



*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 26, 2018**

**PRESENT:** Jane Soule, Randy Mayhew, Wendy Spector, Keri Cole  
**ABSENT:** Elizabeth Daniels  
**ALSO PRESENT:** Susan Ford, Barbara Shelan, Joe Shelan, Michael Caduto, Toby Bartles, A.J. Alsup, 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-3406-18 Eva Douzinas**

The application is for Design Review approval to install 3 air conditioner condensers. The property is located at 4 Benson Place and zoned Residential High Density / Design Review.

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

**2. V-3408-18 Doug Laufer**

The application is for Design Review approval to construct front porch steps and retaining wall. The property is located at 6 River Street and zoned Residential Low Density / Design Review.

The Design Review Board recommended that the front stairs and walkway be approved as a minor application with permit issued administratively. The rear retaining wall was withdrawn from the application as it is in the flood hazard zone and will be submitted later as a Conditional Use request.



**3. V-3407-18 Village of Woodstock / Sustainable Woodstock**

The application is for Conditional Use and Conservation District Overlay review Approval to construct pathway, gate and fencing. The property is located at 0 Maxham Meadow Way and is zoned Community / Conservation District.

Mr. Caduto presented the application. Mr. Bartles, stone mason, and Mr. Alsup, gate maker, assisted the presentation.

The VDRB reviewed a site map and renderings of the proposed gate and set of stairs.

The site map shows the 100' riparian buffer. Portions of the proposed steps and the entire fence are within the riparian buffer. The gate is not within the buffer.

The applicant wishes to place granite posts with chain between each to create a barrier to a garden area. The garden area is mainly fruit bearing shrubs such as blue berries, raspberries, strawberries and rhubarb.

The shrubs were chosen as they work well in a riparian zone and are well suited to hold soil in place.

The gate would be located at the top of the hill. The gate is a handmade wrought iron structure built to resemble a Sabra Field painting. The gate would not be locked to enable fire trucks access to the river in emergencies. The intent is to keep unwanted traffic from entering the lower area of the park. A smaller 40" wide pedestrian entrance would be placed next to the gate. It is wide enough for a wheel chair to pass through. A gate may be placed if needed.

The steps would be large stones (5' wide) placed down a fairly steep hillside. The steps would start just east of the parking lot located above on Maxham Meadow Way. They would go down the hill and exit further east in the flat section of the park. The steps would cross an existing narrow area of a rain garden.

Crushed stone would be placed as a larger platform area for areas of transition.

The chosen stone will be a mica schist from Sharon, Vermont, as it matches well with the existing stone wall near the parking lot.

The impact to the riparian buffer was reviewed by the Conservation Commission. After review, the CC agreed the proposed fence and stone work would not have a negative impact on the riparian buffer and recommended approval of the request.

There would be no additional exterior lights placed at the site.

The VDRB reviewed Sections 403 B.1. Riparian, 709 Site Plan Review and 710 Conditional Use with the applicant.

Testimony was voted closed.

**4. V-3410-18 Shire Woodstock LLC**

The application is for Conditional Use and Design Review approval to add six guest rooms. The property is located at 46 Pleasant Street and zoned Light Commercial / Design Review / Riparian.

Ms. Ford, attorney, presented the application. Mr. and Mrs. Shehan, employees, were also present.

The VDRB reviewed renderings, floorplans and photographs of proposed alterations.

Ms. Ford noted a change in the submitted elevations. The architect drew in a 3 door slider for the lower guest rooms. All units would have 2 door sliders instead.

The applicant proposes to convert the former owner's living quarters to 6 guest rooms.

Zoning permit, V-3383-18 signed August 7, 2018, allowed three additional parking spaces and established a waiver for four parking spaces. The waiver is necessary to allow the creation of the proposed 6 guest rooms. The parking plan as approved was viewed.

The conversion requires an exterior alteration on the basement level which faces north to the river.

Three basement rooms would have exterior windows replaced with a double door slider. A 4' wide deck would be placed along the entire north wall. There would be no side walk or other formal walkway placed north of the decks.

There would be no party walls on the decks to separate each proposed guest room's use of the proposed deck.

The deck would be built exactly the same as the existing deck on the east end of the building.

Additionally, the westernmost room would have a roof built over the proposed deck. All architectural details would match existing.

The alterations would not be visible from a public location.

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

The Conservation Commission reviewed the impacts to the riparian buffer. The 100' riparian buffer runs diagonally through the north end of the building.

Four feet of deck would be added to the north side, in the 100' buffer area. The area of construction is lawn. No riparian vegetation would be removed during the construction process. The Town Planner showed the VDRB a photograph of the back side of the building down to the river. The entire sloped area is covered in heavy native growth, mostly vines and shrubs.

The CC's recommendation to approve the request as it would not have a negative impact on the riparian buffer. A suggestion was made that dogwood and other riparian shrub be planted to compensate for the 4' deck area that is to be built over the riparian buffer if there was room to do so.

After viewing the site, it was clear there is little room for additional plantings directly north of the building.

The VDRB reviewed Sections 403 B.1. Riparian, 405 Design Review, and 710 Conditional Use with the applicant.

Testimony was voted close.

### **III. OTHER BUSINESS**

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

The report was issued and discussed.

### **IV. DELIBERATIONS**

**A. V-3406-18 Eva Douzinas Approved as a Minor Application**

**B. V-3408-18 Doug Laufer Approved as a Minor Application**

**C. V-3407-18 Village of Woodstock / Sustainable Woodstock**

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

1. The VDRB reviewed a site map and renderings of the proposed gate and set of stairs.
2. The site map shows the 100' riparian buffer. Portions of the proposed steps and the entire fence are within the riparian buffer. The gate is not within the buffer.
3. The applicant wishes to place granite posts with chain between each to create a barrier to a garden area. The garden area is mainly fruit bearing shrubs such as blue berries, raspberries, strawberries and rhubarb.
4. The shrubs were chosen as they work well in a riparian zone and are well suited to hold soil in place.
5. The gate would be located at the top of the hill. The gate is a handmade wrought iron structure built to resemble a Sabra Field painting. The gate would not be locked to enable fire trucks access to the river in emergencies. The intent is to keep unwanted traffic from entering the lower area of the park. A smaller 40"

wide pedestrian entrance would be placed next to the gate. It is wide enough for a wheel chair to pass through. A gate may be placed if needed.

6. The steps would be large stones (5' wide) placed down a fairly steep hillside. The steps would start just east of the parking lot located above on Maxham Meadow Way. They would go down the hill and exit further east in the flat section of the park. The steps would cross an existing narrow area of a rain garden.
7. Crushed stone would be placed as a larger platform area for areas of transition.
8. The impact to the riparian buffer was reviewed by the Conservation Commission. After review, the CC agreed the proposed fence and stone work would not have a negative impact on the riparian buffer and recommended approval of the request.
9. There would be no additional exterior lights placed at the site.
10. The VDRB reviewed Sections 403 B.1. Riparian, 709 Site Plan Review and 710 Conditional Use 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 4-0 vote.**

**D. V-3410-18 Shire Woodstock LLC**

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

1. The VDRB reviewed renderings, floorplans and photographs of proposed alterations.
2. A change in the submitted elevations was made, the 3 door slider drawn in for the lower guest rooms should all be 2 door sliders.
3. The intent is to convert the former owner's living quarters to 6 guest rooms.
4. Zoning permit, V-3383-18 signed August 7, 2018, allowed three additional parking spaces and established a waiver for four parking spaces. The waiver is necessary to allow the creation of the proposed 6 guest rooms. The V-3383-18 parking plan was viewed.
5. The conversion requires an exterior alteration on the basement level which faces north to the river.
6. Three basement rooms would have exterior windows replaced with a double door slider. A 4' wide deck would be placed along the entire north wall. There would be no side walk or other formal walkway placed north of the decks.
7. There would be no party walls on the decks to separate each proposed guest room's use of the proposed deck.
8. The deck would be built exactly the same as the existing deck on the east end of the building.
9. Additionally, the westernmost room would have a roof built over the proposed deck. All architectural details would match existing.
10. The alterations would not be visible from a public location.
11. The Design Review Board's recommendation to approve as presented was read.

12. The Conservation Commission reviewed the impacts to the riparian buffer. The 100' riparian buffer runs diagonally through the north end of the building.
13. Four feet of deck would be added to the north side, within the 100' buffer area. The area of construction is lawn. No riparian vegetation would be removed during the construction process.
14. The Town Planner showed the VDRB a photograph of the back side of the building down to the river. The entire sloped area is covered in heavy native growth, mostly vines and shrubs.
15. The CC's recommendation to approve the request as it would not have a negative impact on the riparian buffer was read.
16. The VDRB reviewed Sections 403 B.1. Riparian, 405 Design Review, and 710 Conditional Use with the applicant.

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

**The motion passed with a 4-0 vote.**

**V. APPROVAL OF MINUTES**

The September 12, 2018 minutes were approved as submitted.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Michael E. Brands, AICP  
Town/Village Planner