

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
June 13, 2018**

**PRESENT:** Jane Soule, Randy Mayhew, Elizabeth Daniels, Keri Cole, Wendy Spector  
**ABSENT:** None  
**ALSO PRESENT:** Caroline Huffstetter, Paige Hiller, Antoinette Hunt, Jack Willey, Michael Brands

**I. CALL TO ORDER**

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

**II. PUBLIC HEARINGS**

**A. Old Business - None**

**B. New Business**

**1. 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.

Ms. Huffstetter, owner's girl friend, made the presentation.

The application had been continued from the last meeting as the applicant was not present.

The VDRB reviewed Short Term Rental form, floor plan and site plan of the property.

There are two residential units in the building. However, there are only two parking spaces for the property, one per unit. The lot is very small with no room for additional parking.

On January 11, 2017, the VDRB granted the owner a waiver of the parking requirements to allow one parking space per unit for a total of two parking spaces. The regulations require two parking spaces per dwelling unit. The former use of the lower apartment had been an attorney's office. The waiver was based on the fact there would be less parking required for the two apartments than for the attorney's office.

The applicant was asked if she understood the regulations governing the Short Term Rentals.

She noted that Short Term Rentals are limited to 6 rentals per calendar year with the exception of foliage season.

The VDRB clarified that foliage rentals require one to live in the dwelling unit being rented. The owner does not live on site.

The VDRB stated the owner needs to be aware of the numerous restrictions that apply to Short Term Rentals. A copy of the rules will be sent to Mr. Olsen.

Ms. Huffstetter was unsure if the State Fire Marshall has issued approval of the proposed Short Term Rental.

The Town Planner noted the apartment conversion in 2017 had been approved by the Fire Marshall, but the Short Term Rental is a different review process.

It appears the apartment has been rented out earlier this year.

Ms. Huffstetter stated the apartment was not rented out, but was being used by family and friends.

The Town Planner stated a posting of the rules per Section 530 within the apartment is required.

The VDRB reviewed the Short Term Rental regulations with the applicant.

Testimony was closed.

## **2. V-3373-18 Steve Hiller**

The application is for Design Review approval to attach 8' x 12' shed to rear of garage. The property is located at 19 Mountain Avenue and zoned Residential One Acre / Design Review.

Ms. Hiller presented the application.

The owners wish to attach an 8' x 12' shed to the rear of their garage.

The house and garage are located down a long driveway. The garage is located behind the house making it less visible from the street.

It is highly unlikely for the proposed attached shed to be viewed from the street or the neighbor's homes.

The shed would have wood clapboard siding and a tin shingle roof that matches the garage roof. A door would be placed on the north facade. A window with 4 panes placed horizontally would be on the east side. The south wall would be blank.

The Design Review Board's decision to recommend approval as presented was read.

Testimony was voted close.

**B. V-3371-18 Chicoinette / Woodstocker Inn**

The application is for Design Review Approval to relocate and screen a dumpster. The property is located at 61 River Street and zoned Residential Medium Density / Design Review District.

The Design Review Board recommended that the application be approved as a minor application via an administrative permit.

**III. OTHER BUSINESS**

**A. Administrative Officer's Report**

The report was issued and discussed.

**B. Abracadabra Coffee**

Ms. Hunt, co-owner of Abracadabra Coffee and Mr. Wiley requested an informal discussion of issues concerning the Abracadabra Coffee operation located at Pleasant Street.

Per zoning request to allow the serving of coffee on weekends, a barrier has been placed at the top of the driveway. The barrier has signage attached, a 2' x 3' sign stating coffee. A permit is required for the sign both per regulation and condition of permit.

The owners prefer to keep the existing 6 square foot sign, however instructional signs are limited to 2 square feet each. An additional issue, is the fact that the driveway is actually a right-of-way and not owned by the property owner. Permanent signage is not permitted on off-premise locations.

Ms. Hunt inquired about placement of an "open" banner.

The regulations state a banner shall be located on the lot or the establishment. Again the sign must be located on-premise and would not be allowed in the driveway.

The owners would be allowed a facade sign, placed flush to the building. Placement of a freestanding sign on the property would be difficult as the lot is very small and set back from the street.

The owners would like to place outdoor seating for customers. The State currently recognizes the establishment as a 24 seat restaurant for Waste Water purposes.

A site plan review would be required to place outdoor seating for the restaurant.

The owners have had a food truck provide food for their weekend events. This is not part of their current permit and would require a Conditional Use review.

An extension of hours was requested. Current hours of operation are from 8:00 am to 2:00 pm on Saturdays and Sundays. They wish to extend this to 4:00 pm and to add Friday service as well.

The VDRB suggested the owners request all of the above on an application. If submitted

by Friday June 15, the requests would be heard on July 11. The second opportunity for a July 25 hearing would be to submit the application by June 29.

### **C. Farmstead Cheese**

After the review of the Farmstead Cheese “Cheese Station” proposal on Pleasant Street at the last VDRB meeting, the board noted additional concerns. The site plan was reviewed which showed the east setback would be only 2'. The regulations have a 10' buffer required when a commercial use abuts a residential use. This came up during the discussion of a proposed location of a Dunkin Donuts at the neighboring Sunoco Station last summer.

The owners hope to use the existing garage as a non-conforming structure to enable the lesser setback. However, the non-conforming structures require a review and approval by the VDRB. The standards of review include consideration of potential impacts on abutters, traditional development patterns and potential traffic conflicts.

The VDRB suggested the entire building be moved west at least 8', this would allow for the 10' buffer.

The VDRB asked that the Town Planner communicate this to the owners.

## **IV. DELIBERATIONS**

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

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

1. The VDRB reviewed Short Term Rental form, floor plan and site plan of the property.
2. There are two residential units in the building. However, there are only two parking spaces for the property, one per unit. The lot is very small with no room for additional parking.
3. A resolution concerning the lack of parking is to limit the Short Term Rental to rental parties of one car only.
4. The regulations governing Short Term Rentals were read to the applicant.
5. Short Term Rentals during the foliage season require the owner to live in the dwelling unit being rented. It was noted the owner does not live on site.
6. The VDRB stated the owner needs to be aware of the numerous restrictions that apply to Short Term Rentals. A copy of the rules will be sent to Mr. Olsen.
7. Verification of the State Fire Marshall's approval of the proposed Short Term Rental is required.
8. The posting of the rules per Section 530 within the apartment is required.
9. The VDRB reviewed the Short Term Rental regulations with the applicant.

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

- 1. The owner shall place in all advertisements the fact that the short term rental is limited to one car only.**

**The motion passed with a 5-0 vote.**

**B. V-3373-18 Steve Hiller**

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

1. The owners wish to attach an 8' x 12' shed to the rear of their garage.
2. The house and garage are located down a long driveway. The garage is located behind the house making it less visible from the street.
3. It is highly unlikely for the proposed attached shed to be viewed from the street or the neighbor's homes.
4. The shed would have wood clapboard siding and a tin shingle roof that matches the garage roof. A door would be placed on the north facade. A window with 4 panes placed horizontally would be on the east side. The south wall would be solid clapboards.
5. The Design Review Board's decision to recommend approval 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-3371-18 Chicoinette / Woodstocker Inn**      Approved Administratively

**V. APPROVAL OF MINUTES**

The May 23, 2018 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner