

TOWN DEVELOPMENT REVIEW BOARD

Draft Minutes

May 22, 2018

MEMBERS PRESENT: Don Bourdon, Charles Wilson, Kim French
MEMBERS ABSENT: Frederick Hunt, Ingrid Moulton Nichols
OTHERS PRESENT: Darren McCullough, Kirsten Connor, Douglas Audsley, Luke Underwood, Michael Brands

I. CALL TO ORDER:

Chair Bourdon called the meeting to order at 7:30 p.m.

II. APPROVAL OF MINUTES:

The minutes of the April 24, 2018 meeting were approved as submitted.

III. PUBLIC HEARINGS:

A. Old Business:

1. T-4776-17 Ralph Eames

The application is for Conditional Use and Landscaping/Grading Review to place fill on north elevation of property. The property is located at 959 East Woodstock Road and is zoned Business Service / Light Industrial.

The applicant was not present.

The TDRB reviewed the process thus far.

Notice of violation was sent September 27, 2017. An application was filed on October 9, 2017, with first TDRB hearing held on November 28, 2017.

On March 12, 2018, Chair Bourdon signed a memorandum of recess, that continued the application with 5 requests: 1) an erosion control plan, 2) a before and after plan, 3) a bank stabilization plan, 4) a remediation plan and 5) a report regarding water and soil deposition onto abutting properties.

At the end of April 24, 2018, the Town Planner received a call from the applicant's attorney, Tom Hayes. There has been no action or communication with the applicant or his attorney since that date.

The Town Planner will contact the Town's attorney to restart the enforcement procedures.

Mr. McCullough, the immediate abutter, stated he has information indicating the area of added material is over 5000 sq. ft. He understood that Mr. Hayes was questioning the 5,000 square foot threshold for a conditional use review.

The TDRB and Town Planner both noted there has been no presentation from the applicant questioning the 5000 square foot threshold.

The Town Planner stated Mr. Eames submitted an application based on the 5000 square foot threshold. Mr. Eames also did not appeal the Notice of Violation letter that had been sent last September.

Ms. Connor, Mr. McCullough's wife, questioned the process, asking for a time line of action.

The Town Planner will send out notice to abutters should any items come up for review before the TDRB.

B. New Business:

1. T-4815-18 Simi Johnston/4800 South Road LLC

Application is for Conditional Use and Site Plan Review approval to use building as an adjunct to the So. Woodstock Country Store. The property is located at 4822 South Road and is zoned Hamlet Commercial / Design Review.

Mr. Underwood, Kedron Valley Inn manager, presented the application.

The TDRB reviewed the conditional use form, site plan, floor plans and photographs of the property.

Simi Johnston, a co-owner the South Woodstock Country Store, is also an artist. She wishes to display her work and that of others in the red building abutting the store to the south. The land is zoned the same as the store, Hamlet Commercial.

The building would be open to the public with no employee on site. Should one wish to purchase a piece of art, they would do so in the store.

The Conditional Use form listed the gallery would be open Friday through Sunday. Hours of operation were listed as 10:00 am to 6:00 pm. Fridays were noted to be open from 6:00 pm to 9:00 pm for special events. The Conditional Use form stated both Thursday and Friday has open days. The TDRB agreed to accept Thursday as a day to be open.

The space is fairly small, only the 18' x 26' main floor would be used. The basement area would be used for storage.

There would be no immediate exterior changes to the building. Persons would enter the front door, which faces Route 106.

The TDRB asked about signage. This can be completed via an administrative permit.

The TDRB suggested lighting may be necessary especially along the pathway and at the entrance.

The Town Planner noted that as a public space, the State Fire Marshall is required to

approve the use. This would require an exterior light on the entrance door and railings on the steps. Both of these items and any additional lighting would require a Design Review permit.

The TDRB reviewed Conditional Use and Site Plan Review.

Testimony was voted close.

IV. OTHER BUSINESS:

A. Zoning Officer's Report

The Administrative Officer presented the report.

V. DELIBERATIONS:

A. T-4776-17 Ralph Eames Continued

B. T-4815-18 4800 So. Road LLC

After discussion, the following findings of fact were established:

1. The TDRB reviewed the conditional use form, site plan, floor plans and photographs of the property.
2. Simi Johnston, a co-owner the South Woodstock Country Store, is also an artist. She wishes to display her work and that of others in the red building abutting the store to the south. The land is zoned the same as the store, Hamlet Commercial.
3. The building would be open to the public with no employee on site. Should one wish to purchase a piece of art, they would do so in the store.
4. The gallery would be open Thursdays through Sunday. Hours of operation were listed as 10:00 am to 6:00 pm and to 9:00 pm on Fridays for special events.
5. The space is fairly small, only the 18' x 26' main floor would be used. The basement area would be used for storage.
6. There would be no immediate exterior changes to the building. Persons would enter the front door, which faces Route 106.
7. The TDRB suggested lighting for safety purposes may be necessary especially along the pathway and at the entrance.
8. The Town Planner noted that as a public space, the State Fire Marshall is required to approve the use.
9. Any exterior lighting or other exterior additions may require a Design Review permit.
10. The TDRB reviewed Conditional Use and Site Plan Review.

After further discussion, Mr. Wilson moved with a second by Ms. French to approve the application with the following conditions:

1. A handrail shall be added to the front steps.
2. Exterior lighting shall be improved.
3. The walkway shall be added to the site plan.

The motion passed with a 3-0 vote.

VI. NEXT MEETING:

The next TDRB meeting is scheduled for June 26, 2018.

VII. ADJOURNMENT:

The TDRB adjourned at 8:15 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town Planner