

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
April 25, 2018**

**PRESENT:** Jane Soule, Randy Mayhew, Elizabeth Daniels, Keri Cole, Wendy Spector  
**ABSENT:** None  
**ALSO PRESENT:** Karim Houry, Isabelle Chicoine, Ned Macksoud, David Sigl, Tony Amato, 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-3353-18 Chicoinette, LLC**

The application is for Design Review for window and door changes and to place A/C unit on East elevation. The property is located at 61 River Street and zoned Residential Medium Density and Density / Design Review.

Mr. Houry and Ms. Chicoine, owners, and Mr. Macksoud, contractor, presented the application.

The VDRB reviewed photographs, renderings and site plans showing the proposed changes.

The owners purchased the bed and breakfast on March 5, 2018. They are making a number of renovations.

Seven windows would be replaced, 3 on the front dormer, 2 on the second floor next to the chimney on the west facade and 2 on the second floor of the east facade.

The owners are updating 7 windows to energy efficient units. They will start with the guest room windows first which are all second story and hopefully in the future will be able to change out other windows.

On the east facade 2 windows in the gable will be replaced with 12:12 Marvin units. The existing windows on this facade are all 12:12. The owners decided to maintain the 12:12 look. The original request was changed from a 6:6 unit, the Design Review minutes note an 8:8 window. The new window units on the east facade will be 12:12.

On the east facade towards the rear of the building a side by side set of double hung windows would be replaced with a sliding door. The photograph as presented is confusing, only one set of sliders is proposed not two sets. The sliding doors would have a grid pattern to create a paneled look.

An exterior A/C unit will be placed 7' from the rear of the building at the rear of the east elevation. The unit would feed directly through the wall and not have any external duct work. The unit is not visible from the street or the neighbors. The neighbors have a 7' tall privacy fence.

The owners asked to add a few landscaping items to their application.

The front walkway is currently paved with asphalt. This would be changed to paving stones.

A 3' wide opening would be created in the fence that runs along driveway. A walkway be placed to connect with the main front walkway allowing clients to enter the front door. Wood posts would be placed on either side of opening as part of the fence. The posts would not be taller than current fence.

A third step would be added for the front stairs as currently there are only two steps.

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

Shutters that have been removed will be replaced. A few shutters were removed for maintenance purposes.

Testimony was voted close.

**2. V-3356-18 Charlie and Carolyn Kimbell**

The application is for Design Review Approval to remove rear porch and rebuild as a screened-in porch. The property is located at 19 River Street and zoned Residential Low Density / Design Review.

The owners were not present. The Town Planner presented the application.

The VDRB reviewed numerous photographs of existing porch and proposed renderings.

The owners wish to remove a rear deck and convert existing enclosed porch to a screened porch. This returns the home back to its historic look.

All trim details would match existing.

The existing enclosed porch would be totally reconstructed. Existing soffit and eave would remain as is.

A new roof pitched both to the sides and towards the rear would be placed.

The entrance and 4 step stairway would be centered on the porch facade.

Screened panels would be added to all three sides with a screen door placed centered on rear facade. A set of 4 step stairs would be placed with railing. The area under the stairs and the porch would be sided with horizontally placed panels.

The location of the proposed porch is on the rear of the building and is not visible from the street.

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

Testimony was voted close.

**3. V-3357-18 Joanna Garbisch**

The application is for Design Review Approval to relocate door, add 84 sf to side porch, replace existing deck and construct box cover over electric meter. The property is zoned Residential Low Density / Design Review and is located at 11 Mountain Avenue.

Mr. Sigl, architect, presented the application.

The VDRB reviewed numerous photographs and renderings of the proposed changes.

On the east side porch, 84 sf would be added by extending the deck to the corner of the home. A new set (2 - 15" wide steps) of wraparound stairs would be added to grade. An existing bulkhead would be covered with a hatch placed flush to decking for access.

On the rear of the home the exterior door of the screened porch would be relocated from the side to the rear. A new 40 sf landing would be placed on the rear as well.

On the front facade, Green Mountain Power placed the electric meter just left of the garage door, instead of on the side of the garage. Comcast also placed a box on the front facade next to the meter.

The electric service is underground and would be difficult to relocate. The owner proposes boxing in the meter. A 48" long 22" wide box with door is proposed. The top would have a short metal roof that match's the building roof. The Comcast box would be relocated to be placed within the box under the electric meter.

The owner would replace the decking material on the porches with a PVC product due to maintenance concerns. A sample of the material was shown to the Board.

An additional item not on the agenda is to replace the wood shutters with a PVC shutter, Atlantic Premium Shutters. A brochure was viewed. The shutter is a high end product,

(costing \$350 per pair) more than an equivalent wood shutter. The owner wants a maintenance free product. In the home renovation process, 30 coats of paint were removed, many of which contained lead.

The proposed shutters have the look of an authentic shutter, with the exception that the slatted vents do not go all the way through. The applicant stated the shutters would be mounted correctly and would use all the legitimate hardware. An exception is the slatted vents would point down and away from the building in the open position versus inward.

The shutters would be placed on 4 front windows and 2 east side windows.

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

Testimony was voted close.

**4. V-3352-18 Incredible Hospitality Corporation**

The application is for Design Review Approval to construct handicap ramp on South Elevation of Inn. The property is located at 3 Church Street and zoned Inn / Design Review District.

Mr. Amato, owner, presented the application.

The VDRB reviewed numerous photographs of location and drawings of proposed ramp.

The State Fire Marshall is requiring a handicap entrance ramp.

An interior bathroom would be converted to a handicap one. The room is located on the first floor of the east wing.

The proposed location would be to locate the ramp within the existing porch on the east wing as this would allow access directly from the main entrance walkway and in proximity to the front door.

A 12' long brick surfaced ramp with granite siding would connect to the west end of the porch. A +/- 7' long brick pathway would connect the ramp to the main walkway.

Within the porch, a 14' long wood ramp would be placed connecting to a 6' x 6' platform in front the east wing entrance. The existing door would be widened and raised 14".

Handrails are required for both ramps. The rails would be made of black wrought iron. Owner proposes duplicating the upper porch wood railing on the lower level to help screen the inner handrails. The exterior ramp handrails would be left as is.

Low wattage garden type lighting would be placed low on the posts holding up the railing to illuminate the ramp surface. Recessed ceiling lights exist within the porch and would

serve to illuminate the interior ramp surface.

Rubber mats with a low voltage wire embedded would be placed on the exterior ramp surface during colder periods. The wire would heat the mats to 37 degrees to melt ice and snow.

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

Testimony was voted close.

**5. V-3359-18 El-Kam / Gallery On the Green / Encore / Gear Trader**

The application is for Conditional Use and Site Plan Review Approval to hold monthly music venue one day / month June - October. The property is located at 1 the Green and is zoned Central Commercial.

The applicant did not show, the Town Planner presented the application.

The VDRB reviewed the Conditional Use form and site plan.

The business owners at 1 The Green would like to have music on the first Sunday of every month from June through October and on the Sunday of Memorial Day weekend.

They intend to call the event "Jazz on a Sunday Afternoon".

There would be music and light refreshment available from 1:00 - 5:00 pm.

There would be a maximum of 4 musicians per event.

The event would be held within the front yard, facing Elm Street. The yard is enclosed with a standard picket style fence.

In years past, a permit was issued for music on Sunday evenings but the practice has been disbanded. There were no negative issues resulting from the events. Pedestrian traffic was not impeded along the sidewalks. Noise was not an issue as this is the heart of the commercial district.

There were no abutters present.

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

Testimony was voted close.

**6. V-3360-18 Woodstock Inn**

The application is for Design Review Approval to place 2 antique hitching posts. The

property is located at 14 The Green and zoned Inn / Design Review District.

The Design Review Board unanimously recommended approval as a minor application to be issued via an administrative permit.

### III. OTHER BUSINESS

#### A. Administrative Officer's Report

The report was issued and discussed.

#### B. Billings Farm and Museum

In March, the Billings Farm and Museum received a permit (V-3347-18) to renovate their parking lot. The request included adding 7 parking lot lights. The intent was to add fixtures identical to the existing ones. Unfortunately, the existing fixtures no longer exist. A newer fixture was proposed, entitled Large Euro Tech. The light source, LED modules are located within the topmost hub of the light. This forces the light down producing a tight point of focus once it hits the ground.

Although the VDRB noted the fixture appears to be okay for the proposed use, a formal application is necessary to change the fixture.

### IV. DELIBERATIONS

#### A. V-3353-18 Chicoinette, LLC

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

1. The VDRB reviewed photographs, renderings and site plans showing the proposed changes.
2. The owners purchased the bed and breakfast on March 5, 2018. They are making a number of renovations.
3. Seven windows would be replaced, 3 on the front dormer, 2 on the second floor next to the chimney on the west facade and 2 on the second floor of the east facade.
4. The owners are updating 7 windows to energy efficient units. They will start with the guest room windows first which are all second story and hopefully in the future will be able to change out other windows.
5. On the east facade 2 windows in the gable will be replaced with 12:12 Marvin units. The existing windows on this facade are all 12:12. The owners decided to maintain the 12:12 look. The original request was changed from a 6:6 unit, the Design Review minutes note an 8:8 window. The new window units on the east facade will be 12:12.
6. On the east facade towards the rear of the building a side by side set of double hung windows would be replaced with a sliding door. The photograph as presented is confusing, only one set of sliders is proposed not two sets. The sliding doors would have a grid pattern to create a paneled look.
7. An exterior A/C unit will be placed 7' from the rear of the building at the rear of the east elevation. The unit would feed directly through the wall and not have any

- external duct work. The unit is not visible from the street or the neighbors. The neighbors have a 7' tall privacy fence.
8. The owners asked to add a few landscaping items to their application.
  9. The front walkway is currently paved with asphalt. This would be changed to paving stones.
  10. A 3' wide opening would be created in the fence that runs along driveway. A walkway be placed to connect with the main front walkway allowing clients to enter the front door. Wood posts would be placed on either side of opening as part of the fence. The posts would not be taller than current fence.
  11. A third step would be added for the front stairs as currently there are only two steps.
  12. The Design Review Board's recommendation to approve the request as presented was read.
  13. Shutters that have been removed will be replaced. A few shutters were removed for maintenance purposes.

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

**The motion passed 5-0.**

**B. V-3356-18 Charles & Carolyn Kimbell**

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

1. The VDRB reviewed numerous photographs of existing porch and proposed renderings.
2. The owners wish to remove a rear deck and convert existing enclosed porch to a screened porch. This returns the home back to its historic look.
3. All trim details would match existing.
4. The existing enclosed porch would be totally reconstructed. Existing soffit and eave would remain as is.
5. A new roof pitched both to the sides and towards the rear would be placed.
6. The entrance and 4 step stairway would be centered on the porch facade.
7. Screened panels would be added to all three sides with a screen door placed centered on rear facade. A set of 4 step stairs would be placed with railing. The area under the stairs and the porch would be sided with horizontally placed panels.
8. The location of the proposed porch is on the rear of the building and is not visible from the street.
9. The Design Review Board's recommendation to approve the request as presented was read.

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

**The motion passed 5-0.**

**C. V-3357-18 Joanna Garbisch**

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

1. The VDRB reviewed numerous photographs and renderings of the proposed changes.
2. On the east side porch, 84 sf would be added by extending the deck to the corner of the home. A new set (2 - 15" wide steps) of wraparound stairs would be added to grade. An existing bulkhead would be covered with a hatch placed flush to decking for access.
3. On the rear of the home the exterior door of the screened porch would be relocated from the side to the rear. A new 40 sf landing would be placed on the rear as well.
4. On the front facade, Green Mountain Power placed the electric meter just left of the garage door, instead of on the side of the garage. Comcast also placed a box on the front facade next to the meter.
5. The electric service is underground and would be difficult to relocate. The owner proposes boxing in the meter. A 48" long 22" wide box with door is proposed. The top would have a short metal roof that match's the building roof. The Comcast box would be relocated to be placed within the box under the electric meter.
6. The owner would replace the decking material on the porches with a PVC product due to maintenance concerns. A sample of the material was shown to the Board.
7. An additional item not on the agenda is to replace the wood shutters with a PVC shutter, Atlantic Premium Shutters. A brochure was viewed. The shutter is a high end product, (costing \$350 per pair) more than an equivalent wood shutter. The owner wants a maintenance free product. In the home renovation process, 30 coats of paint were removed, many of which contained lead.
8. The proposed shutters have the look of an authentic shutter, with the exception that the slatted vents do not go all the way through. The applicant stated the shutters would be mounted correctly and would use all the legitimate hardware. An exception is the slatted vents would point down and away from the building in the open position versus inward.
9. The shutters would be placed on 4 front windows and 2 east side windows.
10. The Design Review Board's recommendation to approve the request as presented was read.

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

**The motion passed 5-0.**

**D. V-3358-18 Incredible Hospitality Corporation**

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

1. The VDRB reviewed numerous photographs of location and drawings of proposed ramp.
2. The State Fire Marshall is requiring a handicap entrance ramp.



3. An interior bathroom would be converted to a handicap one. The room is located on the first floor of the east wing.
4. The proposed location would be to locate the ramp within the existing porch on the east wing as this would allow access directly from the main entrance walkway and in proximity to the front door.
5. A 12' long brick surfaced ramp with granite siding would connect to the west end of the porch. A +/- 7' long brick pathway would connect the ramp to the main walkway.
6. Within the porch, a 14' long wood ramp would be placed connecting to a 6' x 6' platform in front the east wing entrance. The existing door would be widened and raised 14".
7. Handrails are required for both ramps. The rails would be made of black wrought iron. Owner proposes duplicating the upper porch wood railing on the lower level to help screen the inner handrails. The exterior ramp handrails would be left as is.
8. Low wattage garden type lighting would be placed low on the posts holding up the railing to illuminate the ramp surface. Recessed ceiling lights exist within the porch and would serve to illuminate the interior ramp surface.
9. Rubber mats with a low voltage wire embedded would be placed on the exterior ramp surface during colder periods. The wire would heat the mats to 37 degrees to melt ice and snow.
10. The Design Review Board's recommendation to approve the request as presented was read.

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

**The motion passed 5-0.**

**E. V-3362-18 El-Kam Realty / Gallery on the Green**

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

1. The VDRB reviewed the Conditional Use form and site plan.
2. The business owners at 1 The Green would like to have music on the first Sunday of every month from June through October and on the Sunday of Memorial Day weekend.
3. They intend to call the event "Jazz on a Sunday Afternoon".
4. There would be music and light refreshment available from 1:00 - 5:00 pm.
5. There would be a maximum of 4 musicians per event.
6. The event would be held within the front yard, facing Elm Street. The yard is enclosed with a standard picket style fence.
7. In years past, a permit was issued for music on Sunday evenings but the practice has been disbanded. There were no negative issues resulting from the events. Pedestrian traffic was not impeded along the sidewalks. Noise was not an issue as this is the heart of the commercial district.
8. There were no abutters present.
9. The VDRB reviewed the Conditional Use and Site Plan Review criteria.

**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-3360-18 Woodstock Inn** Approved as a minor application

**V. APPROVAL OF MINUTES**

The March 28, 2018 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner