

**MEETING MINUTES**  
VILLAGE OF WOODSTOCK, VERMONT  
PLANNING & ZONING DEPARTMENT  
31 The Green  
Woodstock, VT 05091

VILLAGE DEVELOPMENT REVIEW BOARD

The Village Development Review Board held a public meeting on January 10, 2024, at 7:30pm to conduct the following business:

Members Present: Jane Soule, Chair, Randy Mayhew, Vice Chair, Wendy Spector, Mary Ann Flynn, Keri Cole

Public Present: John Powell, Marsha Fraser, Bo Gibbs, Katie Raider, Jack Rossi, Toby Damon, Leigh Gilligan, Sally Miller, Gary Moore, Bill Kelsey, Andrew Winter, Adam Morse, Matt Giffin, and Paul Simon

Staff Present: Steven Bauer and Stephanie Appelfeller

**Call to Order:**

Jane Soule called the meeting to order at 7:29 PM.

Adjustments to Agenda: None.

**Public Hearings:**

- A. V-0021-24: Rachel Weber**  
Location: 1 Moore Place  
Parcel ID: 20.52.03  
Review Type: Conditional Use Approval  
Proposed Development: To repair and stabilize the damaged riparian buffer zone.
- B. V-0030-24: Rachel Weber**  
Location: 1 Moore Place  
Parcel ID: 20.52.03  
Review Type: Design Review Approval  
Proposed Development: To add 10 linear feet of fencing.

Katie Raider, Bo Gibbs and Marsha Fraser presented both applications for the new fencing and restabilizing and repairing the flood damaged riparian buffer zone.

Randy Mayhew motioned to close testimony on application V-0030-24.

Wendy Spector seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Randy Mayhew motioned to approve application V-0030-24 as presented.

Wendy Spector seconded the motion.

**VOTE: All Approved 5-0.**

Jane Soule asked if the Conservation Commission approved application V-0021-24 and Steven Bauer replied yes, the Commission recommended for approval on 12/20/23.

Randy Mayhew motioned to close testimony on application V-0021-24.

Mary Ann Flynn seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Randy Mayhew motioned to approve application V-0021-24 as presented.

Keri Cole seconded the motion.

**VOTE: All Approved 5-0.**

**C. V-0031-24: Laura Powell**

Location: 31 South Street

Parcel ID: 23.55.16

Review Type: Design Review Approval

Proposed Development: To add a pendant light to covered porch.

John Powell explained the proposed light will be hung on the covered porch. The light is 19-inch diameter.

Wendy Spector motioned to close testimony.

Mary Ann Flynn seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Keri Cole motioned to approve the application as presented.

Wendy Spector seconded the motion.

**VOTE: All Approved 5-0.**

**D. V-0026-24: Adam Mikkelson**

Location: 63 Central Street

Parcel ID: 21.52.04

Review Type: Design Review Approval

Proposed Development: To redesign the rear parking area, drainage system and landscaping.

Jack Rossi and Toby Damon presented the plan for redesigning 63 & 65 Central Street parking and drainage systems. The owner recently purchased 65 Central. The planting beds will be enlarged at 63 Central and the driveway will be lowered 18 inches and false façade will be added at 65 Central to allow better access and visibility when pulling out to main roadway. The drainage will be redesigned away from the building and into a catch basin on the street.

Randy Mayhew motioned to close testimony.

Keri Cole seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Keri Cole motioned to approve the application as presented.

Wendy Spector seconded the motion.

**VOTE: All Approved 5-0.**

**E. V-0027-24: Leigh Gilligan & Jeremy Sternberg**

Location: 26 River Street

Parcel ID: 23.52.09

Review Type: Waiver to Setback and Design Review Approval

Proposed Development: To replace windows, add a new standing seam roof and shed dormer, replace fencing, and request a waiver to setback to place mechanical units on north side of site.

Leigh Gilligan, Sally Miller and Gary Moore presented the application. Sally Miller explained the mechanical units will be located within the setback and will not be visible.

The owner's plan to replace all windows with similar style to existing windows. On the south side of the dwelling a door will be removed and shutters under the porch will be removed. Adding a new shed dormer and hip dormer will be changing to doghouse dormer. The front elevation is not being changed. Restoring a porch that was once removed. The new roof will be black metal standing seam with solar panels on south elevation. The existing slate roof is in bad condition. The fence will be replaced.

Wendy Spector motioned to close testimony.

Keri Cole seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Keri Cole motioned to approve the waiver to set back.

Mary Ann Flynn seconded the motion.

**VOTE: All Approved 5-0.**

Keri Cole motioned to approve the design as presented.

Mary Ann Flynn seconded the motion.

**VOTE: All Approved 5-0.**

**F. V-0016-24: Twin Pines Housing Trust**

Location: 34-38 Pleasant Street

Parcel ID: 21.51.22

Review Type: Conditional Use Approval & Design Review Approval

Proposed Development: To remove two existing multi-household buildings, renovate two existing multi-household buildings and construct one new multi-household building.

Andrew Winter explained Twin Pines purchased the property 1 year ago. There are two historic buildings and two 1970s buildings. The buildings do not have elevators or sprinklers and need

upgrades. The project is for senior residents earning 60% of medium income or lower with year long wait list to fill the units.

The plan calls for demolition of two back two buildings and a new 3-story building will be constructed adding 13 units, from 26 to 39 total units. The historical buildings will be renovated and still contain 4 and 7 units. Twin Pines will cover the cost of rent for the 7 people in the rear building that will need moved during construction.

Keri Cole asked if the Woodstock Aqueduct has capacity for the project and Andrew Winter responded they are in discussions with the Aqueduct company. The building will be energy efficient and will use less than the 150 gallons projected by engineers, hoping for closer to 35 gallons per unit per day.

Adam Morse explained the electrical connection will use the existing pole and go underground with a new transformer located at back of site. There will be solar provided either on the roof or off-site.

Matt Giffin described they met with Design Advisory Committee four times, as well as local and state historic preservationists. Matt Giffin did not agree with the Design Advisory's suggestion on the 36" panel wainscot along bottom of building. Matt showed the Board four different options and the Board agreed to option one, Matt's original design choice. The total building height is 37'1".

There will be one elevator in the 28-unit building and each level will have a common laundry facility. They would like to connect the brick building with the new building if cost allows. Every unit in the new building, brick building and lower level of white building will be accessible. Both historic buildings will be renovated inside but the exterior will not change.

Paul Morse explained there are currently 3 curb cuts but will be going to one curb cut and a new walkway is being created between the two historic buildings. The stormwater system will be located under the parking area. Portion of site is in riparian buffer so met with Conservation Commission which approved the project and suggested using native species to stabilize the bank.

The site lighting plan includes pedestrian light poles along the alley walkway. Adam Morse explained David Green helped design a 3-point turn for fire trucks and emergency vehicle access. The grass pavers along the alley are designed for emergency vehicles entrance.

The Village parking requirements state 1 spot per unit, but the project as planned contains 0.74 spaces per unit with 29 spaces for 39 apartments. Bill Kelsey requested a waiver to parking as senior housing typically does not utilize 1 space per unit and public parking is available roughly 500-700 feet away. In the 4 other projects in the Twin Pines portfolio, the parking usage is 0.6 spaces per unit. Mellishwood has averaged 0.55 spaces per unit historically. Parking is currently a gravel lot and residents are typically using 21 spaces for 26 existing units.

Wendy Spector motioned to close testimony.

Keri Cole seconded the motion.

**VOTE: All Approved 5-0. Testimony Closed.**

Randy Mayhew motioned to accept the application as presented. Adopt Option 1 for Design Review and provide a parking waiver of 0.74 spaces per unit.

Keri Cole seconded the motion.

**VOTE: All Approved 5-0.**

**Approval of Minutes: 12/13/2023**

Mary Ann Flynn motioned to accept the 12/13/2023 minutes as printed.

Randy Mayhew seconded the motion.

**VOTE: 4-0 Approved. (Keri Cole abstained)**

**Other Business:**

**Adjournment:**

**Meeting adjourned at 9:03 PM.**