

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
May 23, 2018**

**PRESENT:** Jane Soule, Randy Mayhew, Elizabeth Daniels, Keri Cole, Wendy Spector  
**ABSENT:** None  
**ALSO PRESENT:** Phil Swanson, David Simmons, Marian Koetsier, Hunter Melville, Jessica Melville, Dave Bollinger, Jay Barrett, Mike Dunne, Kevin Calder, 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-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 VDRB reviewed site plan, and photographs of the Town Hall.

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.

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

The May 18, 2018 letter from State Regional Floodplain Manager John Broker-Campbell was read by the VDRB. The application addresses the recommendations made.

The VDRB reviewed Conditional Use Review, Floodhazard, and Design Review criteria with the applicant.

Testimony was voted close.

## **2. V-3369-18 Craig Olsen**

The application is for Conditional Use Approval to establish Short Term Rental. The property is located at 1 High Street and zoned Residential High Density.

The applicant was not present, the application was continued.

## **3. V-3370-18 Billings Farm and Museum**

The application is for Site Plan Review Approval to replace the parking lot light fixtures. The property is zoned Residential Three Acre and is located on Old River Road.

BFM Executive Director, Mr. Simmons and Ms. Koetsier, Woodstock Foundation, presented the application.

The VDRB reviewed site plans, elevations and numerous photographs of the Billings Farm & Museum parking lot.

Earlier this year, two permits had been issued regarding the improvements to the parking area., T-3347-18 and T-3370-18. The current application was made to change the light fixtures.

The applicant was unable to find a matching replacement for the 1980s styled mushroom light fixtures. Therefore, a style similar to that fixture was submitted. Additional research, revealed a light fixture that more closely resembles the original and comes with significant energy efficiency advantages.

The VDRB reviewed a cutsheet of the proposed TEKA "Large Beacon Pole Mount" unit. The unit uses LED bulb technology which is more energy efficient and also has an improved light dispersion, which decreases side light escape and focuses light directly to

the ground. The unit would be bronze in color.

The applicant asked to include additional items for review concerning the parking lot.

Numerous trees have been removed and will be replaced near the main entrance and along the walkway to the National Park. The National Park foresters have made recommendations for replacement to include: red oaks, crabapples, river birches, and lilacs are proposed. The landscaping plan was reviewed.

Along the pathway to the National Park/Route 12, 8 bollard lights are proposed. The lights would be solar powered and are therefore very low wattage. The bollards are 38" tall with an "L" shaped head containing the LED bulbs.

MS. Spector questioned whether the lights are too modern in appearance.

The applicant responded, they are a simple design offering direct light to the ground surface.

Finally, a kiosk is proposed at the junction of the pathway and the parking lot driveway. The kiosk would serve both the BFM and the National Park, as numerous visitors are confused as to where to go and what to see.

The kiosk would measure 9.5' wide, 9.5' long and 10' 9" tall. The structure would be constructed of wood posts with a slate roof. There would be two large display boards on the two corner walls.

The kiosk would not be visible from Route 12 or River Road.

The VDRB reviewed Site Plan criteria with the applicant.

Testimony was voted close.

#### **4. 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 request was considered a minor application by the Design Review Board and was issued as an administrative permit.

### **III. OTHER BUSINESS**

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

The report was issued and discussed.

#### **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.

In the Design Review Board's review of 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.

The VDRB discussed pedestrian movement along Route 4 and 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. At a future date a formal application will be submitted.

#### **IV. DELIBERATIONS**

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

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

1. The VDRB reviewed site plan, and photographs of the Town Hall.
2. 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.
3. A new propane system is to be placed. Efficiency Vermont is working with the Town to design a more efficient and cost effective system.
4. 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.
5. 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.
  6. 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.
  7. 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.
  8. The Design Review Board's recommendation to approve the request as presented was read.
  9. The May 18, 2018 letter from State Regional Floodplain Manager John Broker-Campbell was read by the VDRB. The application addresses the recommendations made.
  10. The VDRB reviewed Conditional Use Review, Floodhazard, and Design Review criteria with the applicant.

**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-3369-18 Craig Olsen Continued**

**C. V-3370-18 Billings Farm and Museum**

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

1. The VDRB reviewed site plans, elevations and numerous photographs of the Billings Farm & Museum parking lot.
2. Earlier this year, two permits had been issued regarding the improvements to the parking area., T-3347-18 and T-3370-18. The current application was made to change the light fixtures.
3. The applicant was unable to find a matching replacement for the 1980s styled mushroom light fixtures Therefore, a style similar to that fixture was submitted. Additional research, revealed a light fixture that more closely resembles the original and comes with significant energy efficiency advantages.
4. The VDRB reviewed a cutsheet of the proposed TEKA "Large Beacon Pole Mount" unit. The unit uses LED bulb technology which is more energy efficient and also has an improved light dispersion, which decreases side light escape and focuses light directly to the ground. The unit would be bronze in color.
5. The applicant asked to include additional items for review concerning the parking lot.
6. Numerous trees have been removed and will be replaced near the main entrance and along the walkway to the National Park. The National Park foresters have

made recommendations for replacement to include: red oaks, crabapples, river birches, and lilacs are proposed. The landscaping plan was reviewed.

7. Along the pathway to the National Park/Route 12, 8 bollard lights are proposed. The lights would be solar powered and are therefore very low wattage. The bollards are 38" tall with an "L" shaped head containing the LED bulbs. They are a simple design offering direct light to the ground surface.
8. Finally, a kiosk is proposed at the junction of the pathway and the parking lot driveway. The kiosk would serve both the BFM and the National Park, as numerous visitors are confused as to where to go and what to see.
9. The kiosk would measure 9.5' wide, 9.5' long and 10' 9" tall. The structure would be constructed of wood posts with a slate roof. There would be two large display boards on the two corner walls.
10. The kiosk would not be visible from Route 12 or River Road.
11. The VDRB reviewed 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.**

**D. V-3371-18 Jonathan and Kimbell Biele Issued Administratively**

**V. APPROVAL OF MINUTES**

The April 25, 2018 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner