

**WOODSTOCK  
VILLAGE DEVELOPMENT REVIEW BOARD  
NOVEMBER 19, 2020  
ZOOM MEETING MINUTES**

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

**MEMBERS ABSENT:** Keri Cole

**OTHERS PRESENT:** Neal Leitner, John Edwards, Les Berge

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

**II. PUBLIC HEARING**

**I. PUBLIC HEARINGS – NEW**

**V-3598-20;** DEW Ottawaquechee, LLC, (OHC)owner/applicant; 32 Central Street; Parcel #21.51.24.001; Zone: COM/DR; To Reconfigure Parking Lot, Add Gable Roof Over Door, Replace Window with Door.

Applicant’s agent John Edwards introduced the project to the board. The existing parking lot is proposed to be reconfigured to add a few additional parking spaces within the same footprint of the existing parking lot.

The existing fire emergency exit door on the east side of the Ottawaquechee Health Center currently does not have any protection from snow. The proposed gable roof would shelter the emergency exit door from snow and ice. The gable roof would be constructed of wood with a standing seam metal roof. There would not be any posts or beams that would extend to the ground level, so the footprint of the building would not increase in size.

The north side of the building has windows that face the Ottawaquechee River. One of the windows may eventually be replaced with a glass door to lead to an enclosed deck off of the conference room for employee use. The deck and glass door are not proposed with this application since the deck must go through a more rigorous process as it is located within the 100 foot riparian setback from the Ottawaquechee River.

The town planner noted that construction within the 100 foot riparian setback must be reviewed and approved first by the town Conservation

Commission and Design Review Board before going to the VDRB for approval. Additionally, it would need to obtain approval from the State Floodplain Manager and the Department of Environmental Conservation. Therefore, the deck and glass door are not being requested at the time.

John Edwards stated that the construction crew had already removed the window since they are using the opening to clear out construction debris as they remodel the interior. Post-construction and prior to obtaining state and local permits for the deck, the window would either have to be boarded up or sealed with a temporary window. He stated that the health center prefers to have a temporary window to replace the opening rather than plywood boards, which is why they are proposing the temporary window.

The board discussed the fact that the window was removed without a permit, despite having been removed for construction purposes. John Edwards apologized.

Wendy Spector stated that she would prefer a temporary window rather than a boarded-up window. The board agreed.

Randy Mayhew mentioned that they should place a condition on the approval that the original window should be re-installed if the aforementioned deck does not receive State and local permits within a year.

Hearing no additional testimony, the board voted to close testimony on the item.

**Motion Passed 4-0.**

**V-3601-20;** Les Berge, owner; 63 Pleasant Street; Parcel #21.53.10.; Zone: LC/DR; To Remove & Replace Existing Entry Steps & Railings.

Les Berge introduced the project to the board. He plans to remove and replace the existing entry steps at 63 Pleasant Street. The existing steps are wooden and falling into disrepair. They currently face Pleasant Street. The proposed steps would be constructed of slate stone with an iron railing facing sideways to access the stone gravel walkway that leads to the back of the building where the parking is located.

The board asked if the Design Review board had any comments regarding the project. Les Berge responded that the Design Review Board approved

the project as presented. He also added that the collection of electric meters on the side of the building will be consolidated by Green Mountain Power soon, which would clean up the look as well.

The board briefly discussed the history of the house with Les Berge. Hearing no additional testimony, the board voted to close testimony.

**Motion Passed 4-0.**

### **III. DELIBERATIONS**

**V-3598-20;** DEW Ottawaquechee, LLC, (OHC)owner/applicant; 32 Central Street; Parcel #21.51.24.001; Zone: COM/DR; To Reconfigure Parking Lot, Add Gable Roof Over Door, Replace Window with Door.

The Board found that the application is in conformance with Section 709: Site Plan Approval. The alterations will meet zoning setbacks in the Community zone and all other applicable criteria set forth in Section 709.

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.

A motion was made by Randy Mayhew to approve the application as presented with the condition that the window installation does not include an operable door and that the original window and window dimensions shall be reinstalled as it was if a proposed deck fails to receive all necessary State and local permits. It was seconded by Wendy Spector.

**Motion passed 4-0.**

**V-3601-20;** Les Berge, owner; 63 Pleasant Street; Parcel #21.53.10.; Zone: LC/DR; To Remove & Replace Existing Entry Steps & Railings.

The Board found that the application is in conformance with Section 709: Site Plan Approval.

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 606(b.1): Non-Conforming Structure. While the front steps accessing the front door are within the front yard setback, the proposed replacement steps will decrease the level of non-conformity by reducing the intrusion into the front yard setback by approximately 2 feet.

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

**IV. APPROVAL OF MINUTES**

Minutes of the October 28, 2020 meeting approved as submitted.

**V. NEXT MEETING**

November 19, 2020

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