



*Woodstock, Vermont* The Shire Town of Windsor County

TOWN-VILLAGE MANAGER GOVERNMENT

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

**VILLAGE DEVELOPMENT REVIEW BOARD  
DRAFT MINUTES  
September 12, 2018**

**PRESENT:** Jane Soule, Randy Mayhew, Wendy Spector  
**ABSENT:** Keri Cole  
**ALSO PRESENT:** Norman Frates Jr., Dail Frates, Jason Gadis, Lee Barnum, Tony Amato  
Michael Brands

**I. CALL TO ORDER**

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

**II. PUBLIC HEARINGS**

**A. Old Business**

**1. 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. Amato, owner, presented the application.

The VDRB 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.

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 dark green to blend in with the existing shrubbery.



The VDRB read the Design Review Board's recommendation to approve the application as presented.

The VDRB questioned placement of the enclosed utility trailer.

Mr. Amato would place the trailer close to the garage. There is a 6' high retaining wall to help screen it from street views. The trailer could also be placed behind the building or stored on the south end of the pre-existing tennis court which is well screened with vegetation and mature evergreens.

The VDRB reviewed Sections 405 Design Review and 709 Site Plan Review with the applicant.

Testimony was voted close.

**B. New Business**

**1. V-3402-18 St. James Episcopal Church**

The application is for Design Review approval to install fence, gate and trash enclosure. The property is located at 0 The Green and zoned Community / Design Review.

Mr. Calver, representing the St. James Episcopal Church, presented the application.

The Design Review Board recommended that the request be approved as a minor application with permit issued administratively.

**2. V-3404-18 Zach's Place**

The application is for Design Review approval to construct a covered walkway. The property is located at Central Street and zoned 73 Central Commercial / Design Review.

Mr. Gadis, architect, and Ms. Barnum, representing the contractor, presented the application. Mr. and Mrs. Frates, representing Zach's Place were present.

The VDRB reviewed a rendering of the proposed ramp and numerous photographs of the location.

A new ramp and porch roof are being proposed on the east facade of Zach's Place. The current entrance does not meet the ADA standards for wheel chair access. Numerous participants of Zach's House are restricted to wheelchairs.

A fairly large patio exists between the two buildings, which at one point in history were all one property.

The architect showed a picture of the neighboring porch located directly east of the patio. The applicant wishes to use the neighbor's porch entrance as a model for Zach's Place. The intent is to tie the patio together architecturally.

The current entrance and stoop roof are incompatible with the building. During the winter months snow and ice are constantly falling onto the patio from the upper roof sections, making it hazardous for the participants.

A new 36" wide entrance door would be placed. The door would swing open to the south to allow entry onto the proposed ramp which goes north. The ramp would have a 54" wide "clear surface" for wheel chair access. The ramp extends three feet beyond the building. A steel or wrought iron hand rail would extend a foot beyond the ramp leaving four feet of clear space to the Village sidewalk.

A roof would cover the walkway and be built to tie into an existing ledger board. There would be no ceiling. This would allow more light to enter the existing window. Three 8" x 8" support posts would be placed. The roof surface would be asphalt shingles. The roof materials would be similar to the neighbor's porch roof.

A small garden area would be relocated to the west side of the ramp to allow construction of the ramp.

The ramp would be constructed with a concrete surface. The ramp would be hidden with a concrete foundation built up level to the sill of the building.

Three 14" diameter barn style lights would be hung under the roof to illuminate the ramp surface. They would be placed high enough to not be seen from the sidewalk. The applicant will bring in a cut sheet of the proposed lights for the VDRB meeting.

The proposed roof would be built to a similar height of the existing eyebrow roof on the north elevation.

The existing sign post would be removed.

The VDRB read the Design Review Board's recommendation to approve the application as presented. The Design Review Board noted the proposed walkway and roof would be an improvement and would complement the existing architecture.

Testimony was voted close.

### **III. OTHER BUSINESS**

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

The report was issued and discussed.

### **IV. DELIBERATIONS**

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

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

1. The VDRB reviewed numerous photographs of the dumpsters and the proposed enclosure.
2. 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.
3. The location is directly north and off of the pavement and should not impact parking, except on the pickup day.
4. 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.
5. The lattice and support posts would be built of pressure treated wood. Once aged, they would be painted dark green to blend in with the existing shrubbery.
6. The VDRB read the Design Review Board's recommendation to approve the application as presented.
7. The VDRB questioned placement of the enclosed utility trailer.
8. Mr. Amato would place the trailer close to the garage. There is a 6' high retaining wall to help screen it from street views. The trailer could also be placed behind the building or stored on the south end of the pre-existing tennis court which is well screened with vegetation and mature evergreens.
9. The VDRB reviewed Sections 405 Design Review and 709 Site Plan Review with the applicant.

**After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.**

**The motion passed with a 3-0 vote.**

**B. V-3402-18 St. James Episcopal Church**

**C. V-3404-18 Zach's Place**

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

1. The VDRB reviewed a rendering of the proposed ramp and numerous photographs of the location.
2. A new ramp and porch roof are being proposed on the east facade of Zach's Place. The current entrance does not meet the ADA standards for wheel chair access. Numerous participants of Zach's House are restricted to wheelchairs.
3. A fairly large patio exists between the two buildings, which at one point in history were all one property.
4. The architect showed a picture of the neighboring porch located directly east of the patio. The applicant wishes to use the neighbor's porch entrance as a model for Zach's Place. The intent is to tie the patio together architecturally.

5. The current entrance and stoop roof are incompatible with the building. During the winter months snow and ice are constantly falling onto the patio from the upper roof sections, making it hazardous for the participants.
6. A new 36" wide entrance door would be placed. The door would swing open to the south to allow entry onto the proposed ramp which goes north. The ramp would have a 54" wide "clear surface" for wheel chair access. The ramp extends three feet beyond the building. A steel or wrought iron hand rail would extend a foot beyond the ramp leaving four feet of clear space to the Village sidewalk.
7. A roof would cover the walkway and be built to tie into an existing ledger board. There would be no ceiling. This would allow more light to enter the existing window. Three 8" x 8" support posts would be placed. The roof surface would be asphalt shingles. The roof materials would be similar to the neighbor's porch roof.
8. A small garden area would be relocated to the west side of the ramp to allow construction of the ramp.
9. The ramp would be constructed with a concrete surface. The ramp would be hidden with a concrete foundation built up level to the sill of the building.
10. Three 14" diameter barn style lights would be hung under the roof to illuminate the ramp surface. They would be placed high enough to not be seen from the sidewalk. The applicant will bring in a cut sheet of the proposed lights for the VDRB meeting.
11. The proposed roof would be built to a similar height of the existing eyebrow roof on the north elevation.
12. The existing sign post would be removed.
13. The VDRB read the Design Review Board's recommendation to approve the application as presented. The Design Review Board noted the proposed walkway and roof would be an improvement and would complement the existing architecture.

**After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.**

**The motion passed with a 3-0 vote.**

**V. APPROVAL OF MINUTES**

The August 22, 2018 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner

