

**VILLAGE DEVELOPMENT REVIEW BOARD
WOODSTOCK TOWN HALL
31 THE GREEN
November 13, 2019
DRAFT MINUTES**

MEMBERS PRESENT: Wendy Spector, Keri Cole, Randy Mayhew
MEMBERS ABSENT: Jane Soule, One Vacancy
OTHERS PRESENT: Alex LaFlamme, Adrian Tans, Matt Seiple

I. CALL TO ORDER

Chair Pro tem Mayhew called the meeting to order at 7:30PM.

II. PUBLIC HEARING

A. OLD BUSINESS – CONTINUED APPLICATIONS

- 1. V-3487-19; DAL, LLC, owner; Sam DiNatale/Mon Vert Café, applicant; 28 Central Street; Parcel #20.52.27.; Zone: CC/DR; To Amend Permit #V-3458-19 To Relocate Heat Pump & Replace Doors on Rear Building.**

There was no one present to submit the application. The application was continued.

- 2. V-3495-19; El-Kam Realty, owner; Matt Seiple, agent.**

The application is to obtain Design Review Approval to replace existing window with door. The property is located at 1 The Green and zoned Central Commercial/Design Review.

Mr. Seiple presented the application.

The application had been continued from the October 9th VDRB meeting pending additional information regarding fire safety and ADA compliance issues.

A new exterior door is proposed due to a recommendation from the State Fire Marshal.

The window to the left of the main entrance would be removed and replaced with a simple 9 light exterior door. All trim would match the existing door.

The door would be white, matching building color, to lessen its impact on the front facade. The Elm Street door is very formal, a deep green almost black color with full sidelights.

The VDRB expressed concerns of a tight fit as the window is very close to a wall corner. Ms. Spector felt a door in this location would not be complimentary to the larger entrance door immediate to its right.

The applicant noted all measurements were taken. The proposed door and frame should fit without a problem. The door would be painted white to minimize the apparent conflict with the Elm Street entrance.

An application to create a second commercial space in the Central Street side of the building is pending. The new door could service this space as well.

The VDRB reviewed a hand-sketched drawing of the foyer. The proposed exterior door would enter directly into a foyer from which one could go up the stairs to the second floor, go through to the new commercial space and/or access a restroom located within the foyer. Additionally, an interior door would be placed for access to the existing Evans gallery to the north side of the building.

The door handle was discussed. It would be a brass lever, but smaller and less massive than the other door handle.

Two concerns from the previous meeting were addressed.

A modification permit from Jay Moody of the Division of Fire Safety, dated October 29, 2019, approved the ADA compliancy of the ramp and installation of a 32” swing-out style exterior door and two 32” fire-rated interior doors off the foyer was reviewed.

The VDRB read the Design Review Board’s recommendation to approve.

Testimony was voted closed.

B. NEW BUSINESS

1. V-3500-19; David Gianmichael & Stephanie Corrado, owner; Alex LaFlamme, agent; 3 Linden Hill Road; Parcel #23.54.41.; Zone: RMD;

The application is for Conditional Use Approval to Use Property as Short Term Rental. The property is located at 3 Linden Hill Road in the Residential Low Density Zone.

Mr. LaFlamme, agent, presented the application.

The applicant was notified of the newly adopted Short Term Rental Ordinance by the Woodstock Village Trustees which will require an annual registration fee for all short term rentals in the Village and advised to check with authorities to determine the effective date.

The VDRB reviewed the floor plan, site plan and Short Term Rental worksheet.

The owner wishes to rent out the entire home as a Short Term Rental.

The owner does not live on site.

Mr. LaFlamme will be the on-call manager.

He has read Section 525 Short Term Rental regulations and understands the criteria.

The STR Safety, Health and Financial form was completed and is in the file.

The site plan shows four parking spaces.

Chair Mayhew reminded the applicant of the posting requirements as well as the meals/room tax and state health department compliance.

The VDRB reviewed Sections 525 Short Term Rental and 710 Conditional Use criteria with the applicant.

Testimony was voted close.

2. V-3503-19; El-Kam Realty, owner; Artistree, co-applicant; 1 The Green; Parcel #23.52.13.; Zone: CC/DR; To Create New Commercial Space.

Mr. Tans, agent and Gallery Director, presented the application.

Artistree, a community arts center, is looking to sublease a portion of the current Gallery on the Green space, located on the first floor, from the owners Chip and Opal Evans.

The space would be used to display and sell art created by local artists.

The proposed space has a main door on The Green. The existing Gallery on the Green has a main entrance on Elm Street.

The board reviewed the floor plan for the proposed subleased portion.

There are no planned changes to the interior of the existing space.

A proposed sign advertising both the Gallery on the Green and Artistree would replace the existing 10 sq. ft. projecting sign located on the southeast corner of the building.

The sign would be the same size as the existing sign.

Mr. Tans shared correspondence from Matthew Powers, Executive Director of the Woodstock History Center (WHC), who hold a historic preservation easement on the property, giving approval for the sign.

The WHC requires written approval for signage per their covenants.

The VDRB reviewed Section 710- Conditional Use criteria, with the applicant.

Testimony was voted closed.

3. V-3504-19; Susan & Leslie Berge; 63 Pleasant Street; Parcel #21.53.10.; Zone: LC/DR; To Replace 6 Windows.

The permit was issued administratively per Design Review Board recommendation that the application be considered a minor application.

III. OTHER BUSINESS

- 1. Zoning Officer's Report** – Zoning Officer was not in attendance

IV. DELIBERATIONS

- 1. V-3487-19 DAL, LLC/Mon Vert Cafe**

Continued

2. V-3495-19 El-Kam Realty/1 The Green

After discussion the following findings of fact were established:

1. The application had been continued from the October 9th VDRB meeting pending additional information regarding fire safety and ADA compliance issues.
2. A new exterior door is proposed due to a recommendation from the State Fire Marshal.
3. The window to the left of the main entrance would be removed and replaced with a simple 9 light exterior door.
4. All trim would match the existing door.
5. The door would be white, matching building color, to lessen its impact on the front facade.
6. An application to create a second commercial space in the Central Street side of the building is pending. The new door could service this space as well.
7. The proposed exterior door would enter directly into a foyer from which one could go up the stairs to the second floor, go through to the new commercial space and/or access a restroom located within the foyer. Additionally, an interior door would be placed for access to the existing Evans gallery to the north side of the building.
8. The door handle would be a brass lever, but smaller and less massive than the other door handle.
9. Two concerns from the previous meeting were addressed.
10. A modification permit from Jay Moody of the Division of Fire Safety, dated October 29, 2019, approved the ADA compliancy of the ramp and installation of a 32” swing-out style exterior door and two 32” fire-rated interior doors off the foyer was reviewed.
11. The Design Review Board recommended approval of the application.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.

The motion was approved with a 3-0 vote.

3. V-3500-19 Gianmichael/Corrado

After discussion the following findings of fact were established:

1. The applicant was notified of the newly adopted Short Term Rental Ordinance by the Woodstock Village Trustees which will require an annual registration fee for all short term rentals in the Village and advised to check with authorities to determine the effective date.
2. The VDRB reviewed the floor plan, site plan and Short Term Rental worksheet.
3. The owner wishes to rent out the entire home as a Short Term Rental.
4. The owner does not live on site.
5. Mr. LaFlamme will be the on-call manager.
6. The site plan shows four parking spaces.
7. Chair Mayhew reminded the applicant of the posting requirements as well as the meals/room tax and state health department compliance.
8. The VDRB reviewed Sections 525 Short Term Rental and 710 Conditional Use criteria with the applicant.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.

The motion was approved with a 3-0 vote.

4. V-3503-19 El-Kam Realty/Artistree

After discussion the following findings of fact were established:

1. Artistree, a community arts center, is looking to sublease a portion of the current Gallery on the Green space, located on the first floor, from the owners Chip and Opal Evans.
2. The space would be used to display and sell art created by local artists.
3. The board reviewed the floor plan for the proposed subleased portion.
4. There are no planned changes to the interior of the existing space.
5. The proposed space has a door on The Green. The existing Gallery on the Green has an entrance on Elm Street.
6. A proposed sign advertising both the Gallery on the Green and Artistree would replace the existing 10 sq. ft. projecting sign located on the southeast corner of the building.
7. The sign would be the same size as the existing sign.
8. Mr. Tans shared correspondence from Matthew Powers, Executive Director of the Woodstock History Center (WHC), who hold a historic preservation easement on the property, giving approval for the sign.
9. VDRB gave provisional approval of the sign presented, pending conditional application approval.
10. The VDRB reviewed Section 710-Conditional Use criteria with the applicant.

After additional discussion, Ms. Cole moved with a second by Ms. Spector to approve the application as presented.

The motion was approved with a 3-0 vote.

5. V-3504-19 Berge (Minor Application)

V. OPEN DISCUSSION

None

VI. APPROVAL OF MINUTES

Ms. Cole moved with a second by Ms. Spector to approve the minutes of October 23, 2019, as presented.

The motion was approved with a 3-0 vote.

VII. NEXT MEETING

December 11, 2019

The Zoning Administrator will not be present at the next meeting.

VII. ADJOURNMENT

The meeting was adjourned at 8:45PM.

Respectfully submitted,

Lynn Ellen Beach
Planning & Zoning Assistant