



Woodstock, Vermont

The Shire Town of Windsor County

TOWN - VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

TOWN DEVELOPMENT REVIEW BOARD

Draft Minutes

June 25, 2019

MEMBERS PRESENT: Frederick Hunt, Kim French, Brad Prescott, Wade Treadway
MEMBERS ABSENT: Don Bourdon
OTHERS PRESENT: Michael Willis, Norman Frates, Mark Townsend, Tom Frizzell,
Michael Schmell, Audie Bellimer, Gordon Holmes, Katie Trotsky,
John Trotsky, Michael Brands

I. CALL TO ORDER

Vice-Chair Hunt called the meeting to order at 7:30 p.m.

II. PUBLIC HEARINGS

A. Old Business: None

B. New Business:

1. T-4917-19 Michael J. Willis

Application is for Conditional Use approval to convert office to 1 bedroom residential unit. The property is located at 2748 East Woodstock Road and is zoned Residential/Office.

Mr. Willis presented the application.

The TDRB reviewed floorplan, site plan and photographs of the building.

On June 18, 2019, the Select Board approved an amendment that would add the Residential Office zone to Section 521 Multiple Low Occupancy Apartments. Section 521 allows 4 residential units with a total of 6 bedrooms to be placed within an existing building in commercially zoned properties. The amendment becomes effective July 9, 2019.

Mr. Willis desires to convert a former office space into a one bedroom unit. A front building on the same parcel already has two apartments.

A bedroom would be placed on the second floor. The first floor would be a kitchen and living space.



There would be minor changes to the exterior. A door and three side by side windows would replace the garage door.

The site plan shows parking spaces for 6 cars. Two parking spaces per unit are required. There would be no parking lot lights. The area is well screened to the east and south.

Entrance doors would have down lit fixtures over them. There would be 3 entrances.

Mr. Willis spoke with the State Fire Marshall's office. There should be no issue with the transfer from office use to a residential unit.

The State Wastewater permit is being applied for. There should be no issue with conversion to an apartment. The building is connected to the Town sewer.

The TDRB reviewed Sections 521 Multiple Low Occupancy Apartments and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

2. T-4918-19 Norman Frates

Application is for Site Plan Review to expand existing parking lot. The property is located at 2588 East Woodstock Road and is zoned Residential/Office.

Mr. Frates presented the application.

The TDRB reviewed a site map and photographs of the area.

Owner proposes increasing the western parking area with a 45' x 45' expansion due west. The west lawn is very long and accommodating.

A commercial business, physical therapy, has been very successful and needs more parking.

A receptionist, 3 therapists, three clients, and 3 clients in waiting creates the need.

The parking would be expanded by 10 parking spaces.

The lot would be hardpacked and would not have delineated spaces.

New spruce trees would be planted on top of berms around the new parking lot to match existing screening.

No parking lights are proposed, the owner feels the building lights are sufficient.

The area is very flat and surrounded on three sides by dense lawn. Stormwater should not be an issue.

In addition to the main business, there are three residential units on the east side of the building. These units use a parking area located on the east side of the building.

Mr. Townsend, neighbor to the east, asked the Town Planner about the new amendment to Section 522 Multiple Low Occupancy Apartments and how it may impact this property.

The Town Planner noted the new amendment adds the Residential/Office zone to Section 521 and would allow up to 4 units within the existing building.

Mr. Townsend stated there are 5 residential units in the building, and parking needs should be calculated accordingly.

Mr. Frates insisted there are only 3 residential units and the therapist office.

Mr. Frates submitted a letter of support from Mr. Harris a neighbor to the south.

The TDRB reviewed Section 809 Site Plan Review criteria with the applicant.

Testimony was voted close.

3. T-4920-19 Palandjian

Application is for Conditional Use approval to bury powerlines, etc. within the riparian buffer. The property is located at 1959 Cox District Road and is zoned Residential Five Acre.

Mr. Frizzell, contractor, presented the application.

Due to the Green Mountain Power Company's review of the project, the owners are not allowed to trench the area near or through a stream. GMP will approve the project only if the excavation is completed via horizontal boring which must start at 80' from the edge of the stream. The owners agreed and will complete a 160' horizontal bore 4' under the stream bed.

By complying with the GMP mandate, there will be no disturbance of the stream, stream bed, riparian vegetation or surface soils within 80' of the stream.

Therefore, the TDRB agreed the requested work complies with the 50' riparian buffer and a permit is not necessary for the work as there is no disturbance within the riparian buffer area.

The application was withdrawn.

4. T-4921-19 Stone Road Energy

Application is for Conditional Use and Site Plan Review approval to Locate Fuel Oil, Propane & Service Operations Business. The property is located at 22 Westerdale Road and is zoned Business Service / Light Industrial.

Mr. Schmell and Mr. Bellimer presented the application.

The TDRB reviewed a site map, a floor plan and photographs of the site.

The applicant proposes locating a fuel oil and propane service facility on site.

The building would have three offices customer service/showroom and a large warehouse/workshop area.

A small ramp for ADA purposes would be placed at the entrance door. A new window would be placed on the east facade. A number of trees that crowd the building would be removed for better air circulation.

An LED lighting fixture with a down lit bulb would be placed over each of the five doors.

A chain link fence, either gray or green, would be placed along the rear of the building to create an enclosure for propane tank storage. Large tanks would be stored off site.

The site plan was reviewed.

A ten lot parking lot along Route 4 would be resurfaced with hardpack. The driveway enters from Westerdale Road. There would be no parking lights placed. Applicant feels there is adequate light from the building.

Hours of operation would be from 8:00 am to 4:30 pm. Employees may arrive by 7:00 am.

An application has been filed with the State to provide a fill station for barbeque sized propane tanks. This would be placed north of the driveway on the west lawn. This would be the same style fill station as was in place across the street at the former Woodstock True value store.

There would be 2 delivery vehicles, oil and propane. These would be standard sized delivery vehicles. There would be no tractor trailers on site. Delivery vehicles would fill up off site. These vehicles would park just west of the building.

There would be 3 service vehicles which would not be parked over night as employees will take them home each night for on-call service.

There would be a total of 6 employees. There would be clients on site from time to time. It was noted the actual rear property line is the GMP powerline.

The plantings shown on the site plan were placed in error. The applicant has no plans to add any plantings. Plantings along Route 4 would die due to excessive salt use.

The TDRB asked about a demarcation of the parking area. A split rail fence was suggested.

The applicant stated they would place a split rail fence along all three sides of the parking lot.

John and Katie Trotsky noted concerns with the application: storage of old containers, parking of delivery vehicles, and use of east lawn.

Mr. Schmell stated parking of vehicles would be on the west side of the building. There would be no parking on the east side as this is where the septic system is located. Delivery vehicles would be parked directly west of the building as far back on the driveway as possible.

Mr. Schmell add there would be no large tank (bulk) storage on site.

The building would be painted grey with white trim.

The TDRB reviewed Sections 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

Testimony was voted close.

III. DELIBERATIONS

A. T-4917-19 Willis

After discussion, the following findings of fact were established:

1. The TDRB reviewed floorplan, site plan and photographs of the building.
2. On June 18, 2019, the Select Board approved an amendment that would add the Residential Office zone to Section 521 Multiple Low Occupancy Apartments. Section 521 allows 4 residential units with a total of 6 bedrooms to be placed within an existing building in commercially zoned properties. The amendment becomes effective July 9, 2019.
3. The owner desires to convert a former office space into a one bedroom unit. A front building on the same parcel already has two apartments.
4. A bedroom would be placed on the second floor. The first floor would be a kitchen and living space.

5. There would be minor changes to the exterior. A door and three side by side windows would replace the garage door.
6. The site plan shows parking spaces for six cars. Two parking spaces per unit are required. There would be no parking lot lights. The area is well screened to the east and south.
7. Entrance doors would have down lit fixtures over them. There would be 3 entrances.
8. The owner has contacted the State Fire Marshall's office and applied for the State Wastewater permit. The building is connected to the Town sewer.
9. The TDRB reviewed Sections 521 Multiple Low Occupancy Apartments and 810 Conditional Use criteria with the applicant.

After further discussion, Ms. French moved with a second by Mr. Treadway to approve the application as presented.

The motion passed with a 4-0 vote.

B. T-4918-19 Frates

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site map and photographs of the area.
2. Owner proposes increasing the western parking area with a 45' x 45' expansion due west. The west lawn is very long and accommodating.
3. A commercial business, physical therapy, has been very successful and needs more parking.
4. A receptionist, three therapists, three clients, and three clients in waiting creates the need.
5. The parking would be expanded by 10 parking spaces.
6. The lot would be hardpacked and would not have delineated spaces.
7. New spruce trees would be planted on top of berms around the new parking lot to match existing screening.
8. No parking lights are proposed, the owner feels the building lights are sufficient.
9. The area is very flat and surrounded on three sides by dense lawn. Stormwater should not be an issue.
10. In addition to the main business, the owner noted there are three residential units on the east side of the building. These units use a parking area located on the east side of the building.
11. The TDRB reviewed Section 809 Site Plan Review criteria with the applicant.

After further discussion, Mr. Treadway moved with a second by Ms. French to approve the application as presented.

The motion passed with a 4-0 vote.

C. T-4920-19 Palandjian Application Withdrawn

D. T-4921-19 Stone Road Energy

After discussion, the following findings of fact were established:

1. The TDRB reviewed a site map, a floor plan and photographs of the site.
2. The applicant proposes locating a fuel oil and propane service facility on site.
3. The building would have three offices, customer service/showroom and a large warehouse/workshop area.
4. A small ramp for ADA purposes would be placed at the entrance door. A new window would be placed on the east facade. A number of trees that crowd the building would be removed for better air circulation.
5. An LED lighting fixture with a down lit bulb would be placed over each of the five doors.
6. A chain link fence, either gray or green, would be placed along the rear of the building to create an enclosure for propane tank storage. Large tanks would be stored off site.
7. A ten lot parking lot along Route 4 would be resurfaced with hardpack. The driveway enters from Westerdale Road. There would be no parking lights placed. Applicant feels there is adequate light from the building.
8. Hours of operation would be from 8:00 am to 4:30 pm. Employees may arrive by 7:00 am.
9. An application has been filed with the State to provide a fill station for barbeque sized propane tanks. This would be placed north of the driveway on the west lawn. This would be the same style fill station as was in place across the street at the former Woodstock True value store.
10. There would be two delivery vehicles, oil and propane. These would be standard sized delivery vehicles. There would be no tractor trailers on site. Delivery vehicles would fill up off site. These vehicles would park just west of the building to the north side of the driveway.
11. There would be three service vehicles which would not be parked over night as employees will take them home each night for on-call service.
12. There would be a total of six employees. There would be clients on site from time to time.
13. It was noted the actual rear property line is the GMP powerline.
14. The plantings shown on the site plan were placed in error. The applicant has no plans to add any plantings. Plantings along Route 4 would die due to excessive salt use.
15. A split rail fence would be placed along all three sides of the parking lot.
16. The TDRB reviewed Sections 809 Site Plan Review and 810 Conditional Use criteria with the applicant.

After further discussion, Mr. Prescott moved with a second by Ms. French to approve the application with the following conditions:

1. The split rail fence to be placed on three sides of the parking lot shall be approved by the TDRB before installation.
2. The split rail fence shall be similar to that used across Westerdale Road at Lincoln Corners.
3. Delivery vehicles shall park west of the building to the northernmost part of the driveway.
4. There shall be 5 overhead lights mounted over the 5 entrances to the building.

The motion passed with a 4-0 vote.

IV. NEXT MEETING

The next TDRB meeting is scheduled for July 23, 2019.

V. APPROVAL OF MINUTES

The minutes of the May 28, 2019 meetings were approved as submitted.

VI. ADJOURNMENT

The TDRB adjourned at 8:15 p.m.

Respectfully submitted,

Michael Brands, AICP
Town Planner