



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
December 12, 2018**

- PRESENT:** Jane Soule, Wendy Spector, Keri Cole, Elizabeth Daniels
- ABSENT:** Randy Mayhew
- ALSO PRESENT:** Caroline Huffstetler, Christopher Lloyd, Daniel Lloyd, Vassie Sinopoulos, Tom Hayes, Laurie Marshall, Ruth Hunter, Naomi Malik, Janet Spangler, Karl Rosengrant, Rob Hanson, Anita Clark, John King, Greg McKinney, David Carpenter, Michael Brands

I. CALL TO ORDER

The meeting was called to order at 7:35 p.m.

II. PUBLIC HEARINGS

A. Old Business - None

B. New Business

1. V-3417-18 Rob & Marie Hanson

The application is for Conditional Use and Waiver from Parking Regulations approval to construct apartment and create a Short Term Rental use. The property is located at 21 Prospect Street and zoned Residential Low Density.

Mr. Hanson presented the application. Mr. Rosengrant, designer, assisted the presentation.

The VDRB reviewed a floor plan, a site plan, request for waiver letter and the Short Term Rental Form.

The owner is applying to convert basement to a one bedroom apartment. They would like to be able to rent it either long term or short term.

To enable creation of the apartment, a waiver of the parking regulations which requires two parking spaces per residential unit is required. A letter addressing the issue was read by the VDRB. Section 517 Off-Street Parking allows a waiver to be granted via a petition to the VDRB.

The owner has three parking spaces on site. There is currently a one car garage and two cars can park in front of the garage. A vehicle would have to be moved to access the garage.

Additionally, the owners are a one car family and desire to remain as such. The apartment is a one bedroom unit meant for a single occupant. Short Term renters would be limited to one car per visit.



When guests visit, they or the guests would park downtown and walk the short distance to the home. Both sides of Prospect Street prohibit on street parking as the street is narrow with difficult sight lines due to a hill.

It was noted that a fourth parking space could be added west of the existing parking spaces. However, the current owners prefer not to add a space due to cost and aesthetics.

There were no abutters at the hearing. The abutter to the north noted support for the proposal via a phone call.

The owners are also requesting a Short Term Rental permit. The applicant has read the regulations and is aware of the STR standards.

A State Fire Marshall's approval will be required for both the apartment and the Short Term Rental uses.

A letter from Don Gilbert, Church Hill Road resident was read by the VDRB. He is concerned with potential parking and trash can placement on Prosper Street which can create traffic conflict on this steep and narrow street.

The VDRB reviewed Sections 517 Off-Street Parking, 522 Short Term Rental and 710 Condition Use with the applicant.

Testimony was voted close.

2. V-3418-18 Caroline Huffstetler

The application is for Conditional Use and Site Plan approval to create shared commercial kitchen. The property is located at 217 Maxham Meadow Way and zoned Commercial/Light Industrial.

Ms. Huffstetler presented the application.

The VDRB reviewed floor plan, site plan and a conditional use form.

Ms. Huffstetler owns and operates Nutty Life which makes cashew butter and other related products. She sells product in 50 stores, and is currently headquartered in Stoneham, MA. Locally, the product is sold at the Woodstock Farmer's Market and the South Woodstock Country Store.

A 950 square foot first floor space has become available on the northeast corner of the Mill Building on Maxham Meadow Way.

The property is zoned Commercial / Light Industrial which allows the proposed use.

The applicant reviewed the floor plan with the VDRB. There would be a large (8' x 10') walk-in cooler in the southwest corner. There are numerous work tables, one oven, floor blender, 3 bay sink, in the 18' x 20' southwest corner room. The front portion of the space would be a large storage area with a garage door for deliveries. A smaller entrance area with exterior access door is to the west side of this.

There is ample parking on the north side parking lot. Most Mill building tenants and their clients park in the larger south side lot.

In addition to her own use, the applicant would also like to rent the kitchen out to others as a commercial kitchen. She would maintain a schedule of use and supervise the other renters. Only one renter would be allowed at a time.

The space could hold up to three employees at a time.

The State will require a number of permits, Fire Marshall, Waste Water and Health Department.

The applicant has letters of capacity from the Town for waste water and from the Woodstock Aqueduct for water.

Waste disposal is available via dumpsters located in the northeast corner of the north parking lot.

There is adequate space for delivery vehicles.

The VDRB reviewed Sections 709 Site Plan Review and 710 Conditional Use with the applicant.

Testimony was voted close. **3. V-3419-18 John & Karen King**

The application is for Conditional Use and Site Plan approval to create construct additional duplex on east side of property. The property is located at 25 Lincoln Street and zoned Residential High Density.

Mr. King presented the application. Mr. Gardener, attorney, and Mr. McKinney, engineer assisted the presentation.

The VDRB reviewed numerous elevations, floor plans, a site plan and a conditional use form.

On October 18, 2017, Mr. King received a permit to construct a single building with two apartments on the southwest corner of his property. Although the original application was for two buildings with a total of 4 apartments, one building was withdrawn from the application at that time.

Mr. King is now, requesting the second building with two residential units. The building would be 12' 8" shorter than the original request, due to the east unit being reduced to a 1 bedroom unit with a 1 car garage.

The application meets 5 goals of Town Plan related to housing.

The Fire Chief verbally approved the plan noting that fire trucks and ambulances would be able to access the site.

Mr. King reviewed the site plan with the VDRB. An 8" high berm would be placed at the bottom of the driveway per Town Manager 2017 request to divert water along the south side of the street. A stone lined swale along the west side of the driveway would be built to control stormwater runoff generated from the east side of the lot. This excludes stormwater from the proposed building which would be guided into rain gardens located on the west side of the lot.

The proposed building would be setback 20' from the side and 35' from the rear, thus meeting required side (10') and rear (15') setbacks.

Mr. King has cut 32 trees on site but will replace with 101 plants. This would be a net gain of 63 trees. Norway spruce were the selected species as they absorb water well and are suitable to the climate. They will be strategically placed for optimal water absorption.

Drainage from the proposed building would drain west to the middle rain garden via gutters. This would then flow to a larger rain garden located further west and north of the permitted driveway. The slope between the street and the rain garden would be planted with 6 Crabapple trees and 3 Blue Spruce trees for additional water retention and erosion control.

Each unit has wheeled containers for trash and recyclables, to be kept inside the garage until day of pickup. The waste and recycling company would back up the driveway to unload each container.

The four snow storage areas were shown in red on the site plan. The travel ways would be snow blown to remove snow.

Mr. King then described the building by showing elevations and floorplans. The intent is to create a Vermont vernacular style to blend in with the community. The Lincoln Street area was just added to Village Historic District in recognition of the area architecture.

The three story building meets the Zoning Regulation height limit of 35'. The building would be built into the hill, creating a story and a half look with dormers on the south/rear elevation. Each unit has a 15' x 16' south side stone patio with 2' retaining wall. The foundation/garage elevation would have a stone veneer siding. The building's siding would be clapboard. The roof would be asphalt shingles.

The east unit has a single bedroom and is valued at \$375k. There would be no elevator shaft, the 3 bedroom west unit would include an elevator shaft.

The property is zoned Residential High Density which is meant to maximize space.

Exterior lighting would be fixtures recessed into the ceiling above the garage's shadow roof.

Chair Soule asked for comments from the public.

Ms. Hunter, Stanton Street resident since 1967, stated concerns with additional traffic on her street which is very narrow and very steep. Stormwater is a major concern, as this portion of the village is affected by water coming off of Mt. Peg. Additional impervious areas from more buildings and paved areas will not help.

Mr. Hayes, representing Mr. Lloyd and Ms. Sinopoulos, stated economics and compliance with Town Plan are not part of a Conditional Use review. He questioned the number of parking spaces. Vehicles parked in front of garage doors should not count as they block the garage entry. Placement of snow dump areas is not practical. There is no letter from the Town Manager approving the proposed driveway berm. The plan is a repeat of the 2017 application, which had to be altered to get passed. There are no before and after drawing relating to stormwater. Collection of trash on a snowy day was questioned. The plan was changed from that submitted

with the original application, continuing an issue of the 2017 application. Storm water is still a major concern.

Ms. Spangler, 20 Lincoln Street - directly across the street from Mr. King's driveway, had concerns with additional car lights shining into her home. Stormwater has always been an issue, additional development will make the situation worse.

Ms. Malick, Stanton Street resident, had stormwater concerns as well. More building equals an increase stormwater flow.

Mr. King responded that parking is adequate, he's providing 12 spaces for 6 units.

The Town Planner noted the letter from the Town Manager is about waste water capacity and not about the proposed driveway improvements.

Mr. McKinney gave a brief explanation of the stormwater controls. The gutters on the building force water to the rain gardens which allow water to settled gradually into the ground's surface. The controls as proposed will improve stormwater control.

Mr. King stated the driveway berm and associated swale design were approved as part of the 2017 application.

Mr. King felt the garbage pickup should not be an issue. If the vehicles can negotiate the area streets, his 20' wide driveway will be easy.

Mr. Gardener stated the proposed parking meets Section 517 Off-street Parking standards.

It was noted the Fire Chief gave a verbal opinion but did not write a letter on EMS access.

The Town Planner will contact both the Fire Chief and the Town Manager for confirmation of approval.

Ms. Hunter stated that in 1967 there were not a lot of cars in the King driveway at the time, maybe two cars at most.

After discussion, Ms. Cole moved with a second by Ms. Spector to continue the hearing to January 9, 2019 to await more information concerning the Fire Chief and Town Manager's approvals regarding the driveway.

The motion was approved with 4-0 vote.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

IV. DELIBERATIONS

A. V-3417-18 Hanson

After discussion the following findings of fact were established:

1. The VDRB reviewed a floor plan, a site plan, request for waiver letter and the Short Term Rental Form.

2. The owner is applying to convert basement to a one bedroom apartment. They would like to be able to rent it either long term or short term.
3. To enable creation of the apartment, a waiver of the parking regulations which requires two parking spaces per residential unit is required. A letter addressing the issue was read by the VDRB. Section 517 Off-Street Parking allows a waiver to be granted via a petition to the VDRB.
4. The owner has three parking spaces on site. There is currently a one car garage and two cars can park in front of the garage. A vehicle would have to be moved to access the garage.
5. Additionally, the owners are a one car family and desire to remain as such. The apartment is a one bedroom unit meant for a single occupant. Short Term renters would be limited to one car per visit.
6. When guests visit, they or the guests would park downtown and walk the short distance to the home. Both sides of Prospect Street prohibit on street parking as the street is narrow with difficult sight lines due to a hill.
7. It was noted that a fourth parking space could be added west of the existing parking spaces. However, the current owners prefer not to add a space due to cost and aesthetics.
8. The owners are also requesting a Short Term Rental permit. The applicant has read the regulations and is aware of the STR standards.
9. A State Fire Marshall's approval will be required for both the apartment and the Short Term Rental uses.
10. The VDRB reviewed Sections 517 Off-Street Parking, 522 Short Term Rental and 710 Condition Use with the applicant.

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

1. **At time of property transfer, the new owner shall reapply for the off street parking waiver or apply for a fourth parking space to continue the use of the apartment or the short term rental.**

The motion passed with a 4-0 vote.

B. V-3415-18 Huffstetler

After discussion the following findings of fact were established:

1. The VDRB reviewed floor plan, site plan and a conditional use form.
2. Ms. Huffstetler owns and operates Nutty Life which makes cashew butter and other related products. She sells product in 50 stores, and is currently headquartered in Stoneham, MA. Locally, the product is sold at the Woodstock Farmer's Market and the South Woodstock Country Store.
3. A 950 square foot first floor space has become available on the northeast corner of the Mill Building on Maxham Meadow Way.
4. The property is zoned Commercial / Light Industrial which allows the proposed use.
5. The applicant reviewed the floor plan with the VDRB. There would be a large (8' x 10') walk-in cooler in the southwest corner. There are numerous work tables, one oven, floor blender, 3 bay sink, in the 18' x 20' southwest corner room. The front portion of the space would be a large storage area with a garage door for deliveries. A smaller entrance area with exterior access door is to the west side of this.
6. There is ample parking on the north side parking lot. Most Mill building tenants and their clients park in the larger south side lot.

7. In addition to her own use, the applicant would also like to rent the kitchen out to others as a commercial kitchen. She would maintain a schedule of use and supervise the other renters. Only one renter would be allowed at a time.
8. The space could hold up to three employees at a time.
9. The State will require a number of permits, Fire Marshall, Waste Water and Health Department.
10. The applicant has letters of capacity from the Town for waste water and from the Woodstock Aqueduct for water.
11. Waste disposal is available via dumpsters located in the northeast corner of the north parking lot.
12. There is adequate space for delivery vehicles.
13. The VDRB reviewed Sections 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.

C. V-3419-18 John & Karen King Continued.

V. APPROVAL OF MINUTES

The November 28, 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

