

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 July 9th, 2025, at 5:30pm to conduct the following business:

Members Present: Jane Soule (Chair), Randy Mayhew, MaryAnne Flynn, Wendy Spector, and Keri Cole

Public Present: Gary Moore, Ben Pauly, and David Steele

Staff Present: Emily Collins

Call to Order:

Jane Soule called the meeting to order at 5:31 PM.

Public Hearings:

A. V-0040-25 – John & Nancy Schullinger

Location: 22 Mountain Ave

Parcel ID: 23.51.20

Review: Design Review

Proposed Development: To turn three doghouse dormers to one dormer with three windows, replace right rear window with an 8" longer window, replace chimney cap with a copper chimney cap, and replace sunroom windows with 12" longer windows.

Gary Moore presented the proposal to convert dormers, lengthen windows, and replace chimney cap. Before-and-after renderings depicted all work to be done on the rear façade. Board members asked clarifying questions about design details but had no concerns. The Board noted that the Village Design Advisory Committee reviewed the application and also had no concerns.

Wendy Spector motioned to close testimony.

Randy Mayhew seconded the motion.

VOTE. 4-0. Approved.

Wendy Spector motioned to approve the application as presented.

Randy Mayhew seconded the motion.

VOTE. 4-0. Approved.

B. V-0038-25 – Eva Douzinas

Location: 69 Pleasant St

Parcel ID: 21.53.12

Review: Design Review

Proposed Development: To install two signs and lights. One 12.5 sq ft sign affixed to the north elevation with one light and one 20 sq ft sign freestanding on road frontage with one light on each side.

Ben Pauly presented the proposal for illuminated signs at Farmer and the Bell. Keri Cole arrived during the presentation. Ben Pauly described the two signs would be wood or steel, depending on cost, and would display the logo and name of the establishment. Staff assured the Board that the size of the signs and level of illumination were compliant with regulations. The Board noted that the Village Design Advisory Committee reviewed the application and also had no concerns.

Randy Mayhew motioned to close testimony.

Wendy Spector seconded the motion.

VOTE. 5-0. Approved.

Wendy Spector motioned to approve the application as presented.

Randy Mayhew seconded the motion.

VOTE. 5-0. Approved.

Approval of Minutes – 06/11/2025

Wendy Spector motioned to approve the minutes as presented.

MaryAnne Flynn seconded the motion.

VOTE. 5-0. Approved.

Other Business:

Randy Mayhew expressed concerns about the permitting fees and inquired about a separate fee schedule for small projects. Keri Cole clarified that the fees were developed modeled after comparable towns. Staff will look for original documents.

David Steele was present to ask clarifying questions about his neighbor's recently issued fence permit. David Steele was curious about the work timeline and the condition about the "finished" side. The Board advised David Steele to speak with the Zoning Administrator about enforcement-related questions.

The Board asked about Staff's process regarding signing and issuing permits and notices of decision. Concerns were expressed about ensuring that the Board's decisions are reflected accurately.

The Board discussed ways to communicate with the Village Design Advisory Committee more effectively.

Wendy Spector motioned to adjourn the meeting.

Randy Mayhew seconded the motion.

VOTE. 5-0. Approved.

The meeting adjourned at 6:08 PM

DRAFT