

TOWN DEVELOPMENT REVIEW BOARD
Draft Minutes
July 23, 2019

MEMBERS PRESENT: Don Bourdon, Kim French, Brad Prescott, Wade Treadway
MEMBERS ABSENT: Frederick Hunt
OTHERS PRESENT: Kay Gray, Matt Gray, Ethan Gilmour, Chris Higgins, Patrick Allen,
Hunter Melville, Susan Kerns, Doug Cutter, Michael Brands

I. CALL TO ORDER

Chair Bourdon called the meeting to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business: None

B. New Business:

1. T-4926-19 Carole Pickett Trust

Application is for Design Review approval to replace 17 windows. The property is located at 4632 South Road and is Residential Low Density / Design Review.

The application was recommended for approval as a minor application and permit was issued administratively.

2. T-4927-19 EWK Enterprises

Application is for Conditional Use approval to create a 3 lot subdivision. The property is located on Carlton Hill Road and is zoned Residential Five Acre/Conservation District.

Mr. Gray, owner, and Mr. Gilmour, surveyor, presented the application.

The TDRB reviewed the survey plan which included a proposed driveway.

The site is located on Carlton Hill Road, directly across from the WUMSHS school.

The owners are subdividing a 15.9 acre lot to create three 5.3 acre lots.

Percolation tests have been performed on all three lots revealing suitable soil profiles for a septic system. Each system would be submitted for State approval at time of home construction.

One 800' long driveway would serve all three lots. The driveway starts on the west side of the property. Home sites would be staggered to assure privacy. Once completed the driveway will meet the 10% requirement per Zoning Regulation.

Each home would use municipal water, accessible along Carlton Hill Road.

A driveway maintenance agreement was submitted.

The TDRB reviewed Sections 730 Subdivision and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

3. T-4928-19 Siri Kaur

Application is for Design Review approval to remove existing porch and replace with stairs, brick-in basement windows and remove skylights. The property is located at 4711 Church Hill Road and is zoned Inn / Design Review.

Mr. Higgins, manager, presented the application.

The TDRB reviewed photographs of the building and rendering of the proposed staircases.

The TDRB read the SWDR recommendation which recommended approval of all three elements of the application as presented.

The intent is to return the schoolhouse building back to its original 1800's look. A photograph from the late 1800's was shown to the Board.

The deck would be removed and a set of wooden staircases duplicating the original look would be installed.

Additionally, skylights placed in the 1970s would be removed and replaced with slate shingles that would match the existing slate roof.

The basement windows would be bricked-in with matching bricks. The windows are old, rotten and no longer function. Removing them creates no lighting issues within the basement area.

The bricks from the chimneys, which are to be removed would be reused in the foundation to match the existing brick. The intent is to place the bricks flush to the existing wall.

Mr. Prescott noted it would be near impossible to place the bricks in a manner that meshes perfectly with existing bricks. He suggested placing the bricks with a ½" recess to show the windows had been there.

Mr. Treadway asked that the windows be replaced with replica windows. He feels the windows in the basement are an important historical component of the building and need to be retained. This building has a tall foundation, removing the windows would remove the natural rhythm of the building.

Chair Bourdon agreed with this assessment.

Mr. Higgins noted the windows are totally deteriorated. He then mentioned all windows in the building are to be replaced under a separate future permit. Additional work will also need Design Review approval at a later date.

After a lengthy discussion, the TDRB suggested approving the deck and skylight removal portions of the application and holding off on the basement windows until further study can be done.

Section 405 Design Review District was reviewed with the applicant.

Testimony was voted close.

4. T-4930-19 Patrick and Sarah Allen

Application is a request for a waiver to setback for addition. The property is located at 2642 Barnard Road and is zoned Residential Five Acre.

Mr. Allen presented the application.

The TDRB reviewed a site map and renderings of the proposed addition.

The owner proposes a 168 square foot family room on his Route 12 property.

The Waiver to Setback form was read. The addition would be compatible with the house. The intent is to look as if it had been built at the same time as the house. There is a strong line of mature trees on the north boundary. The property abuts a farm field to the north. The addition would be 14' wide. The current setback is 27-31' feet, 25' is required.

There would be only one window on the rear of the addition. The house is currently 1344 square feet, the addition would be 168 square feet.

The owner is prohibited from building to the rear as that is the location of the septic system. The owner also does not want to compromise the lines of the home by building a second story.

After review, the TDRB agreed the owner meets the criteria of Section 331 Waiver to Setback.

Testimony was voted close.

5. T-4931-19 Hunter Melville

Application is for Conditional Use approval to create a Short Term Rental. The property is located at 205 Fletcher Schoolhouse Road and is zoned Residential Low Density.

Mr. Melville presented the application.

The TDRB reviewed floorplans, photographs and the STR form.

At the hearing, additional information was presented which would be used in marketing the "sun cottage" as a net zero energy home. The home has both solar and geothermal energy systems in place.

The home is one bedroom home with bunk beds located up in the loft for younger children. There would be no teenagers or older shared renters.

There are at least two parking spaces on site.

The owner acknowledged reading Section 526 Short Term Rentals and is aware of the limitations.

The owner will contact the State Fire Marshall's office for an inspection.

The owner lives directly across the street from proposed rental site.

The intent is to start the rentals next year. Minor landscaping and finish work are not yet complete. The home, as a new building, requires a Certificate of Occupancy before occupancy.

The TDRB reviewed Sections 526 Short Term Rentals and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

6. T-4933-19 Susan L. Kerns

Application is for Design Review approval to construct 24' x 24' detached garage and add rear 12' x 16' deck. The property is located at 4846 South Road and is zoned Residential Low Density / Design Review.

Ms. Kerns and her fiancé, Mr. Cutter, presented the application.

The Board reviewed photographs of the site and renderings of the garage and deck.

The South Woodstock Design Review Board's recommendation to approve was read.

The new owners of the property propose a custom built two bay 24' x 24' garage. The of the garage would line up with the rear of the main building.

The owners chose a 9:12 roof pitch which is steeper than most garages but not as steep as the 21:12 roof of the main house. They felt a steeper roof would look out of place on the small building.

There would be a storage area on the second floor. Two gable windows would be placed on either end (east and west). A single wooden pendant element would be placed in the top of the east side as a decorative element. The main house has beautiful ginger-bread motifs running along the eaves.

The owners propose vinyl siding on the east, south and west sides of the building. This would be a high end product that resembles wood from a distance. The roof would be asphalt shingles.

The entry side would have two windowless garage doors and would have vertical wood board siding. This elevation faces the house.

There is one window on the first floor of both east and west elevations. The west side also has a 3' wide door for entry without opening garage doors. All windows are double glassed vinyl units with mullions placed between the glass.

Additionally, a 12' x 16' deck is proposed directly behind the main building. It is not visible from a public point of view. The deck would be built of pressure treated wood with no rails. The deck is one step up from ground level and one step below the entry door.

The TDRB asked why are they using vinyl siding on three sides and wood one side.

The owners felt the vinyl siding would be less expensive and would require less maintenance over time. They noted the house has aluminum siding. The wood was chosen to match the rear of the home. The siding and the wood would be white.

It was noted the garage doors have no windows; they are solid white horizontal panels. The owners did not know what the door material would be, possibly vinyl or metal.

Mr. Treadway felt the roof pitch needs to reflect the home more than it does. The main building is a unique gingerbread styled home with a steep roof. He felt the garage as designed is not compatible with house and that the design needs some work to achieve this. There is no other use of vinyl siding in the hamlet.

Mr. Prescott questioned the vinyl siding and suggested the vertical boards used on the garage door side could be continued to all sides. This sets the building apart as an accessory structure. He also suggested painting the barn red to further set it apart from the white gingerbread home. He asked if the owners would consider a cupola on top.

The applicant noted the existing barn does not match the home in any way. The existing barn is an unpainted structure located behind the home. It is quite old and in need of repair.

The owners note a cupola was not considered.

The TDRB reviewed Section 404 Design Review criteria.

Testimony was voted close.

During deliberations, the TDRB reviewed each criteria of G. Criteria for Approval as they relate to the proposed structure.

Height: The height of the proposed structure does not mesh well with the height of existing adjacent buildings.

Setback: Setback was not considered an issue.

Proportion: The proportions of the garage as designed are not compatible with the property or the neighborhood.

Pattern: As the design relates to alternation of walls and openings, the garage door facade does not comply. There are no windows in the garage doors.

Materials: The mix of vinyl clapboards and vertical wood does not work well together. The TDRB knew of no other use of vinyl siding within the hamlet.

Architectural Features: The decorative element at the top of the gable does not work as envisioned, the designer attempted to link the structure to the main house.

Continuity: Continuity was not considered an issue

Direction of Front Facade: The gable end facing the street was not considered an issue.

Roof Shape: The roof shape as proposed is not compatible with the main home.

The TDRB noted the home with its gingerbread motifs and steep roofs is one of the more viewed buildings in the hamlet. The garage needs to be more compatible with the property and the hamlet. The garage does not represent an 1880s architectural style.

Therefore, the TDRB strongly encourages the applicant to submit a revised application with a design that is more consistent with the property and the neighborhood. Materials, proportions, and roof shape are major concerns.

After further discussion, Mr. Treadway motioned with a second by Mr. Prescott to reopen testimony and to continue the application to the next hearing to allow time for an amended application. The motion passed with a 4-0 vote.

III. DELIBERATIONS

A. T-4926-19 Pickett Issued via Administrative Permit

B. T-4927-19 EWK

After discussion, the following findings of fact were established:

1. The TDRB reviewed the survey plan which included a proposed driveway.
2. The site is located on Carlton Hill Road, directly across from the WUMSHS school.
3. The owners are subdividing a 15.9 acre lot to create three 5.3 acre lots.
4. Percolation tests have been performed on all three lots revealing suitable soil profiles for a septic system. Each system would be submitted for State approval at time of home construction.
5. One 800' long driveway would serve all three lots. The driveway starts on the west side of the property. Home sites would be staggered to assure privacy. Once completed the driveway will meet the 10% requirement per Zoning Regulation.
6. Each home would use municipal water, accessible along Carlton Hill Road.
7. A driveway maintenance agreement was submitted.
8. The TDRB reviewed Sections 730 Subdivision and 810 Conditional Use 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-4928-19 Kaur

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs of the building and rendering of the proposed staircases.
2. The TDRB read the SWDR recommendation which recommended approval of all three elements of the application as presented.
3. The intent is to return the schoolhouse building back to its original 1800's look. A photograph from the late 1800's was shown to the Board.
4. The deck would be removed and a set of wooden staircases duplicating the original look would be installed.
5. Additionally, skylights placed in the 1970s would be removed and replaced with slate shingles that would match the existing slate roof.
6. The TDRB agreed the removal of the deck and skylights would bring the building more into compliance with the Design Review regulations.
7. The owner proposes removing the basement windows and bricking them in with matching bricks. The windows are old, rotten and no longer function.
8. The TDRB agreed the removal of the window would negatively impact the proportions of the building. The foundation is quite tall, making the windows more prominent. The basement windows also help set a pattern with the windows in the upper stories which is important to the building's character.
9. Section 405 Design Review District was reviewed with the applicant.
10. The TDRB asked the applicant to reconsider the request to remove the basement windows and resubmit an amended request after further study.

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

- 1. The removal of the deck and skylights as presented shall be approved.**
- 2. The removal the basement windows and replacement with bricks is not approved at this time.**

The motion passed with a 4-0 vote.

D. T-4930-19 Allen

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site map and renderings of the proposed addition.
2. The owner proposes a 168 square foot family room on his Route 12 property.
3. The Waiver to Setback form was read. The addition would be compatible with the house. The intent is to look as if it had been built at the same time as the house. There is a strong line of mature trees on the north boundary. The property abuts a farm field to the north. The addition would be 14' wide. The current setback is 27-31' feet, 25' is required.
4. There would be only one window on the rear of the addition. The house is currently 1344 square feet, the addition would be 168 square feet.
5. The owner is prohibited from building to the rear as that is the location of the septic system. The owner also does not want to compromise the lines of the home by building a second story.
6. After review, the TDRB agreed the owner meets the criteria of Section 331 Waiver to Setback.

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

The motion passed with a 4-0 vote.

E. T-4931-19 Melville

After discussion, the following findings of fact were established:

1. The TDRB reviewed floorplans, photographs and the STR form.
2. The home is one bedroom home with bunk beds located up in the loft for younger children. There would be no teenagers or older shared renters.
3. There are at least two parking spaces on site.
4. The owner acknowledged reading Section 526 Short Term Rentals and is aware of the limitations.
5. The owner will contact the State Fire Marshall's office for an inspection.
6. The owner lives directly across the street from proposed rental site.
7. The intent is to start the rentals next year. Minor landscaping and finish work are not yet complete. The home, as a new building, requires a Certificate of Occupancy before occupancy.
8. The TDRB reviewed Sections 526 Short Term Rentals and 810 Conditional Use 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.

F. T-4933-19 Kerns Continued

IV. NEXT MEETING

The next TDRB meeting is scheduled for August 27, 2019.

V. APPROVAL OF MINUTES

The minutes of the June 25, 2019 meeting was approved as submitted.

VI. ADJOURNMENT

The TDRB adjourned at 9:45 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner