

**VILLAGE DESIGN REVIEW BOARD  
WOODSTOCK TOWN HALL  
31 THE GREEN  
Wednesday, April 3, 2019**

**DRAFT MINUTES**

**MEMBERS PRESENT:** Jeff Bendis, Don Olson, Jack Rossi, Nancy Sevchenko, Beverly Humpstone  
**MEMBERS ABSENT:** None  
**OTHERS PRESENT:** Matthew Powers, David Sleeper, Knox Johnson, Sherman Kent, Wendy Marrinan, Lee Barnum, and Lynn Beach

**I. CALL TO ORDER**

Chair Bendis called the meeting to order at 4:00 P.M.

**II. ELECTION OF OFFICERS**

On a **MOTION** by Ms. Humpstone, **SECONDED** by Mr. Rossi, Mr. Bendis was elected Chair with a 4-1-0 vote by the Board.

**III. PUBLIC HEARING**

- A. V-3441-19;** Woodstock Historical Society, owner; Matthew Powers, co-applicant; 26 Elm Street; Parcel #20.52.32.; Zone: Comm/DR; To Construct Stone Paving, Granite Steps & Steel Railing.

Mr. Powers, Executive Director, presented the application. He informed the Board that a formal name change to The Woodstock History Center has been done. There has been a focus of the Center to utilize the back lawn, which abuts the river, for public and private events. Past events have included history-themed fairs, weddings, music events, and community sponsored events. Access to both the History Center entrance and the back lawn from Elm Street brings guests down a shared alley/driveway, to a brick walkway bordered by perennial gardens, to a set of stone steps alternating with sections of brick walk with a wooden railing on the right-hand side as you head north northeast towards the lawn and river. There has been an increase of use of this space during the warmer seasons with the addition of benches and tables. Bus tours utilize this area to obtain photographic views of the Middle Covered Bridge. Concerns for creating a safer entrance to the back lawn area prompted this application. The brick walk way has heaving occurring in it due to drainage issues, creating an unsafe walk. The plan submitted shows phases I & II of upgrades to the History Center. The Board reviewed the plan and photographs submitted.

Phase I, which is before the Board today, includes a stone laid walkway from the alley/driveway, new, wider stone steps leading to the back lawn and installation of a permanent safety hand rail along the steps.

Last year the temporary wood railing along the back steps was erected for safety.

The Goshen stone type of walk was selected to replace the brick walk as it mimics the existing stone retaining wall situated along the northeast side of the stairs.

The granite stone steps are proposed to be 5' wide x 14" deep to safely accommodate two-way foot traffic.

Existing drainage along the top of the wall, adjacent to the steps will remain as is.

The retaining wall will stay in place, no changes are proposed to the wall.

Phase II of a future project would be to upgrade a safe entry from Elm Street along the alley way with the addition of a fence along the property line, upgrade the drainage along the retaining wall and install a landscaped area between the Dana House and the History Center.

New railing would be erected securely to provide stability and ADA compliancy.

Photos submitted of the railing style indicate black wrought iron, simple design with slight curve at the ends.

Drawings indicate railing material of steel/bronze.

Chair Bendis inquired about ADA compliance and grade of steps.

Mr. Rossi, Designer, stated the railing is ADA compliant and steps are proposed to have less grade than existing.

Chair Bendis inquired about landscaping although he indicated that is not a Design Review Board purview.

Mr. Powers indicated that there are no new landscaping plans and that existing trees on site will remain.

The pollinator gardens near the entrance to the Center will be pushed back due to the necessity of equipment during the project.

Chair Bendis requested clarity for the grade at the end of the steps.

Mr. Powers stated after last step, there is a flush landing onto the lawn.

No permanent lighting is planned.

Temporary solar-type lights are currently used for evening events and are removed after the event.

Ms. Sevchenko questioned about saving the brick pathway as she appreciates it and the gardens that flank the pathway.

The stone pathway was chosen for its' continuity with the existing retaining wall.

The pathway will allow for folks to transition from the butterfly/pollinator garden, to the woodland type garden to the open back yard space.

These spaces are congruent with the building.

Ms. Humpstone requested clarification as to the material of the railing since the plans state bronze or bronze color (plating), which she favors as well as the simple curved style.

Mr. Olson believes the plan looks good, unity of stone looks good and believes the direction the History Center is moving makes sense to uniformity.

After discussion, the Board agreed the proposed changes would be compatible with the Design Review regulations and recommended approval to VDRB meeting on April 10, 2019.

- B. V-3442-19;** John & Wendy Marrinan, owner/applicant; 39 Mountain Avenue; Parcel #23.51.34.; Zone: RLD/DR; To Restore Barn Siding, Add French Doors, Replace Windows, Enclose Ell for Living Space.

Ms. Marrinan presented the application.

Ms. Lee Barnum, Colby & Tobiason was also present.

Ms. Marrinan stated there are a few different items she would like the Board to review. Item #1 has to do with amending permit #V-3411-19, which allowed for a new garage to replace the existing detached garage. This permit approved farmhouse style outdoor lighting. Her neighbor has gifted her his hand crafted copper wall lights, which she would like approval to use.

Ms. Marrinan would like to place one copper light in the front of the garage between the transom windows above the garage door, instead of near the peak of the roof as previously approved.

The copper light will have the light in the top of the fixture, frosted glass on the sides with a clear glass on the bottom for the down lighting.

A second copper light would be placed on the north side of the garage, near the people door, using care to place it below the height of the fence she shares with the abutting neighbor to the west.

An additional amendment she is seeking is approval to swap the location of the people door and window on the north side of the garage. By swapping the location of these two elements, it places the garage door in line with the door to the home.

The Board reviewed plan sheets #1/4, #2/4, and #3/4 as presented.

After discussion, the Board agreed the proposed change of lights and the swapping of the door/window on the detached garage, would be compatible with the Design Review regulations and recommended approval.

Ms. Marrinan continued with her application, asking the Board to view sheets # 1/6 South elevation and #2/6 Barn South elevation.

With the construction of the detached garage being smaller in scale to the previous garage, the south end of barn is much more exposed. Also, the previous garage was situated so close to this side of the barn it was not easy to maintain the siding.

The proposal before the Board is to restore the south side of the barn which involves replacing the boarded up door and window.

The windows are proposed to be 12/12, as were there before and the door updated with vertical boards, as was there before.

A discussion as to the future placement of a fence on the west side of the property came up as the previous detached garage intersected with two abutting property lines, thereby creating a boundary line, so a fence was not needed.

Mr. Olson suggested that before presentation before the VDRB, a note be placed on drawing #2/6 indicating where and what kind of existing fence(s) exist and what types of future fencing might be considered.

Chair Bendis proposed showing the VDRB a photo of what type of fence is there now- and what they would like to change it to.

Ms. Humpstone inquired whether a light on the south facing side of the barn is staying and encouraged approval of the light as shown allowing the property owner to decide if it's necessary in the future.

Ms. Marrinan stated the proposed barn light would be identical to the copper lighting as referenced above.

After discussion, the Board agreed the replacement of the boarded up windows and door on the south side of the barn and the placement of a copper light on the barn, would be compatible with the Design Review regulations and recommended approval.

Referring to pages #1/6 and #5/6, Ms. Marrinan discussed the south side of the ell (center section of the home).

This section of the house is unheated, a space between the house and the barn. The plan is to enclose this portion of the home to create living space.

Plan sheet #5/6 shows the ell with the doors shut-these two are wooden lattice style doors, painted green. One door opens on a hinge and one opens like shutters, sections folding in on themselves, storing flat along the edge of the door jam.

Ms. Marrinan proposes to install French style doors behind these existing wooden lattice style doors, thereby keeping the same look on the outside of the home. This would provide the option to close the lattice style wood doors when not using the living space. Chair Bendis suggested that a cutsheet of the proposed French doors be presented to the VDRB.

Ms. Marrinan stated the style would mimic what exists in the house.

Referring to pages #6/6 (existing) and #3/6 (proposed) showing the north side of the home, Ms. Marrinan discussed the existing layout of the north side with one door and two 2/2 windows.

The proposed change would move the door towards the front of the house, replacing one of the existing windows. The site where the door was would be replaced by a bank of 3 windows. The style of the bank of three windows would match the style of the dormer windows above them.

Ms. Humpstone inquired about the light over the proposed door. She suggested a reference to the cut sheet of the copper light proposed in other parts of the house, barn and garage. The existing door light is to be removed, when the door is moved.

A discussion of the heating of the new living space occurred.

Ms. Marrinan stated that the house has a full sized basement, the ell has a shortened basement and the barn has a crawl space.

Heating the new living space will be done with a radiant floor heating system which will also require a new propane boiler to heat this new zone. The propane boiler will be placed under the house section of the basement where there is sufficient clearance.

A vent will be necessary on this north side of the house as indicated in the photo provided. The vent will not be visible from the street. New propane tanks (2) will be placed on the north side of the barn. Screening of plants and/or trellis would be done.

Ms. Sevchenko asked about the color of the tanks.

Ms. Marrinan stated the tanks are white as is her barn, and would provide screening of plantings and/or trellis.

Mr. Olson complimented the presentation and encouraged the additional information for the VDRB consideration.

After discussion, the Board agreed the proposal would be compatible with the Design Review regulations and recommended approval. The VDRB will hear the application at their April 10, 2019, meeting.

Subsequent to the meeting, it was determined that the request by the applicant to install French doors is not in the purview of the Design Review Board because they are interior features. Therefore, the approval of that portion of the submission is rescinded and there is no need for the applicant to obtain a cut sheet of the French doors for the VDRB or to present that portion of the application to the VDRB

- C. V-3443-19;** St. James Church, owner; David Sleeper, agent; 2 Church Street; Parcel #23.54.16.; Zone: Comm/DR; To Replace 18 Windows at the Rectory.

Mr. David Sleeper, Mr. Knox Johnson & Mr. Sherman Kent, overseer's for the St. James Church energy efficiency committee, presented the application. Mr. Sleeper stated an energy audit was conducted on the Rectory. The proposal is to replace 18 leaky windows with energy-efficient windows.

The replacement sashes will be double-glazed, low-E and argon filled. Each sash will have 6 panes, to provide conformance with newer windows on other parts of the house.

There is no proposed change to the dormer windows at this time.

The shutters currently on the house will remain. Mr. Sleeper referred the Board to the photo of the front of the house. He proposes 6/6/6 for the triple style windows.

There will be no change to the existing shape of the windows, but will match the dormer above which is a 6/6 style.

Ms. Humpstone clarified whether the storms would remain.

Mr. Sleeper stated the storm windows will be removed.

Mr. Kent believes the new windows will look good, be very useable and less leaky.

Ms. Sevchenko asked for clarification about the 6/6/6 style.

Mr. Sleeper stated all the windows which are currently 2/2/2 will be changed to 6/6/6, to conform to other windows.

Ms. Humpstone asked whether a style with one large 6/6/6 exists.

Mr. Sleeper stated the triple windows have an awning styled window on the bottom to allow for air circulation.

Mr. Johnson clarified that these changes in windows will get rid of the aluminum storm sashes.

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.

**IV. OTHER**

None

**V. ADJOURNMENT**

The Board adjourned at 5:11PM.

Respectfully submitted,

Lynn Ellen Beach