

**WOODSTOCK  
VILLAGE DEVELOPMENT REVIEW BOARD  
OCTOBER 14, 2020  
ZOOM MEETING MINUTES**

**MEMBERS PRESENT:** Randy Mayhew, Wendy Spector, Jane Soule, MaryAnne Flynn

**MEMBERS ABSENT:** Keri Cole

**OTHERS PRESENT:** Neal Leitner, Sandy and Robert, Lee Barnum, Erik Tobiason, Neal Leitner, Kit Mead, Rodney Croft, Mary Croft, Lee Barnum, Erik Tobiason, Eva Douzinas, Brett & Marianne Ralph

**I. CALL TO ORDER** 7:30PM

**II. PUBLIC HEARING**

**I. PUBLIC HEARINGS – NEW**

**V-3588-20;** Frost Mills Nominee Trust/Eva Douzinas, owner; Colby & Tobiason Builders, agent; 45 Elm Street; Parcel #20.52.04.; Zone: RHD/DR; For Design Revisions to House & Garage & Expand Garage Footprint.

Applicant’s agent Lee Barnum introduced the project to the board for their review. A single-family house at 45 Elm Street received town approval in 2018. Construction on the house has begun, and some design revisions are being requested.

The revisions to the garage include:

*Change the footprint.*

*Change to wood siding with stone from stone veneer.*

*Change to standing seam metal roof to slate.*

*Add cupola and revise gable on north façade; delete gable from south side.*

The revisions to the house include:

*Revise wing on south side to match the northeast wing, with floor to ceiling windows and exterior columns. Add exterior access stair to basement.*

*Change proposed roof material from slate to cedar shingle.*

*Change chimney to brick from stone.*

*Increase slope of south facing porch roof and change material to metal standing seam.*

*Add solar array on south facing roof.*

*Delete geothermal mechanical system and replace with VRF system. Condensers to be located on the south side of the garage.*

Lee Barnum described each component of the application.

Randy Mayhew asked about the enlarged garage footprint and whether it meets setbacks.

Lee Barnum responded that it does meet setbacks. It has been enlarged to become a three-car garage, rather than a two-car garage, which was approved when the proposed house was approved.

A motion was made by Randy Mayhew to close testimony on the item. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**V-3589-20;** Frost Mills Nominee Trust/Eva Douzinas, owner; Ellaway Property Services, agent; 4 Benson Place; Parcel #20.52.04.; Zone: RHD/DR; To Place 7' x 12' Shed and Screening for A/C Units.

Applicant's agent Kit Mead introduced the project to the board for their review. The applicant would like to construct a 7' X 12' shed for yard supply storage. The applicant also wishes to install a cedar lattice screening fence, approximately 5'7" high, around the existing A/C units on the south side of the house at 4 Benson Place.

Kit Mead mentioned that the design of the lattice fence would blend with the house since it will also be constructed of cedar and will be stained the same stain as the house.

The board discussed the setbacks of the shed and the lattice fence. The proposal meets the minimum required setbacks for accessory structures.

A motion was made by Randy Mayhew to close testimony on the item. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**V-3591-20;** Ora E. Paul Post 24, owner; Rodney Croft, agent; 59 Central Street; Parcel #21.52.02.; Zone: CC/DR; To Place New Storm Door & Replace Sidelights on Front Door.

Rodney Croft, representing the American Legion Ora E. Paul Post 24 described the project to the board. He proposes to replace the storm door with a glass door containing one horizontal mullion roughly halfway up the door at the level of the door handle. The mullion would line up with one of the mullions on the existing front door. The glass door with white trim would expose the front door visually. The front door is a nice old door that is currently covered up with an older storm door.

He explained that the side lights on the building currently have plexiglass on the exterior, which is used for weather protection. He proposes to replace the plexiglass with a sidelight with rectangular windowpanes to match the rectangular windowpanes on the existing sidelights. The existing sidelights would remain, just the plexiglass would be removed and replaced by new sidelights.

The town planner commented that the proposed sidelights presented to the Design Review Board have square windows. The existing sidelights have rectangular windows, so when the new sidelights are installed in the place of the plexiglass in front of the existing sidelights, the squares would not match up with the rectangular windows. This was the reasoning behind the Design Review Board's recommendation that the windowpanes in the sidelights should be rectangular, rather than square.

Rodney Croft stated that he found sidelights with rectangular windowpanes that can be used instead of the original model that had square windowpanes.

A motion was made by Wendy Spector to close testimony on the item. It was seconded by Randy Mayhew.

**Motion passed 5-0.**

**V-3590-20;** Brett & Marianne Ralph, owner/applicant; 2 Maple Street; Parcel #24.52.11.; Zone: RMD; To Construct Mudroom & Garage in Flood Hazard Zone.

Applicants Brett and Marrienne Ralph introduced their project to the board.

The applicants purchased an existing single-family house in flood zone AE (the 100-year flood zone).

According to the Elevation Certificate submitted as part of the application, the existing house has a base floor elevation that is 1.2 feet above the Base Flood Elevation (BFE).

The proposed garage will be at grade, so below the BFE. Therefore, wet floodproofing measures were incorporated into the architectural designs of the addition. The mud room will be constructed at least one foot above BFE as it is considered a habitable portion of the house.

The original garage was removed as it was in a state of disrepair and was located within the rear yard setback of the property. The new garage will be fully within all required setbacks in the RMD zone, which the property is located in. Therefore, the proposed garage addition will bring the property into conformance.

The applicants and the town planner confirmed that the proposed addition was sent to the floodplain manager for comment.

Mr. Broker-Campbell's comment was that the addition constitutes a substantial improvement within the flood zone. Therefore, the existing house and all future livable portions of the structure shall be constructed at least 1-foot above Base Flood Elevation (BFE).

A motion was made by Wendy Spector to close testimony on the item. It was seconded by Randy Mayhew.

**Motion passed 5-0.**

### **III. DELIBERATIONS**

**V-3589-20;** Frost Mills Nominee Trust/Eva Douzinas, owner; Ellaway Property Services, agent; 4 Benson Place; Parcel #20.52.04.; Zone: RHD/DR; To Place 7' x 12' Shed and Screening for A/C Units.

The board found that the application is in conformance with Section 405.G.: Design Review Approval. The board reviewed the complete application package and the minutes from the Design Review Board meeting. The Design Review Board approved the application as submitted.

The Board found that the application is in conformance with Section 709: Site Plan Approval. The proposed shed and lattice fence will meet setbacks and all other applicable criteria set forth in Section 709.

A motion was made by Randy Mayhew to approve the application as submitted. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**V-3591-20;** Ora E. Paul Post 24, owner; Rodney Croft, agent; 59 Central Street; Parcel #21.52.02.; Zone: CC/DR; To Place New Storm Door & Replace Sidelights on Front Door.

The board found that the application is in conformance with Section 405.G.: Design Review Approval. The board reviewed the complete application package and the minutes from the Design Review Board meeting. The Design Review Board approved the application with the recommendation that the windowpanes on the sidelights are rectangular rather than square.

The Board found that the application is in conformance with Section 709: Site Plan Approval. The proposed storm door and sidelights will meet all applicable criteria set forth in Section 709.

A motion was made by Randy Mayhew to approve the application as submitted. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**V-3588-20;** Frost Mills Nominee Trust/Eva Douzinas, owner; Colby & Tobiason Builders, agent; 45 Elm Street; Parcel #20.52.04.; Zone: RHD/DR; For Design Revisions to House & Garage & Expand Garage Footprint.

The board found that the application is in conformance with Section 405.G.: Design Review Approval. The Design Review Board approved the application as submitted with the request to show the VDRB additional photographs of the site from neighboring parcels.

The Board found that the application is in conformance with Section 709: Site Plan Approval. The proposed shed and lattice fence will meet setbacks and all other applicable criteria set forth in Section 709.

A motion was made by Randy Mayhew to approve the application as submitted. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**V-3590-20;** Brett & Marianne Ralph, owner/applicant; 2 Maple Street; Parcel #24.52.11.; Zone: RMD; To Construct Mudroom & Garage in Flood Hazard Zone.

The board discussed regulations pertinent to the proposed garage addition and placement in a flood zone.

The town planner stated that the application and design with wet floodproofing vents and other elements was reviewed by the district floodplain manager, John Broker-Campbell. His comment was that the addition constitutes a substantial improvement within the flood zone. Therefore, the existing house and all future livable portions of the structure shall be constructed at least 1-foot above Base Flood Elevation (BFE).

The Board found that the application is in conformance with Section 709: Site Plan Approval. The proposed shed and lattice fence will meet setbacks and all other applicable criteria set forth in Section 709.

The board also made the findings according to Section 404 D.2. Development within Floodway Fringe Areas.

**Section 404 D.2.**

All Development - All development shall be reasonably safe from flooding and;

- i. designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure during the occurrence of the base flood,
- ii. constructed with materials resistant to flood damage.
- iii. constructed by methods and practices that minimize flood damage, and
- iv. constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- v. adequately drained to reduce exposure to flood hazards;
- vi. located so as to minimize conflict with changes in channel location over time and the need to intervene with such changes; and,
- vii. required to locate any fuel storage tanks (as needed to serve an existing building in the Special Flood Hazard Zone) a minimum of one foot above the base flood elevation and be securely anchored to prevent flotation; or storage tanks may be placed underground, if securely anchored as certified by a qualified professional.

Residential Development:

i. New construction and existing buildings to be substantially improved that are located in Zones A, A1-30 and AE shall have the lowest habitable floor elevated to at least one foot above the base flood elevation.

A motion was made by MaryAnne Flynn to approve the application as submitted. It was seconded by Wendy Spector.

**Motion passed 5-0.**

**IV. OPEN DISCUSSION**

**V. APPROVAL OF MINUTES**

Minutes of the September 23, 2020 meeting approved with one change, MaryAnne Flynne not Conway as written in the draft minutes.

**VI. NEXT MEETING**

October 28, 2020

**VII. ADJOURNMENT:** A motion to adjourn was made and seconded. Meeting adjourned at 8:20pm.