DESIGN ADVISORY BOARD
Tuesday April 26, 2022 3:00 PM

Minutes

Present: Matt Bushey (Chair), Ron Wanamaker (Vice Chair), Jay White, Emily Morse, Kathleen Ryan (alternate)
Absent: None
Staff present: Mary O’Neil, Scott Gustin
Guests: Chuck Adams, Lewis Creek Builders
        Wendy Hakken, Owner, 352 South Winooski Ave
        Mike Koch, CEA
        Jeff ___, Birdseye
        Sharon Bushor, former City Councilor for Ward I

Agenda

Session I – 3:00 PM – 3:15 PM
ZP-22-106; 352 South Winooski Avenue (RM, Ward 6S) Joel Hakken / Wendy Hakken / Lewis Creek Builders
Home renovations and window replacement (Continued). (Scott Gustin, Project Manager)

Motion by Jay White: I move we approve the application as proposed.

2nd: Kathleen Ryan
Vote: 3-1-0 (Emily Morse recused)
Motion carries.

Session II – 3:15-4:15 PM
Construct replacement single-family dwelling and associated site improvements (Scott Gustin, Project Manager)

Motion by Matt Bushey: I move we approve the application, with the following conditions:

1. In order for the garage to be secondary to the residence, the DAB accepts one of the following modifications:
A. Install the garage door flush with the face of the surrounding wall plane, in which case the location of the proposed is acceptable.
B. Move the 39’ wide center portion of the front façade forward so that it is proud of the garage wall.
C. Move the left hand wall of the front façade forward so that it is proud of the garage wall.

2. Recommend to increase the depth of the roof eaves on the front façade to be 24” min.
3. Decrease the width of the driveway to be no wider than 18’-0”.
4. At the front patio, use a material that is different and distinct from the driveway.
5. Depict outdoor lighting fixture locations and mechanical equipment per staff comments.

2nd: Jay White
Vote: 5-0
Motion carries.

Session III – 4:15-5:25 PM

DAB - Windows discussion
Present: Noah Boetsma (Windows and Doors by Brownell); Sharon Bushor (former City Councilor)

The Board concluded their discussion of the proposed guidelines for replacement windows in historic buildings. They suggested making the following edits to the draft:

- Add titles to top 2 images: “Typical Historic Wood Window Details”
- Remove bottom 2 images. Do not mention manufacturer names.
- Add text: Replacement windows shall be of durable materials. Typically, wood, fiberglass, and clad wood windows meet this standard. Typically, vinyl windows are not approved.

Adjournment 5:25 PM.