

**VILLAGE DEVELOPMENT REVIEW BOARD
DRAFT MINUTES
February 11, 2015**

PRESENT: Jim Mills, Benjamin Pauly, Randy Mayhew, Jane Soule, Keri Cole
ABSENT: None
ALSO PRESENT: Derek Demas, Karen Demas, Tom Hayes, Mark Libby, Ben Nickerson, Michael Levengood, Dail Frates, Bill Stetson, Michael Brands

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business

1. V-3106-14 Derek Demas

The application is for Design Review Approval to install ground mounted A/C unit and to install a 6' tall 48 l.f. stockade fence on west elevation of parking lot. The property is located at 51 Pleasant Street and is zoned Light Commercial / Design Review.

The application was continued at the last hearing to allow time for alternative solutions to placement of the fence.

Mr. Demas presented the application.

The applicant ask to remove the proposed fence from the application.

A letter was submitted by Mr. Demas listing options should the fence not be placed.

Mr. Demas would like to receive a waiver, suggested by the VDRB at the last meeting, to remove one car space on a seasonal basis. The space would not be used when snow and ice are in danger of falling off the neighbor's roof.

A new drawing of the proposed parking lot arrangement will be sent in later by Mr. Demas.

Testimony was voted close.

During deliberations, testimony was reopened and the application was continued to allow review of the new parking lot arrangement.

B. New Business

1. V-3110-15 Mark Libby

The application is for Design Review Approval to do exterior changes to garage and convert to commercial use and to put two windows on house. The property is located at 52 Pleasant Street and is zoned Light Commercial / Design Review.

Mr. Libby and Mr. Hayes, attorney, presented the application. Mr. Nickerson aided the presentation.

The exterior changes were started before the application was submitted. The VDRB reminded the applicant that permits are required before construction or occupancy is commenced.

The applicant apologized, stating he was unaware permits were necessary as his property is located near the East End of the Village and is zoned commercial.

The VDRB reviewed photographs of the building, renderings of the proposed changes, and cut sheets of the proposed windows, door units, awnings and light fixtures.

The VDRB also reviewed the recommendation of the Design Review Board.

Mr. Hayes submitted numerous photographs in addition to those originally filed.

The applicant started with design of the garage.

Mr. Hayes noted the Design Review Board stated in their recommendation that they would not have approved the design as completed.

Mr. Mayhew asked if the applicant was requesting approval of changes as built?

Mr. Hayes indicated that yes they wish to received approval for changes already made.

Regarding the palladium window on the front facade, Mr. Hayes noted there are numerous examples throughout the Village and showed photographs. He felt this was a common window.

Mr. Mayhew asked for identification of the photographs submitted.

The VDRB noted the palladium windows shown in the photographs are mainly for civic uses and larger buildings. The Town Planner stated there are none found on accessory structures such as the garage in question. Another issue with the palladium window as installed is the presence of horizontal rectangular panes of glass below the upper curve which have no relationship to any window in the neighborhood.

Mr. Hayes discussed the new front doors. He showed numerous photographs of examples of large glass windows: Cumberland Farm, Woodstock Pharmacy, Emergency Services

Building, 69 Central, etc. He also felt the windows on the garage match those of the main building.

The VDRB noted the majority of the windows shown are for retail situations, are not sliders, and have a solid (wall) separating the window from the ground level.

Exterior light fixtures were discussed. The lights are nearly identical to those of the Canterbury House fence post lights.

The Design Review Board felt the lights were too large and ornate for the garage application.

Mr. Hayes showed the VDRB a photograph of an alternative light fixture for the garage, a barn style goose neck.

The application indicates the chimney on the west side of the garage is to be removed. However, Mr. Libby noted the chimney is to remain as is.

Mr. Mayhew asked if a calculation of the glass to wall ratio was done. Criteria G.4 of Section 405 is pattern, noting the pattern of solids (walls) and openings (windows) shall be considered in the alteration of a building. The amount of glass in place overwhelms the wall.

Mr. Hayes indicated that the applicant did not do the analysis.

Mr. Levengood, a client, stated that as a consumer of therapy, he appreciates the ambiance of the new room with all the glass doors in place.

Mr. Hayes then reviewed changes to the house.

A small palladium window was placed in the gable end of both east and west facades without permit. The third floor area is part of a recently permitted apartment.

The Design Review Board recommended the upper curved window of the palladium be removed and replaced with clapboards. The window appears to be jammed into the location. Removing the curved section would both reduce the size of the window and allow space between the frieze detail and the window.

The furnace vent was then discussed. A new furnace was added recently. The new furnace operates on propane and requires a side vent as it cannot be vented up the existing chimney. A 14" long vent with a "T" exits just above the sill on the southwest corner of the house, an area very visible from the public sidewalk.

In addition the vent requires protection from snow. Therefore a small rustic roof was placed over the vent, thus making it more visible.

Mr. Hayes proposes reducing the length of the vent to 6 inches. This would be painted to match the color of the wall. A dry well would be placed under the vent to negate the need for a roof overhead. This would address the industry's one foot clearance from snow requirement.

There are two propane "Q" tanks placed just north of the vent against the west elevation. The tanks are very visible from the sidewalk.

In discussing the issue with the installer, it was discovered the tanks cannot be buried. There is not enough distance from property line and neighboring buildings. The applicant prefers not to relocate the tanks.

Instead, the applicant will plant some arborvitae trees to screen the tanks to prevent them from being visible from the sidewalk.

Conditional Use for the conversion of the garage to commercial use as a therapy studio was reviewed.

The business has been in place for six years. The new therapy space would not require additional employees. There would be no additional clients. There is no need for additional municipal services.

The State Fire Marshall's office has visited the site. There would be no restroom within the new space.

The parking plan would remain as is. There are currently 11 parking spaces. Parking regulations require one space per employee (4), one space per client (3) and two spaces for the apartment use for a total of 9 required spaces.

The eleventh space is located at the rear of the main building near the wheelchair accessible ramp. One would also be able access the garage/studio from the ADA parking space.

Mr. Mayhew questioned potential pedestrian vehicle conflicts as clients and staff would traverse directly behind a parked car when said car is placed in the wheelchair accessible space.

Mr. Libby felt there is very little conflict as employees would be aware of the vehicle parked in the ADA space.

Testimony was voted close.

2. V-3111-14 Zack's Place Enrichment Center

The application is for Design Review Approval to install two wall mounted A/C units. The property is located at 73 Central Street and is zoned Central Commercial / Design Review.

Ms. Frates presented the application.

The VDRB reviewed photographs of the two installed A/C heat units.

Ms. Frates noted Dead River donated the AC/heat units to Zack's Place, a non-profit organization. She did not realize a zoning permit was required.

The units are both wall mounted. There is one on the west wall and one on the north wall.

The north wall mounted unit is near the entrance where a recycling barrel and a trash barrel are stored. Both units had to be mounted higher up due to the proximity of entrance doors.

In recommending approval, the Design Review Board suggested the units and all associated hardware be painted black to match the window and door trim color. The units are white and stand out in contrast to the red wall.

Ms. Frates agreed to have the units and their hardware painted.

Testimony was voted closed.

C. V-3112-15 Woodstock Resort Corp.

The application is for Design Review Approval to replace all windows. The property is located at 20 South Street and is zoned Inn /Design Review.

Mr. Stetson, agent for the Woodstock Resort Corporation, presented the application.

The VDRB reviewed numerous photographs and cut sheets of the proposed windows.

The intent is to replace single pane windows with double pane energy efficient units. A vinyl Harvey product with simulated lights, mullions placed between the two glasses would be used.

All windows would be replaced.

There are three bedroom windows on the second floor that will require an egress casement window: the south, north and west end. Mr. Stetson marked each casement location on the photographs. The casement windows would have a mullion in the middle to resemble the one over one units of the rest of the building.

The exterior trim would not be changed, although it would be painted and refurbished where necessary.

The Design Review Board noted shutters had been in place on this building as the mounting hardware is still in place. In recommending approval they strongly recommended that the shutters be replaced.

Due to the recommendation noted above, the applicant will place custom made shutters to match that of a neighboring building.

Testimony was voted closed.

III. OTHER BUSINESS

A. Administrative Officer's Report

The report was issued and discussed.

IV. DELIBERATIONS

A. V-3106-14 Demas Continued

B. V-3110-15 Mark Libby

After discussion the following findings of fact were established:

1. The VDRB reviewed photographs of the building, renderings of the proposed changes, and cut sheets of the proposed windows, door units, awnings and light fixtures.
2. The exterior changes were started before the application was submitted. All doors and windows and vents have been placed without permit.
3. The VDRB reviewed the recommendation of the Design Review Board which stated the proposal would not have been approved as designed and built.
4. The applicant requested approval of the design as built.
5. On the front elevation of the 1930's garage, the two sets of double swing-out garage doors were removed and replaced with two sets of glass slider doors. Each individual glass door has 20 panes of glass, a grid is placed between the two glass panes. Above the doors, a palladium window with 8 horizontal rectangular panes below is placed.
6. On the rear elevation of the garage, an existing 1 over 1 window was replaced with a 12 over 12 double hung energy efficient unit. The window to the west was removed and replaced with a double set of single glass slider doors to maximize views of the river and beyond. A palladium window similar to that on front was placed above the doors. A propane furnace vent is placed east of the proposed light fixture which is just east of the slider doors.
7. On the east elevation, the rear window was removed and clapboarded yet retaining the window trim. The window to the front was replaced with a 12 over 12 double hung energy efficient unit.
8. On the west elevation, the window to the front was replaced with a 12 over 12 double hung energy efficient unit. The window to the rear was removed and replaced with one set of two full glass slider doors. The applicant wishes to retain the brick chimney as is.
9. Light fixtures and electrical outlets are required for all doors and are noted on the renderings. Applicant noted the proposed exterior light fixtures match those of the neighboring Canterbury House fence post lights. The applicant offered an alternative light fixture, a down lit barn style fixture with a goose neck.

10. The Design Review Board felt the proposed light fixtures are too large and ornate for the garage application.
11. The applicant showed numerous examples of palladium windows throughout the Village.
12. The VDRB noted the examples are mainly for civic uses and larger buildings. There are no palladium windows found on smaller accessory structures such as the garage in question. The presence of horizontal rectangular panes of glass below the upper curve have no relationship to any window in the neighborhood.
13. The applicant showed numerous examples of large glass windows with a grid pattern.
14. The VDRB noted the majority of the windows shown are for retail situations, are not sliders, and are window units. The placement of full glass slider doors on the garage elevations does not conform with the typical window to wall patterns found within the Village.
15. The VDRB asked the applicant if a calculation of the glass to wall ratio was done. The applicant indicated that no it was not completed.
16. On the house, small palladium windows were placed in the gable end of both east and west facades.
17. The Design Review Board recommended the upper curved window of the palladium be removed and replaced with clapboards. The window is too large for its placement and is not compatible with the home.
18. On the house, a furnace vent and associated roof cover were placed. Applicant will reduce the 14" long vent to 6" and paint it the color of the wall. A dry well would be placed under the vent to negate the need for a roof cover overhead.
19. Two propane "Q" tanks were placed just north of the vent against the west elevation. The applicant proposes to screen the tanks from public view by planting some arborvitae trees.
20. The VDRB reviewed the Conditional Use and Site Plan for the conversion of the garage to commercial use as a therapy studio. The business has been in place in the house for six years. The new therapy space would not require additional employees. There would be no additional clients. There is no need for additional municipal services. The State Fire Marshall's office has visited the site. There would be no restroom within the new space.
21. The parking plan would remain as is. There are currently 11 parking spaces. Parking regulations require one space per employee (4), one space per client (3) and two spaces for the apartment use for a total of 9 required spaces. The eleventh space is located at the rear of the main building near the wheelchair accessible ramp.
22. In a review of the garage's exterior design, the VDRB agreed the design does not meet the standards outlined in Section 405 Design Review District G. 4 Pattern, 5. Materials, and 6. Architectural Features.

After additional discussion, Mr. Mayhew moved with a second by Ms. Soule to approve with the following conditions:

1. **The Conditional Use and Site Plan portion of the application for use of the garage as a therapy studio is approved.**

2. **The furnace vent in the main house shall be shortened to six inches and painted the color of the wall where the vent exits. The roof over the vent shall be removed, a dry well shall be placed below the vent.**
3. **The propane tanks shall be screened by arborvitae trees to prevent views from the public sidewalk.**
4. **The upper curved sections of the two palladium windows of the main house shall be removed and replaced with clapboards to match the existing siding.**
5. **The exterior design of the garage is denied as it does not comply with Section 405 Design Review District G. 4 Pattern, 5. Materials, and 6. Architectural Features. The applicant is granted 90 days to submit a new application before the Administrative Officer begins enforcement proceedings.**

The motion passed 5-0.

C. V-3111-15 Zach's Place Enrichment Center

After discussion the following findings of fact were established:

1. The VDRB reviewed photographs of the two installed A/C heat units.
2. Dead River donated the AC/heat units to Zack's Place, a non-profit organization.
3. The units are both wall mounted, one each the west wall and the north wall.
4. The north wall mounted unit is near the entrance where a recycling barrel and a trash barrel are stored. Both units had to be mounted higher up due to the proximity of entrance doors.
5. In recommending approval, the Design Review Board suggested the units and all associated hardware be painted black to match the window and door trim color. The units are white and stand out in contrast to the red wall.
6. The applicant agreed to paint the units and their hardware.

After additional discussion, Ms. Cole moved with a second by Ms. Soule to approve the application with the following condition:

1. **The AC/heat pump units and all associated hardware shall be painted black to match the window and door trim color.**

The motion passed 5-0.

D. V-3112-15 Woodstock Resort Corp.

After discussion the following findings of fact were established:

1. The VDRB reviewed numerous photographs and cut sheets of the proposed windows.
2. The intent is to replace the old single pane windows with double pane energy efficient units, a vinyl Harvey product with simulated lights.
3. All windows would be replaced.
4. There are three bedroom windows on the second floor that will require an egress casement window: the south, north and west end. The applicant marked each

- casement location on the photographs. The casement windows would have a mullion in the middle to resemble the one over one units of the rest of the building.
5. The exterior trim would not be changed, although it would be painted and refurbished where necessary.
 6. The Design Review Board noted shutters had been in place on this building as the mounting hardware is still in place. In recommending approval, they strongly recommended that the shutters be replaced.
 7. Due to the recommendation noted above, the applicant will place custom made shutters to match that of a neighboring building.

After additional discussion, Mr. Pauly moved with a second by Mr. Mayhew to approve the application as presented.

The motion passed 5-0.

V. APPROVAL OF MINUTES

The January 14, 2015 minutes were approved as submitted.

VI. ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Michael E. Brands, AICP
Town/Village Planner