



*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  
February 6, 2019**

Members Present:     Jack Rossi, Nancy Sevchenko, Beverly Humpstone  
Members Absent:     Jeff Bendis, Don Olson  
Others Present:       Jennifer Preston, Pedro Marmolejos, Ben Pauly, Jonathan Spector, Wendy Spector, Lee Barnum, Dail Frates, Michael Brands

**I.     CALL TO ORDER**

Chair-pro tem Sevchenko called the meeting to order at 4:00 p.m.

**II.    PUBLIC HEARING**

**A.     V-3426-19    11 The Green, LLC**

The application is for Design Review approval to replace windows and doors. The property is located at 11 The Green and zoned Residential Low Density / Design Review.

Architects, Ms. Preston and Mr. Marmolejos, presented the application. Mr. Pauly representing the owner was also present.

The Board reviewed numerous photographs and cut-sheets of the proposed changes.

On the west elevation rear wooden portion of building, a solid wood door would be replaced by a 15 pane door with transom overhead and sidelights on each side. The change would open up views towards the bridge and the garden area. The added glass also allows considerable more natural light into the building.

On the north elevation, a large fixed window would be changed to French doors with transom and sidelights. On the second floor, two 8:8 windows would be replaced with three 4:4 windows placed side-by-side. The rear of the building looks over the river and patio area to the north of the building. The proposed door would allow a more direct access to the patio. This area of the building is not visible from the street.

On the east elevation, three 6:6 window units towards the rear of the south block would be shortened and replaced with 9 pane casements windows. The original shutters would be retained as they fit into the recessed brick work. It was noted, the view of the east elevation is very limited due to the proximity of the building to the property line.

Additionally on the east elevation, the owners wish to place a 36" historic door in an alcove located just north of the south block. The alcove has a small roofed porch. The original door had been removed years ago. The door would add a point of access. As a recessed element the door would not be visible from the street.



After discussion, the Board agreed the proposed changes would be compatible with the Design Review regulations and recommended approval as a minor application via an administrative permit.

**B. V-3428-19 Zach's Place**

The application is for Design Review approval to replace door with window. The property is located at 73 Central Street and zoned Central Commercial / Design Review.

Ms. Frates, Zach's Place, and Ms. Barnum, contractor, presented the application.

The Board reviewed photographs of the existing doors and a cutsheet of the proposed window on north elevation.

An existing double door would be replaced with a double hung window. Clapboards would be added to match existing ones.

The door is no longer necessary. Replacement with an energy efficient window would reduce heat loss.

The window would be a 12:12 double glass insulated unit. It would match the window to the east on the same elevation.

In the future, the owner would like to change all windows to energy efficient units as funding allows.

The Board agreed the window would be more conforming with the building than the current double door.

After discussion, the Board agreed the proposed change would be compatible with the Design Review regulations and recommended approval as a minor application via an administrative permit.

**C. V-3430-19 Jon & Wendy Spector**

The application is for Design Review approval to replace 38 windows. The property is located at 16 The Green and is zoned Residential Medium Density / Design Review.

Mr. and Mrs. Spector presented the application.

The Board reviewed photographs of the existing windows to be replaced and cutsheet of the proposed windows.

There are 42 windows in the brick portion of the home located at 16 the Green. Four of the third floor windows were replaced via a previous permit. Owners now request approval to replace the remaining 38 windows with energy efficient units.

All windows would match existing units. There is a minor change in the manufacturing of the units that would not be apparent when viewed from the street.

The window screens would be visible only when in use, otherwise they roll up into a cavity out-of-sight. This is a new concept in window manufacturing.

After discussion, the Board agreed the proposed change would be compatible with the Design Review regulations and recommended approval as a minor application via an administrative permit.

**III. OTHER BUSINESS**

**A. V-3391-18 Richardson-12 River Street**

Owner wishes to amend recent permit to renovate home at 12 River Street. A rendering of the proposed change and photograph of existing elevation were reviewed. Zoning permit V-3391-18 allowed a set of French doors to replace the existing 6:6 window on the north elevation of the home. The owners wish to retain the 6:6 look with a new energy efficient unit. The 6:6 window to the river side would be replaced with two side-by-side 6 pane windows. This is due to placement of cabinets within the kitchen. The Board agreed the original window is more conforming with the home than the permitted French doors. After discussion, the Board recommended approval as a minor application via an administrative permit.

**VI. NEXT MEETING**

The next meeting is scheduled for February 20, 2019.

**V. ADJOURNMENT**

The Board adjourned at 4:45 pm.

Respectfully submitted,

Michael Brands, AICP  
Town/Village Planner

