

TOWN DEVELOPMENT REVIEW BOARD

Draft Minutes

May 28, 2019

MEMBERS PRESENT: Frederick Hunt, Kim French, Brad Prescott, Wade Treadway
MEMBERS ABSENT: Don Bourdon
OTHERS PRESENT: Charan Kaur, Chris Higgins, Simran Johnston, Spencer Frank, Elizabeth Deignan, Brad Ruderman, Shepard Butler, Tesha Buss, Mark Thompson, Mathew Closter, Michael Brands

I. CALL TO ORDER

Vice-Chair Hunt called the meeting to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business: None

B. New Business:

1. T-4906-19 Ellen LeFever

Application is for Design Review approval to modify north porch. The property is located at 61 Academy Circle and is Residential Low Density / Design Review.

The owner was unable to attend, the Town Planner presented the application.

The TDRB reviewed photographs of the building and proposed renderings of the porch.

The owner wishes to modify a north facing porch.

The porch is not visible by the general public.

Two bench type chairs with high backs which face each other would be removed.

The stairs would be moved to exit to the side towards the west.

Railings would be placed along the east and north sides of the porch and along the stairs.

Diagonal lattice would be placed under the porch.

The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.

The owners wish to remove invasive plants and would replant with riparian species.

Honey Suckle, Japanese Knotweed, and Sumac would be removed from the site.

A list of riparian plants from the Champlain Valley Nursery was shown. Blue Flag Iris, Nodding Onion, Spicebush, Silky Dogwood, Elderberry, Virginia Rose were selected as replacement plants. A site map was submitted showing planned locations.

The TDRB viewed a site map with a color key noting placement of plants.

The Spice Bushes would grow to 6' - 12'.

The Conservation Commission in their review had concerns with the mass removal of the Honeysuckle plants along the brook. Invasive plants have pervasive root systems that do a decent job of holding stream banks and other prone-to-erode areas intact.

The TDRB read the Conservation Commission's recommendation to approve the request with a suggestion that the owner, in order to limit erosion, contact a riparian plant expert to suggest a proper timetable for removing and replanting.

The TDRB reviewed Sections 403 B.2.A. Riparian Buffer, 404 Design Review and 810 Conditional Use criteria.

Testimony was voted close.

2. T-4907-19 Charan Kaur

Application is for Design Review approval to install generator. The property is located at 4778 South Road and is zoned Inn / Design Review.

Ms. Kaur and Mr. Higgins presented the application.

The TDRB reviewed a site map and a cutsheet of the proposed generator.

The generator is being installed for emergency outages to serve the inn and surrounding buildings.

The Town Planner showed a photograph of the generator in location on a cement slab. It is not yet connected.

The dark beige colored generator measures 139" x 45.4 x 66.8".

The selected location is behind (west) and north of the main inn building. There is a short rise to the neighbor's property which is 100' to the north.

Once screened the generator should not be visible.

The owner proposes using hemlock trees. The trees would be 6' - 7' tall at planting. The trees would be planted in a double staggered row to provide maximum protection.

An opening within the screening is required for maintenance and would face south towards the inn. There is a pond to the west.

Sound levels as noted on the cutsheet are 70 dB - test cycle and 73 dB peak use at 23 feet. The north property line is +/- 100'.

Testing cycle would be once a week, either Tuesday or Wednesday at 10:00 am for a 5 - 10 minute interval. The mid-week test was selected to lessen impact on inn guests.

The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.

The TDRB reviewed Sections 404 Design Review and Section 809 Site Plan Review criteria with the applicant.

Testimony was voted close.

3. T-4908-19 Charan Kaur

Application is for Design Review approval to install generator. The property is located at 4800 South Road and is zoned Hamlet Commercial / Design Review.

Ms. Kaur and Mr. Higgins presented the application.

The TDRB reviewed a site map and a cutsheet of the proposed generator.

The Town Planner showed a photograph of the generator in location on a cement slab. It is not yet connected.

The generator is being installed for emergency outages to serve the South Woodstock Country Store.

The dark beige colored generator measures 89.8" x 32.9" x 46.5".

The selected location is behind the store (west) and slightly north. The location is visible from the Church Hill/ Route 106 intersection.

However, once screened the generator should not be visible.

The owner proposes using hemlock trees. The trees would be 6' - 7' tall at planting. The trees would be planted in a double staggered row to provide maximum protection.

An opening within the screening is required for maintenance and would face south towards the store's rear parking lot.

Sound levels as noted on the cutsheet are 70 dB - test cycle and 73 dB peak use at 23 feet. The nearest property line (west), not owned by the same owner, is +/- 100'.

Testing cycle would be once a week, either Tuesday or Wednesday at 10:00 am for a 5 - 10 minute interval.

The applicant asked to discuss a proposal to place stone posts, at the front northeast corner of the property. They would inset 25' from fog line of Rt. 106 and along the east edge of the inn's driveway, The intent is to create a sitting area between the inn and the store. Benches would be added at a later date. The granite stone posts would match those already in place on north side of the inn driveway.

The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.

The TDRB reviewed Sections 404 Design Review and Section 809 Site Plan Review criteria with the applicant.

Testimony was voted close.

4. T-4910-19 Alex & Sarah Rozek

Application is for Conditional Use approval to construct terrace, a temporary access road & permanent wetland crossing with culvert. The land is located at 1731 Prosper Road and is zoned Residential Five Acre/Conservation.

Mr. Ruderman, engineer, and Mr. Butler, landscape architect, presented the application.

The TDRB reviewed a site plan of the wetland areas and numerous renderings.

The site has a large complex of Class II wetlands. An application has been made to the State for work within the buffer area. State buffers are 50' and Town buffers are 100'.

The wetlands are mainly to the south and west of the home. A stream runs along the southeast portion of the property within the south wetland area.

The process will involve 4 steps: 1. construct exterior patios, 2. construct temporary construction 10' wide access along the stream, 3. create access via an 8" culvert to the upper meadow, and 4. enhance existing wetlands to the north with the planting of 800 wetland plants.

The parcel was a farm 50 years ago, the fields have been kept mowed over the years.

The 1824 square foot patio will eventually have a gas fire pit, pool, and pool shed. This would be built in the future under a separate application.

Rebuilt brick patios and stone terraces would be added along the 100' length of the rear (west) and 50' length on north sides of the home. All patios and terraces are designed to allow a permeable surface. Sand and stone aggregates would be placed under brick and stone surfaces to aid percolation. The west patio/terrace ranges to 30' wide and the north patio to 15' wide. No trees would be removed in construction.

A patio is proposed for an "upland" area (outside of the State 50' wetland buffer). The site is 200' west of the home. Midway between home and patio is a +/- 55' wide half-moon shaped wetland which ties into the larger wetland to the west.

The 12' wide access to the upper meadow would cross the wetland at a 90 degree angle to minimize impact. A 36" culvert would be placed to facilitate water movement.

The Town Planner noted the Town has allowed access across wetland areas. Minimizing wetland impacts is key. The access road should be placed at a 90 degree angle and go through the narrowest section possible. The flow of water through the wetland is not to be impeded. Removal of wetland vegetation shall be kept to a minimum.

A 10' wide gravel temporary construction road to the patio would be placed on the south side along the stream and would end at the circular driveway in front of house. A fabric liner would be placed and 8" of gravel would be added to create a passageway for trucks

and heavy equipment. Masons' vehicles and one trip of a cement truck would use the access. The access would be removed once patio is completed. The area would be restored to previous soil and vegetation. No trees or large shrubs would be removed.

The owner wishes to enhance the wetlands running along the north side of the home. The enhancement would be the planting of 45 trees, 242 shrubs and 484 perennials. The area of enhancement is +/- 800' in total length. The width of the enhancement is variable from 0 to 35'. The enhanced plantings would form a buffer on the east side of this lengthy wetland.

The intent of the wetland plantings is to enhance the wetland and to add more permeable space to the property.

The applicant submitted the lengthy State wetland application for review. State wetland specialist Rebecca Chalmers visited the site. The State Wetland permit was issued May 24, 2019.

The TDRB read the CC recommendation to approve the application as presented.

The TDRB reviewed Sections 403 B.2.A. Riparian Buffer and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

5. T-4911-19 Woodstock Community Playschool Inc.

Application is for Conditional Use and Site Plan approval to add 3rd floor fire egress, modify parking lot & lighting, and expand playground. The land is located at 281 Barnard Road and is zoned Business Service / Light Industrial.

Ms. Buss, owner, presented the application.

The TDRB reviewed a renderings, photographs and site plan.

Due to complications of constructing and permitting a solar carport, the applicant requested a change in parking plan. All solar panels would be placed in the north east corner of the property.

A new parking plan would place 19 space north of main driveway in the shape of a half moon. The same entrance would be used off of Rt. 12. Each space would measure 10' x 20' with a proposed 18' wide driveway. The driveway would be hardpacked.

Fifteen arborvitae shrubs are proposed between street and parking to screen the parking lot.

Mr. Prescott questioned the driveway width and lack of turnout space for the end (19th) space. He suggested a 20' wide drive to allow adequate maneuver room and a 15' "T" at end of driveway.

The applicant agreed.

In discussing potential storm water runoff, the owner noted the parking lot is fairly flat with a 6" rise at the end. Therefore, stormwater should not be an issue.

A new stairway for fire egress is proposed for the rear of the building. This was recommended by the State Fire Marshall who also approved the proposed design.

Additional exterior lighting was proposed. Two types of lights are proposed. The doorway lights have LED bulbs that focus directly down. The fixture measures 9" wide and 2.5" deep and 6" tall.

The second light would be a lantern style fixture. Five 14" tall lanterns placed on 6' tall 4" x 4" post are proposed to illuminate the parking lot. The street side half of the lantern glass would be blacked out to force light towards the parking lot.

Ms. French was concerned that there would be adequate light especially with children present.

Mr. Prescott suggested additional junction boxes be placed just in case more lights are needed. Additional lighting may be needed along the path between school and parking lot, this could be low bollard lights or even simple solar lights.

The Town Planner noted the area is very dark, therefore lesser lighting tends to work well in this situation. He suggested an inspection of the lighting once completed.

A white picket fence made of a non-splintering material has been donated by the Woodstock Farmers Market. It would be used around the play area. The play area would have two separate spaces, a smaller one for enfants and a larger one for older children.

The TDRB reviewed Sections 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

6. T-4912-19 Woodstock Resort Corporation

Application is for Conditional Use approval to replace bridges and armor streambank in the riparian buffer and Flood Hazard Zone. The land is located at 1489 South Road and is zoned Residential Five Acre / Conservation / Flood Hazard.

Mr. Thompson, contractor, and Mr. Closter, golf course manager, presented the application.

The TDRB reviewed a site plan of the riparian area and renderings of proposed bridges.

The April 15th rain event caused a massive amount of water to flow through the Kedron Brook resulting in extensive damage to two small bridges, #11 and #12. In one case, a tree fell blocking the waters and causing the soil of the bridge abutments to fail. In the second case the force of the water dislodged the bridge causing the steel support beams to twist and the wood deck to buckle. Both bridges are unable to be used.

The 8' wide bridges are mainly for golf carts and pedestrian crossings.

The Act 250 permit was issued.

The John Broker-Campbell of the State Flood Hazard office reviewed the request and recommended approval. The proposed work would be favorable to flood control by increasing capacity of water flow under the two bridges.

Scott Jensen, the State's Stream Bank Alteration expert, viewed the site and made recommendations for repair. A Stream Bank Alteration application has not yet been filed.

Mr. Jensen recommended raising the bridge height and rebuilding the abutments so that they are flush with the stream bank and do not protrude into the water flow. This will provide additional capacity for increased water flow.

Mr. Thompson showed the CC a new bridge design which includes the Jensen recommendations.

The stream banks proposed for additional stonework to armor the bank are near vertical. Stone would be extended down to the actual stream bed to enhance protection of the bank. Red Twig Dogwood would be planted in the stone crevices to help restore the lost vegetation. Mr. Closter noted prior success with the use of Dogwood shrubs in maintaining stream bank stability.

The TDRB read the CC recommendation to approve the application as presented.

The TDRB reviewed Sections 403 B.2.A. Riparian Buffer, 405 Flood Hazard and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

III. DELIBERATIONS

A. T-4906-19 LeFever

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs of the building and proposed renderings of the porch.
2. The owner wishes to modify a north facing porch.
3. The porch is not visible by the general public.
4. Two bench type chairs with high backs which face each other would be removed.
5. The stairs would be moved to exit to the side towards the west.
6. Railings would be placed along the east and north sides of the porch and along the stairs.
7. Diagonal lattice would be placed under the porch.
8. The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.
9. The owners wish to remove invasive plants and would replant with riparian species.
10. Honey Suckle, Japanese Knotweed, and Sumac would be removed from the site.
11. A list of riparian plants from the Champlain Valley Nursery was shown. Blue Flag Iris, Nodding Onion, Spicebush, Silky Dogwood, Elderberry, Virginia Rose were selected as replacement plants. A site map was submitted showing planned locations.
12. The TDRB viewed a site map with a color key noting placement of plants.
13. The Spice Bushes would grow to 6' - 12'.
14. The Conservation Commission in their review had concerns with the mass removal of the Honeysuckle plants along the brook. Invasive plants have

pervasive root systems that do a decent job of holding stream banks and other prone-to-erode areas intact.

15. The TDRB read the Conservation Commission's recommendation to approve the request with a suggestion that the owner, in order to limit erosion, contact a riparian plant expert to suggest a proper timetable for removing and replanting.
16. The TDRB reviewed Sections 403 B.2.A. Riparian Buffer, 404 Design Review and 810 Conditional Use criteria.

After further discussion, Mr. Prescott moved with a second by Ms. French to approve the application with the following conditions:

1. **The TDRB recommends the use of the more historically correct vertical lattice versus the proposed diagonal lattice under the porch.**
2. **The TDRB recommends contacting a riparian plant expert to suggest a proper timetable for removing and replanting.**

The motion passed with a 4-0 vote.

B. T-4807-19 Kaur

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site map and a cutsheet of the proposed generator.
2. The generator is being installed for emergency outages to serve the inn and surrounding buildings.
3. The Town Planner showed a photograph of the generator in location on a cement slab. It is not yet connected.
4. The dark beige colored generator measures 139" x 45.4 x 66.8".
5. The selected location is behind (west) and north of the main inn building. There is a short rise to the neighbor's property which is 100' to the north.
6. Once screened the generator should not be visible.
7. The owner proposes using hemlock trees. The trees would be 6' - 7' tall at planting. The trees would be planted in a double staggered row to provide maximum protection.
8. An opening within the screening is required for maintenance and would face south towards the inn. There is a pond to the west.
9. Sound levels as noted on the cutsheet are 70 dB - test cycle and 73 dB peak use at 23 feet. The north property line is +/- 100'.
10. Testing cycle would be once a week, either Tuesday or Wednesday at 10:00 am for a 5 - 10 minute interval. The mid-week test was selected to lessen impact on inn guests.
11. The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.
12. The TDRB reviewed Sections 404 Design Review and Section 809 Site Plan Review criteria with the applicant.

After further discussion, Ms. French moved with a second by Mr. Prescott to approve the application as presented.

The motion passed with a 4-0 vote.

C. T-4908-19 Kaur

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site map and a cutsheet of the proposed generator.
2. The Town Planner showed a photograph of the generator in location on a cement slab. It is not yet connected.
3. The generator is being installed for emergency outages to serve the South Woodstock Country Store.
4. The dark beige colored generator measures 89.8" x 32.9" x 46.5".
5. The selected location is behind the store (west) and slightly north. The location is visible from the Church Hill Route 106 intersection.
6. However, once screened the generator should not be visible.
7. The owner proposes using hemlock trees. The trees would be 6' - 7' tall at planting. The trees would be planted in a double staggered row to provide maximum protection.
8. An opening within the screening is required for maintenance and would face south towards the store's rear parking lot.
9. Sound levels as noted on the cutsheet are 70 dB - test cycle and 73 dB peak use at 23 feet. The nearest property line (west), not owned by the same owner, is +/- 100'.
10. Testing cycle would be once a week, either Tuesday or Wednesday at 10:00 am for a 5 - 10 minute interval.
11. The TDRB read the South Woodstock Design Review Board's recommendation to approve the request as presented.
12. The TDRB reviewed Sections 404 Design Review and Section 809 Site Plan Review criteria with the applicant.

After further discussion, Ms. French moved with a second by Mr. Prescott to approve the application as presented.

The motion passed with a 4-0 vote.

D. T-4910-19 Rozek

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site plan of the wetland areas and numerous renderings.
2. The site has a large complex of Class II wetlands. An application has been made to the State for work within the buffer area. State buffers are 50' and Town buffers are 100'.
3. The wetlands are mainly to the south and west of the home. A stream runs along the southeast portion of the property within the south wetland area.
4. The process will involve 4 steps: 1. construct exterior patios, 2. construct temporary construction 10' wide access along the stream, 3. create access via an 8" culvert to the upper meadow, and 4. enhance existing wetlands to the north with the planting of 800 wetland plants.
5. The 1824 square foot patio will eventually have a gas fire pit, pool, and pool shed. This would be built in the future under a separate application.
6. Rebuilt brick patios and stone terraces would be added along the 100' length of the rear (west) and 50' length on north sides of the home. All patios and terraces are designed to allow a permeable surface. Sand and stone aggregates would be placed under brick and stone surfaces to aid percolation. The west patio/terrace

- ranges to 30' wide and the north patio to 15' wide. No trees would be removed in construction.
7. A patio is proposed for an "upland" area (outside of the State 50' wetland buffer). The site is 200' west of the home. Midway between home and patio is a +/- 55' wide half moon shaped wetland which ties into the larger wetland to the west.
 8. The 12' wide access to the upper meadow would cross the wetland at a 90 degree angle to minimize impact. A 36" culvert would be placed to facilitate water movement.
 9. A 10' wide gravel temporary construction road to the patio would be placed on the south side along the stream and would end at the circular driveway in front of house. A fabric liner would be placed and 8" of gravel would be added to create a passageway for trucks and heavy equipment. Masons' vehicles and one trip of a cement truck would use the access. The access would be removed once patio is completed. The area would be restored to previous soil and vegetation. No trees or large shrubs would be removed.
 10. The owner wishes to enhance the wetlands running along the north side of the home. The enhancement would be the planting of 45 trees, 242 shrubs and 484 perennials. The area of enhancement is +/- 800' in total length. The width of the enhancement is variable from 0 to 35'. The enhanced plantings would form a buffer on the east side of this lengthy wetland.
 11. The intent of the wetland plantings is to enhance the wetland and to add more permeable space to the property.
 12. The applicant submitted the lengthy State wetland application for review. State wetland specialist Rebecca Chalmers visited the site. The State Wetland permit was issued May 24, 2019.
 13. The TDRB read the CC recommendation to approve the application as presented.
 14. The TDRB reviewed Sections 403 B.2.A. Riparian Buffer and 810 Conditional Use criteria with the applicant.

After further discussion, Mr. Prescott moved with a second by Mr. Treadway to approve the application as presented.

The motion passed with a 4-0 vote.

E. T-4911-19 Woodstock Community Playschool

After discussion, the following findings of fact were established:

1. The TDRB reviewed a renderings, photographs and site plan.
2. Due to complications of constructing and permitting a solar carport, the applicant requested a change in parking plan. All solar panels would be placed in the north east corner of the property.
3. A new parking plan would place 19 space north of main driveway in the shape of a half moon. The same entrance would be used off of Rt. 12. Each space would measure 10' x 20' with a proposed 18' wide driveway. The driveway would be hardpacked.
4. Fifteen arborvitae shrubs are proposed between street and parking to screen the parking lot.
5. Mr. Prescott questioned the driveway width and lack of turnout space for the end (19th) space. He suggested a 20' wide drive to allow adequate maneuver room and a 15' "T" at end of driveway.
6. In discussing potential storm water runoff, the owner noted the parking lot is fairly flat with a 6" rise at the end. Therefore, stormwater should not be an issue.

7. A new stairway for fire egress is proposed for the rear of the building. This was recommended by the State Fire Marshall who also approved the proposed design.
8. Additional exterior lighting was proposed. Two types of lights are proposed. The doorway lights have LED bulbs that focus directly down. The fixture measures 9" wide and 2.5" deep and 6" tall.
9. The second light would be a lantern style fixture. Five 14" tall lanterns placed on 6' tall 4" x 4" post are proposed to illuminate the parking lot. The street side half of the lantern glass would be blacked out to force light towards the parking lot.
10. The TDRB noted concerns with adequate lighting levels. Placing additional junction boxes was suggested. Additional lighting may be needed along the path between school and parking lot. An inspection of the lighting once completed was suggested.
11. A white picket fence made of a non-splintering material would be used around the play area. The play area would have two separate spaces, a smaller one for enfants and a larger one for older children.
12. The TDRB reviewed Sections 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

After further discussion, Ms. French moved with a second by Mr. Presott to approve the application with the following conditions:

- 1. The driveway shall be 20' wide and shall have a 15' long "T" at the end.**
- 2. The exterior lights shall be reviewed by the TDRB after installation.**

The motion passed with a 4-0 vote.

F. T-4912-19 Woodstock Resort Corporation

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site plan of the riparian area and renderings of proposed bridges.
2. The April 15th rain event caused a massive amount of water to flow through the Kedron Brook resulting in extensive damage to two small bridges, #11 and #12. In one case, a tree fell blocking the waters and causing the soil of the bridge abutments to fail. In the second case the force of the water dislodged the bridge causing the steel support beams to twist and the wood deck to buckle. Both bridges are unable to be used.
3. The 8' wide bridges are mainly for golf carts and pedestrian crossings.
4. The Act 250 permit was issued.
5. The John Broker-Campbell of the State Flood Hazard office reviewed the request and recommended approval. The proposed work would be favorable to flood control by increasing capacity of water flow under the two bridges.
6. Scott Jensen, the State's Stream Bank Alteration expert, viewed the site and made recommendations for repair. A Stream Bank Alteration application has not yet been filed.
7. Mr. Jensen recommended raising the bridge height and rebuilding the abutments so that they are flush with the stream bank and do not protrude into the water flow. This will provide additional capacity for increased water flow.
8. Mr. Thompson showed the CC a new bridge design which includes the Jensen recommendations.
9. The stream banks proposed for additional stonework to armor the bank are near vertical. Stone would be extended down to the actual stream bed to enhance

protection of the bank. Red Twig Dogwood would be planted in the stone crevices to help restore the lost vegetation. Mr. Closter noted prior success with the use of Dogwood shrubs in maintaining stream bank stability.

10. The TDRB read the CC recommendation to approve the application as presented.
11. The TDRB reviewed Sections 403 B.2.A. Riparian Buffer, 405 Flood Hazard and 810 Conditional Use criteria with the applicant.

After further discussion, Mr. Treadway moved with a second by Mr. Prescott to approve the application as presented.

The motion passed with a 4-0 vote.

IV. NEXT MEETING

The next TDRB meeting is scheduled for June 25, 2019.

V. APPROVAL OF MINUTES

The minutes of the April 23, 2019 meetings were approved as submitted.

VI. ADJOURNMENT

The TDRB adjourned at 8:50 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner