

TOWN DEVELOPMENT REVIEW BOARD
October 22, 2019
DRAFT MINUTES

MEMBERS PRESENT: Don Bourdon, Frederick Hunt, Kim French, Brad Prescott,
Wade Treadway

MEMBERS ABSENT: None

OTHERS PRESENT: Chris Higgins, Simi Johnson, Frank Spencer, Eric Sandy
Frank, Eric Nierenberg, Mary Riley, Philippa Richards,
Blakeley Murell-Liland, Finn Liland, Bob Coates, Mike
Robinson, 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-4957-19 Charan Kaur

Application is for Conditional Use, Site Plan Review and Design Review approval to remove and replace addition, replace all windows, and create additional parking. The property is located at 4822 South Road and is zoned Hamlet Commercial / Design Review.

Ms. Johnson, sister, and Mr. Higgins, manager, presented the application.

The TDRB reviewed photographs of the site, floor plans and parking plan.

A permit to use the building as a gallery and community space was granted in May 2019.

The South Woodstock Design Review Board recommended approval as presented.

An 11'6" addition is proposed to be placed on the rear of the existing structure. A lean-to type addition on the rear would be removed. The current building is a 1950s structure, with a full concrete basement.

The current basement entrance, north side, would be removed. The space would be filled in with soil. A six car parking lot with head-in parking is proposed along the north wall. Soil would be regraded to form a berm along the wall. The area closest to the building would be planted with grass. parking.

A bulkhead is proposed on the south side of the building to replace the removed basement entrance.

The parking lot would be created directly off the existing driveway which serves both neighboring store and gallery. A larger parking area is along the rear of the lot.

After 4:00 pm, the café closes lessening traffic and parking concerns. The proposed use is meant for small groups, so parking should not be an issue.

The rear door (to the west) could serve as a main entrance as it would be close to the rear parking area.

All windows would be replaced with 6:6 units, a Green Mountain product.

The roof would be cedar shakes.

All architectural details would match existing.

Temporary pathway lights are used illuminate walkway. They are only placed when an event occurs. Most light would come from the existing lights on the store.

Ms. French suggested an ADA ramp be considered. It appears one could place it on the rear.

Mr. Higgins agreed a ramp could be placed on the back side with appropriate excavation.

Mr. Prescott stated doors would need to swing out to meet State standards. Exterior lighting is not addressed in the application. Any additional exterior lighting should be presented to the SWDR.

Chair Bourdon asked about signage.

Ms. Johnson hasn't thought about it yet.

Mr. Treadway suggested the roof pitch should be steeper to present a more historic roof style, a 10:12 pitch was suggested.

The applicant agreed to the new roof pitch.

Mr. Prescott suggested using a metal standing seam roof to match the country store.

Ms. Johnson did not agree as the gallery is not meant to match the look of the store.

Mr. Treadway suggested placing a slate roof, as the cost is not too much more than cedar and it would last much longer.

Mr. Prescott recommended that if there is no need for a chimney, then it should be removed.

The applicant agreed and prefers to remove the chimney.

Via a discussion of the windows, some members suggested true divided lights.

The TDRB reviewed Sections 405 Design Review, 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

2. T-4965-19 Joe & Sheri Fisch

The application is for Conditional Use approval to locate power pedestal and generator in wetland buffer. The property is located at 345 Gabert Road and zoned Residential Five Acre / Conservation District.

Mr. Sandy and Mr. Kamuda, Birdseye contractors, presented the application.

The TDRB reviewed photographs, orthophotos and a site plan.

The CC recommendation approving the application as presented with a suggestion to add plantings was read.

The owners wish to place a power pedestal and propane generator within the 100' wetland buffer.

The site plan detailed all wetlands showing both the 50" and the 100' buffers.

The most practical location was chosen to be close to the home with easy access from the driveway and to blend into the land.

The site is 14' off of the driveway after the turn up to the house. The last power pole is at the bend in the driveway. All service is underground from this point to the house.

The landscape plan was reviewed, screening elements are a mix of vegetation (White Spruce, Eastern Hemlock, and Red Twig Dogwood). The plantings are on the driveway side of the pedestal and generator. Behind this to the east is a stone wall and a heavily forested area, also a wetland.

The facilities are located outside of the 50' wetland buffer line. To be outside of the 100' buffer the items would have to be located in the open field, south of the bend in the driveway.

The generator is not large, measuring only 28" x 21". It would be placed on a thin cement pad. The power pedestal would be affixed to two 4" x 4" posts. It would be 6' tall as GMP requires them to be placed at eye level.

It was noted the entire driveway is located within the 100' wetland buffer of the larger wetland. The house itself is located within the 100' buffer of the smaller wetland. It was approved as it is above the wetland with all drainage designed to go west away from the wetland.

Per recommendation of the CC, a photograph was taken of the site directly after last week's major rain event on Oct 17-18. The photo showed no evidence of water retention. The site is slightly higher than the surrounding area, making it a good place to place the generator and power pedestal.

The propane tank would be buried to the west side of the driveway halfway between the house and generator. The tank would serve both home and generator needs.

The TDRB stated appreciation for a detailed application.

The TDRB reviewed Sections 403 Conservation District and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

3. T-4967-19 Eric Nierenberg & Kathryn Davis

The Application is for Site Plan Review and Design Review approval to install electric vehicle charging station. The property is located at 3550 Cox District Road and is zoned Residential Medium Density.

Mr. Nierenberg presented the application.

The TDRB reviewed floor plan, site plan, and Short Term Rental form.

The applicant purchased the 4 bedroom home in December 2019.

The owner filled Fire Safety check list was reviewed. The building has not been inspected by the State Fire Marshall's office. The State requires the homeowner to fill out a form instead.

Tucker Gifford of Mt. Holley, Vermont, is listed as manager.

The building is a second home, the owner lives in Massachusetts.

The maximum amount of persons would be 6.

Owner has read and understands the Short Term Rental Regulations.

The site plans shows 4 parking spaces.

Ms. Riley shares the same driveway with the applicant. As a woman living on her own, she is concerned with not knowing who would be renting the facility. Ms. Riley asked to have good communications to avoid needless issues.

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

Testimony was voted close.

4. T-4968-19 Philippa Richards & Blakeley Murell-Liland

Application is for Site Plan Review approval to erect perimeter fence around existing commercial kennels. The property is located at 560 West Woodstock Road and is zoned Business Service/Light Industrial.

Ms. Richards presented the application.

The TDRB reviewed site plan and photographs of the fence and location.
kennel

A new site plan was submitted. The kennel run to the west side of the building was removed, as the area is too wet for a dog run.

The owner proposes a 6' tall metal chain link fence.

The fence would measure 44' along the east and west sides, and 90' along the rear. The front would have two 11' sections near the kennels, and a 35' wide run towards the east.

The property lines from the building are 83' to the west, 75' to the east, and 45' to the north.

The kennel fencing is being replaced with a new fence to match the existing.

Both cat and dogs, in separate facilities, would be taken overnight.

There would be a total of 15 dogs on site at one time. There are 11 indoor spaces for dogs.

There is an apartment on the second floor. The intent is to find a renter willing to care for the dogs (if needed) during off hours.

A new sign would be placed with the exact same size and location of the existing.

Next spring the owners would add landscaping in front of the fences.

Chair Bourdon asked to see the landscaping plan before planting.

The new owners hope to open by Christmas.

Parking and other site plan issues should not be impacted as the new owners are continuing the same activities as permitted in prior permits.

The TDRB reviewed Sections 809 Site Plan Review criteria with the applicant.

Testimony was voted close.

5. T-4969-19 Marvin & Janet Cole

Application is for Conditional Use and Site Plan Review approval to operate tow truck service. The property is located at 512 East Woodstock Road and is zoned Commercial / Light Industrial.

Mr. Johnson, representing Holmes Auto Repair, presented the application.

The TDRB reviewed photographs of the site and a parking plan.

The owner of a local auto repair shop plans to add a ramp style tow truck on site to help move vehicles.

The tow truck would be parked on the east side of the garage building.

There would be no change in lighting or signage.

Towed-in vehicles would be placed in existing parking spaces. The site plan was viewed. There are 6 spaces along the east side and 6 spaces to the east side along the front.

Wrecked vehicles would be parked out of public view. Totaled vehicles are on site generally only two days, a week at most.

The service is not meant for accidents, it is mainly for clients that break down. Ramp trucks do not perform well for accident situations and are better suited to servicing break downs.

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

Testimony was voted close.

III. OTHER BUSINESS - None

IV. DELIBERATIONS

A. T-4957-19 Charan Kaur

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs of the site, floor plans and parking plan.
2. A permit to use the building as a gallery and community space was granted in May 2019.
3. The South Woodstock Design Review Board recommended approval as presented.
4. An 11'6" addition is proposed to be placed on the rear of the existing structure. A lean-to type addition on the rear would be removed. The current building is a 1950s structure, with a full concrete basement.
5. The current basement entrance, north side, would be removed. The space would be filled in with soil. A six car parking lot with head-in parking is proposed along the north wall. Soil would be regraded to form a berm along the wall. The area closest to the building would be planted with grass. parking.
6. A bulkhead is proposed on the south side of the building to replace the removed basement entrance.
7. The parking lot would be created directly off the existing driveway which serves both neighboring store and gallery. A larger parking area is along the rear of the lot.
8. The proposed use is meant for small groups and the neighboring café closes at 4:00 pm, therefore parking should not be an issue.
9. The owner agreed to place an ADA ramp at the rear door (to the west) which could serve as a main entrance.
10. All windows would be replaced with 6:6 units, a Green Mountain product.
11. The roof would be cedar shakes. All architectural details would match existing.
12. Exterior lighting is not addressed in the application. Any additional exterior lighting should be presented to the SWDR.
13. The applicant agreed to the suggestion of making the roof steeper to be more historic. A 10:12 pitch was proposed.
14. A slate roof was suggested versus the cedar shingles as they would last much longer.
15. The applicant agreed to remove the chimney, as there is no need for it.
16. The TDRB reviewed Sections 405 Design Review, 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

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

1. Additional exterior lighting requires Design Review approval.
2. The roof shall have a 9:12 or 10:12 pitch.
3. The building shall comply with ADA standards.
4. The removal of chimney is allowed.
5. The owner has the option to place either slate or cedar shakes on the roof.
6. The TDRB prefers true divided lights in the windows.

The motion passed with a 5-0 vote.

B. T-4965-19 Joe & Sheri Fisch

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs, orthophotos and a site plan.
2. The CC recommendation approving the application as presented with a suggestion to add plantings was read.
3. The owners wish to place a power pedestal and propane generator within the 100' wetland buffer.
4. The site plan detailed all wetlands showing both the 50' and the 100' buffers.
5. The most practical location was chosen to be close to the home with easy access from the driveway and to blend into the land.
6. The landscape plan was reviewed, screening elements are a mix of vegetation (White Spruce, Eastern Hemlock, and Red Twig Dogwood). The plantings are on the driveway side of the pedestal and generator. Behind this to the east is a stone wall and a heavily forested area, also a wetland.
7. The facilities are located outside of the 50' wetland buffer line. To be outside of the 100' buffer the items would have to be located in the open field, south of the bend in the driveway.
8. The generator is not large, measuring only 28" x 21". It would be placed on a thin cement pad. The power pedestal would be affixed to two 4" x 4" posts. It would be 6' tall as GMP requires them to be placed at eye level.
9. Per recommendation of the CC, a photograph was taken of the site directly after last week's major rain event on Oct 17-18. The photo showed no evidence of water retention. The site is slightly higher than the surrounding area making it a good place to place the generator and power pedestal.
10. The propane tank would be buried to the west side of the driveway halfway between the house and generator. The tank would serve both home and generator needs.
11. The TDRB agrees that the application complies with the Conservation District and Conditional Use criteria.

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

The motion passed with a 5-0 vote.

C. T-4967-19 Nierenberg & Davis

After discussion, the following findings of fact were established:

1. The TDRB reviewed floor plan, site plan, and Short Term Rental form.
2. The applicant purchased the 4 bedroom home in December 2019.

3. The owner filled Fire Safety check list was reviewed. The building has not been inspected by the State Fire Marshall's office. The State requires the homeowner to fill out a form instead.
4. Tucker Gifford of Mt. Holley, Vermont, is listed as manager.
5. The building is a second home; the owner lives in Massachusetts.
6. The maximum number of persons would be 6.
7. Owner has read and understands the Short Term Rental Regulations.
8. The site plans shows 4 parking spaces.
9. The TDRB agrees the application meets Short Term Rental and Conditional Use criteria.

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

The motion passed with a 5-0 vote.

D. T-4968-19 Richards & Murell-Liland

After discussion, the following findings of fact were established:

1. The TDRB reviewed site plan and photographs of the fence and kennel location.
2. A new site plan was submitted. The kennel run to the west side of the building was removed, as the area is too wet for a dog run.
3. The owner proposes a 6' tall metal chain link fence.
4. The fence would measure 44' along the east and west sides, and 90' along the rear. The front would have two 11' sections near the kennels, and a 35' wide run towards the east.
5. The property lines from the building are 83' to the west, 75' to the east, and 45' to the north.
6. The kennel fencing is being replaced with a new fence to match the existing.
7. Next spring the owners would add landscaping in front of the fences.
8. Parking and other site plan issues should not be impacted as the new owners are continuing the same activities as permitted in prior permits.
9. The TDRB agrees the application meets Site Plan Review criteria.

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

1. A landscape plan shall be submitted by April 1, 2020.

The motion passed with a 5-0 vote.

E. T-4969-19 Marvin and Janet Cole

After discussion, the following findings of fact were established:

1. The TDRB reviewed photographs of the site and a parking plan.

2. The owner of a local auto repair shop plans to add a ramp style tow truck on site to help move vehicles.
3. The tow truck would be parked on the east side of the garage building.
4. There would be no change in lighting or signage.
5. Towed-in vehicles would be placed in existing parking spaces. The site plan was viewed. There are 6 spaces along the east side and 6 spaces to the east side along the front.
6. Wrecked vehicles would be parked out of public view. Totaled vehicles are on site generally only two days, a week at most.
7. The service is not meant for accidents; it is mainly for clients that break down. Ramp trucks do not perform well for accident situations and are better suited to servicing break downs.
8. The TDRB agreed the application addresses the Site Plan and Conditional Use criteria.

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

1. Wrecked vehicles shall be parked out of the public view.
2. Wrecked vehicles shall not remain on site for more than 14 days.

The motion passed with a 5-0 vote.

IV. NEXT MEETING

The next TDRB meeting is scheduled for November 20, 2019.

V. APPROVAL OF MINUTES

The minutes of the September 18, 2019 meeting was approved as submitted.

VI. ADJOURNMENT

The TDRB adjourned at 9:15 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner