

**DESIGN REVIEW BOARD  
DRAFT MINUTES  
May 16, 2018**

Members Present: Jeff Bendis, Don Olson, Jack Rossi, Beverly Humpstone  
Members Absent: Nancy Sevchenko  
Others Present: Phil Swanson, Gary Thulander, Hunter Melville, Jessica Melville,  
Dave Bollinger, Jay Barrett, Mike Dunne, Kevin G, Michael  
Brands

**I. CALL TO ORDER**

Chair Bendis called the meeting to order at 4:00 p.m.

**II. PUBLIC HEARING**

**A. V-3368-18 Town of Woodstock**

The application is for Design Review and Conditional Use approval to replace underground tank within flood zone; add 5' tall bollard, exhaust pipe and regulator to west elevation of building. The property is located at 31 The Green and zoned Community / Design Review.

Mr. Swanson, Town Manager, presented the application.

The Town Hall oil fired heating system is in need of replacement. One of the units no longer functions. The system is over 30 years old.

A new propane system is to be placed. Efficiency Vermont is working with the Town to design a more efficient and cost effective system.

At the rear of the building just south of the existing parking lot, the underground oil tank would be removed and replaced with an underground propane tank. The tank would be anchored in place and covered with soil to create the same look as before. The only difference would be the relief valve for the propane would be exposed, which would be covered with a small cap for access and maintenance.

To accommodate the propane heating system a side vent would be placed on the west facade of the northwest corner of the building. A regulator would also be placed on the same wall. A five foot tall bollard would be placed to protect the regulator from traffic.

Photos of the proposed bollard and regulator were shown to the board. The vent would be an exhaust pipe coming out five feet from the building with a 90 degree elbow to direct exhaust straight up.

The three items would not be visible from street. They are located at the rear of the building. There is a ramp and stairs for access to the rear of the building which serves the stage area of the theater. This will provide screening of the proposed items from view.

After discussion, the Board finds that the proposed items comply with the Design Review Board regulations and therefore unanimously recommended approval as presented as.

**B. V-3371-18 Jonathan and Kimbell Biele**

The application is for Design Review Approval to add 235' of fence. The property is located at 17 River Street and zoned Residential Low Density / Design Review District.

The applicant was not present, the Town Planner made the presentation.

The VDRB reviewed numerous photographs of the fence and proposed locations.

A site map showing the various locations for additional fencing was shown to the Board.

Two styles of fence have been chosen: the existing picket fence along the front and the six foot tall stockade fence with lattice on top located on the south boundary line.

Along the current driveway opening, 21' 10" of picket fence would be placed. Along the front portion of the south boundary line, 53' 3" of picket fence would replace the existing fence. Along the front portion of the north boundary line, 28' 8" of picket fence are proposed.

Along the remaining 151' of the north boundary line, the stockade fence would be placed. Stockade fence would also be placed on the rear portion of the south boundary: 19' 9" west of the picket fence, 22' 6" east of the garage and 20' west of garage to rear property line.

After additional discussion, the Board unanimously recommended to approve the request as a minor application to be issued via an administrative permit.

**III. OTHER BUSINESS**

**A. The Green**

Mr. Thulander, president of the Woodstock Area Chamber of Commerce presented a new lighting plan for The Green as an informal review. Mr. Thulander has been working with Don Olson and Chris Miller - members of a Village lighting committee, and the Town Manager and Town Planner on the concept. In addition, the proposal was reviewed by Duboise and King as part of their task to review the Village streetscape.

A site plan showing current layout and proposed layout was shown. A sample of the proposed light fixture was presented.

Currently there are 8 lights mounted on 8' tall poles. The proposal is to place ten lights to allow a more even pattern of light distribution. There would be two sets of taller poles (12' tall) placed at the east and west end entrances. The current temporary banner signs could be hung from clips attached to the poles allowing for a 9' clear space below.

A waterfall glass was chosen for the light fixture to defuse and soften the light. The 60w equivalent LED bulb is pointed at the top. The point reduces night sky light by 30%. The light fixture material would be copper painted black.

The black aluminum poles would be 10' tall except for the two sets of entrance poles.

Mr. Olson determined the ground level light intensity would be 1 ft. candle between poles.

A letter from Duboise and King affirming the change is expected soon.

The \$45k project will be funded with private funds, \$15k from Mascoma Bank.

## **B. Farmstead Cheese**

Mr. Melville and Mr. Bollinger recently purchased the old Gulf station property at Richmond Corner in the East End. Mr. Barrette, architect, presented an informal review of a proposed design for the property. The property would be home to The Cheese Station, an appendage of Farmstead Cheese in South Woodstock. The intent is to have cheese tastings and sales on site.

The 600 sq. ft. Gulf station would be removed and replaced with a 3000 sq. ft. triangulated building. The front facade would be diagonal to the street.

Mr. Barrette presented a mid 80s aerial photo of Richmond Corner.

The proposed structure would be a brick building in the style of the former 1930s Richmond Ford building, currently Maplefields. The Gulf Station motif is carried over as a small frontal appendage, white porcelain panels with two blue stripes along the top.

The rear of the lot would be dug out with a retaining wall placed to provide a 21 car parking lot. The access would be from Charles Street and not Route 4.

Five maple trees are proposed along the back side of the parking, with a birch and a crab tree to be placed close to the SE corner of the building. Six crab trees would be planted along the street in front of the parking lot. The vegetation would soften the look of the building and help screen the parking lot.

A service area with a roof to cover delivery ramp and dumpster is proposed on the NE corner where a shed is currently located. The interior would be heavy timber with exposed plumbing.

The structure would be two stories with a basement cold storage area envisioned.

Ms. Humpstone felt the large mass of the service area wall, seen as one drives west on Route 4, would be too much brick especially in the winter when the leaves are down.

Mr. Melville felt granite trim along the top could help break up the mass. He hopes to use the Stone House stones instead of the proposed cement retaining wall.

The Town Planner suggested a window in the wall could break up the brick mass.

In reviewing the proposed sidewalk along Route 4, Mr. Olson suggested that the west end of the sidewalk lawn is too narrow and will not function overtime.

The Town Planner felt there is too much parking. Based on proposed retail space only 11 cars spaces are required plus employee parking. By eliminating a few of the westernmost parking spaces, the sidewalk and associated lawn area could be improved.

Mr. Olson also suggested a cross walk across Route 4 at Charles Street.

The Town Planner stated the State AOT frowns on crosswalks at busy intersections such as Richmond Corner.

The Cheese Station presenters thanked the Board for their time and comments. The presentation will be made next week to the VDRB for additional comments. At a future date a formal application will be submitted.

### **C. PC Questions**

Chair Bendis noted the Planning Commission in their rewrite of the Village Zoning Regulations had a few questions for the Board. Should there be a DR review based only on a change in landscaping? If so, what would be the threshold of review and what criteria would be used. The issue was not resolved and will be discussed more in the future. The rewrite will not be finished until the fall.

Mr. Olson suggested the Tree Warden should participate in the discussion and also with street tree issues. The proposed Duboise and King Streetscape Study would present a good opportunity to meet with the Tree Warden.

The PC agreed the color of a structure should not be reviewed. The Board was not in total agreement and wished to discuss the issue more.

## **VI. NEXT MEETING**

The next meeting is scheduled for June 6, 2018.

## **V. ADJOURNMENT**

The Board adjourned at 5:30 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner