



*Woodstock, Vermont*    *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

**DESIGN REVIEW BOARD**

**DRAFT MINUTES**

**August 15, 2018**

Members Present:                    Jeff Bendis, Don Olson, Jack Rossi, Nancy Sevchenko  
Members Absent:                    Beverly Humpstone  
Others Present:                    David Sigl, Ned Macksoud, Karen Shea, Michael Ricci, Michael Brands

**I.     CALL TO ORDER**

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

**II.    PUBLIC HEARING**

**A.     V-3397-18    Gabriel E. Deleon Jr.**

The application is for Design Review approval to replace windows, rebuild rear wing and entry due to structural damage. The property is located at 6 Church Street and zoned Residential Medium Density / Design Review.

Mr. Sigl, architect, presented the application.

The Board reviewed numerous photographs and architectural renderings of proposed changes.

The home was originally constructed in 1886. In 2005, an addition was built onto the rear of the home.

Unfortunately the addition was poorly built and badly designed. The rear of the home backs into a very steep hill, which resulted in major water damage to the structure. The entire addition from foundation to roof line would be removed and replaced using the same footprint.

The existing master bedroom has a ceiling height that tapers from 7' to 4.5' high. With a redesign the rear roof line, the room would have useable space throughout.

The new roof would have asphalt shingles with a metal standing seam roof proposed for the new stoop roof.

All siding would be clapboard to match the existing.

All windows in the building would be changed to energy efficient windows. All would match the window they are replacing.



A rendering showing the front of the home was reviewed. A portion of the proposed roof is visible as well as the new stoop roof, but they are in the background. The front facade would remain as is.

The brick chimney would be removed. It is located dead center in the building and exits through the cupola. A propane furnace would replace the existing furnace and would use a side vent out the rear side of the building for the exhaust.

On the west elevation, the roof of the rear addition would change its orientation and be taller. Two 6:6 windows to match existing units would be placed on second floor. The first floor would have a new deck and entry door with sidelights. The deck would have a new stoop roof. All would be built within the existing footprint.

The rear facade would be entirely new. A new roof with gutters to guide water flow are proposed. The second floor would have three evenly spaced 6:6 windows. The first floor would have one 6:6 on the west side and two sets of french doors (4 total) on the east side.

A 27' long 3' wide roof would be added just above the first floor. There would be recessed lights placed in the eave. The roof would be finished with metal standing seam material.

A new patio is being designed but not yet ready for approval. The rear patio would have a flat stone surface with retaining walls.

On the east facade, the new addition would have a boxed window in the first floor. On the main building, a new 6:6 window would be placed directly adjacent to an existing unit to improve lighting in the dining room. On the second floor, a permanently shuttered window on north side is proposed to create privacy for a bedroom. This matches an existing permanently shuttered window on the second floor of the west elevation.

New windows with mullions would be placed in the cupola replacing existing windows. With removal of the chimney, the cupola space (11' 6" by 5' 4") would be useable as a small office area.

The owners would like to open the upper driveway area to allow more room to maneuver vehicles. This is not yet designed and would require a later approval.

The Board discussed the lack of shutters on the east elevation. Placing shutters in a permanently closed position without shutters on other windows appears odd. The Board proposed placement of shutters on two windows, the upper left and lower right windows. The lower left becomes a double window where shutters would not be appropriate.

The architect will talk to his clients about the suggestion.

The Board noted the rear portion of the building is not visible from a public view point nor by the neighbors. Both east and west sides of home are heavily vegetated restricting views of these facades. The most visible portion of the home, the front facade, remains essentially as is.

After discussion, the Board recommended approval as discussed with the addition of shutters on the east elevation to the lower right and upper left windows.

**B. V-3398-18 Incredible Hospitality Group**

The application is for Design Review approval to enclose existing dumpsters. The property is located at 3 Church Street and zoned Inn / Design Review.

Mr. Macksoud, contractor, presented the application.

The Board reviewed numerous photographs of the dumpsters and the proposed enclosure.

During an extensive renovation of the inn, the owner relocated the dumpsters to the east end of their parking lot. Prior to this, the dumpsters had been located on the west edge of the parking lot, closer to the building.

The location is directly north and off of the pavement and should not impact parking, except on the pickup day. A site plan review will be conducted by the VDRB next Wednesday.

The dumpsters would be enclosed on all sides by a 6' tall lattice fence, 17' long and 8' wide. The front would be a double door (8.5' long each) placed on wheels to aid in accessing the dumpsters.

The lattice and support posts would be built of pressure treated wood. Once aged, they would be painted white.

After discussion, the Board recommended approval as presented.

**C. V-3399-18 Karen Shea / Michael Ricci**

The application is for Design Review approval to replace first floor porch door on rear of building. The property is located at 13 Church Street and zoned Residential Low Density / Design Review.

Mr. Ricci presented the application.

The Board reviewed a photograph and rendering of the rear of the building, and a cutsheet of the proposed door.

The owners wish to replace the double door on the first floor porch located on the rear of the building.

The Board reviewed a cutsheet of the proposed door. It would be a french door with sidelights on each side to allow more light to enter the home.

There would be no change to the porch itself.

Three additional items noted on a drawing of the home will be requested at a later meeting.

After discussion, the Board agreed the request meets the standards for approval as a minor application with the permit to be issued administratively.

**III. OTHER BUSINESS - None**

**VI. NEXT MEETING**

The next meeting is scheduled for September 5, 2018.

**V. ADJOURNMENT**

The Board adjourned at 5:10 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner