building entrance. This would allow storm water to drain directly onto the abutting lawn surfaces. Additionally 3' wide catch basins would be along all asphalt parking areas.
3. The intent is to add 64 additional temporary parking spaces. The spaces would be grassed over and would be used once the existing asphalt parking spaces are filled.
4. During periods of peak use temporary parking is required. This weekend, one of the larger events, Spring's new animals, there up to 2000 visitors per day. Normal activity does not require use of the temporary spaces.
5. A profile plan was shown of the proposed planting concept. An EZ Roll Grass Paver is to be used, which is a plastic based hexagon base. This is filled with soil and planted with grass. The plastic base provides support for the vehicles minimizing potential destruction of the grass.
6. Eight white pines would be removed as they are in bad health and cause damage to the parking lot. Numerous maple and birch trees are proposed at a future date.
8. Additional lighting is proposed. The post and light fixtures would match the

existing. All fixtures are downlit. A photograph was shown. Lights are utilized only when needed and are on a timer. There are numerous evening events in conjunction with the Woodstock Inn and in the movie theater.

9. Pedestrians currently walk through the parking lot to access the entrance at the south end of the lot. This has been worked for years as traffic is extremely slow within the lot.
10. The VDRB reviewed the Conditional Use and Site Plan Review criteria with the applicant

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

The motion passed 5-0.

E. V-3348-18 Anthony & Jill Amato

After discussion the following findings of fact were established:

1. The VDRB reviewed numerous photographs of existing windows and the building as well as renderings and photographs of the proposed addition. A model of the proposed window was also shown.
2. The new owners of the Blue Horse Inn wish to remove and replace 60 windows. The existing windows are in a bad state of repair and would be replaced with modern energy efficient units. All windows except on the newer western section along Church Street would be changed to the new windows.
3. Proposed windows would match existing grid patterns. A cut sheet of the Harvey window units was supplied. External mullions would be used throughout. An external half screen would be placed for ventilation purposes.
4. A new addition on the northwest corner of the building would be added. This would be a master bedroom for the existing apartment located on the west side of the building. The current bedroom is extremely small and would be removed.
5. The addition measures 18' x 18'. All windows on new addition would match existing windows. The casement windows currently in place on the west elevation would remain as is.
6. The basement area would also be enclosed. The current basement area is used as a laundry room.
7. The addition fills in a corner of the building. The addition would not go further north of the north side porch. A set of porch steps accessing the back lawn help to screen the addition.
8. The lawn area is heavily vegetated, helping to screen the addition from northern views across the river.
9. The existing air units would be placed on the north elevation, again screened by the stairs to the lawn.
10. Clapboards, trim and roofing details would match existing.
11. The neighbors to the west have been contacted, and have expressed no concerns.
12. The Design Review Board's recommendation to approve as presented was read.

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

The motion passed 5-0.

F. V-3349-18 Annie & Chris Masillo

After discussion the following findings of fact were established:

1. The VDRB reviewed a floor plan ,site plan and conditional use statement.
2. Ms. Smith is here representing the owners, Catherine & Charles Neff, and the future owner, Annie & Chris Masillo. A condition of sale is approval of the Short Term Rental permit. The sale is schedule to close in a month.
3. Mr. Moody, State Fire Marshall, has performed an inspection and will return for a final inspection next Tuesday.
4. The proposed owners have read the Short Term Rental regulations and understand the standards. They are limited to six rental periods per year.
5. The Town Planner noted there is only one parking spot on site. He recommended the rental party be restricted to one vehicle per rental. The VDRB agreed.
6. The VDRB reviewed the Conditional Use and Short Term Rental criteria with the applicant.

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

1. **Clients shall be restricted to one vehicle per rental event.**

The motion passed 5-0.

G. V-3350-18 Mascoma Savings Bank

After discussion the following findings of fact were established:

1. The Board reviewed numerous renderings of proposed signs and placement.
2. Due to the illumination of the signs, Design Review approval is required.
3. The main sign, attached to the east facade measures 9' x 4'. It would be externally illuminated via LEDs which are mounted in a narrow cap inserted into the top frame. The light fixtures are totally hidden from view. The LEDs are designed to wash light across the sign.
4. A 20 sq. ft. free-standing sign would replace the existing free-standing sign. This is located just south of the entrance. It also would be illuminated with the same LED lighting concept, mounted into the top frame element.
5. The applicant noted all signs meet the square footage allowance of the zoning regulations. The signs are also a new design the bank is using on all its branches.
6. The Design Review Board's recommendation to approve was read by the VDRB.

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

The motion passed 5-0.

H. V-3351-18 Sam DiNatale Approved as a Minor Application

I. V-3352- 18 Sunset Farm Condo. Assoc. Approved as a Minor Application

V. APPROVAL OF MINUTES

The February 28, 2018 minutes were approved as submitted.

VI. ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town/Village Planner