

**Hartford Planning Commission Meeting
Agenda
Wednesday, August 10, 2022 at 6:00 p.m.
Hartford Town Hall, Room 1, 171 Bridge Street, White River Junction
This will be a hybrid meeting (in-person with remote access available).**

Electronic Participation Link and Teleconference Number:

Microsoft Teams meeting

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1. Model Hybrid Public Meeting Script & Roll Call
2. Minutes of the May 16th Planning Commission Meeting
3. Zoning District Change Discussion from Industrial/Commercial Two (IC-2) Route 5/Ballardvale Drive/Jasmin Lane to General Commercial/Residential (GCR) to allow residential and mixed-use development in the district, White River Junction
 - a. Zoning District Objective
 - b. Floor Area Ratio
 - c. Action Items: Planning Commission Report (motions required)
 1. Proceed with a Zoning Bylaw Amendment
 2. Approve the Planning Commission Reporting Form for the Bylaw Amendment
4. Discuss Amending the Zoning Regulations to Allow Recreational Vehicles to be used as Sleeping Quarters
5. Other Business
6. Adjournment

MEMO

TO: Planning Commission

FROM: Matt Osborn, AICP, Planner

SUBJECT: **Wednesday, August 10, 2022 6:00 p.m. Planning Commission Meeting**
Discuss the Proposed Zoning Change from IC-2 to a New District (GCR)
that would allow multi-unit residential and mixed-use for the Ballardvale Drive/Route 5 area across from the VA Hospital

DATE: August 5, 2022

Due to the continuation of public hearings on development applications, two workshops on the zoning amendment had to be rescheduled. We are now resuming discussion. To date, we have held four workshops and one community meeting on the proposed zoning amendment. Staff believes that we have discussed the issues thoughtfully and are ready to move forward with the formal adoption process. We are asking that the Planning Commission approve the Planning Commission Reporting Form and schedule the zoning amendment for public hearing. Please note that the Planning Commission may still make revisions to the proposed bylaw, amendment and written report at the public hearing, and once approved then submit the proposed bylaw amendment and written report to the Selectboard for them to consider adoption.

The 8/10 Planning Commission meeting will be in-person with remote access. See the 8/5 e-mail for the meeting link. The following is information for discussion of agenda items.

District Objective: Based on the comments received at the May 16th workshop, staff proposes the following revised district objective for discussion:

The objective of the GCR district is to maintain its role and function as a local and regional service center along an important Town gateway while encouraging a transition towards more compact commercial, mixed-use and multi-unit residential development. New development and redevelopment shall focus on the following elements that create a sense of place including:

- Enhance the aesthetic character of this corridor with well-designed buildings, landscaping, signage and lighting.
- Give attention to the mass and scale of buildings including clearly delineated doors and windows, variations in building footprint, materials and architectural features.
- Ensure compatibility of different uses.
- Provide improved walkability with connections to existing sidewalks and adjacent properties.
- Provide parking on the sides and rear of the lot, while avoid parking in the front of buildings.
- Use landscaped islands to break up expanses of pavement.
- Provide a suitable buffer from adjoining wetlands and streams.

Permitted and Conditional Uses: At the 5/16 Planning Commission meeting, we wrapped up the review of permitted and conditional uses.

Underground Stream: At the 5/16 Planning Commission meeting, a question came up about the existing stream that passes underground and whether redevelopment of a lot would require daylighting and restoration of the stream. I contacted River Management Engineer Todd Menees of the Vermont Agency of Natural Resources and was informed that the State does not have the authority to require daylighting of a covered stream. They can only encourage a landowner to do so.

Floor Area Ratio (FAR): At the 5/16 Planning Commission meeting, there was consensus that a Floor Area Ratio (FAR) is the best way of determining density for the new GCR district, and that an FAR of 1.0 was appropriate. For reference, the following is the background information reviewed at that meeting.

The Hartford Zoning Regulations defines the following:

Floor Area Ratio (FAR): “the residential floor area on a lot divided by the total lot size.”

Residential Floor Area: “The square footage of all floors of a building measured from the exterior face of the exterior walls designated for residential use excluding common areas such as stairwells, elevators, hallways, lobbies, mechanical rooms, unfinished basements and storage areas.”

The concept of FAR looks at the amount of residential area allowed rather than basing it on the number of units per acre. This allows more flexibility on the size and number of units in response to market needs, site considerations, building height, location and parking needs, etc. FAR was first introduced in the Downtown and enabled first floor commercial with two to three upper floors of residential. Over time, several residential and mixed-use projects have been built Downtown resulting in approximately 250 new housing units. These have added greatly to Hartford’s housing mix and brought more activity and energy Downtown. The following are three FAR examples from downtown projects:

		Floor Area	Allowable	Constructed	Actual	
		Lot Size	Ratio	Res.	Res.	Constructed
Address	Developer	Sq. Ft.	(FAR)	Sq. Ft.	Sq. Ft.	FAR
129 S. Main St.	Bucy	19,540	2.0	39,080	11,200	0.57
127 N. Main St.	Bittinger	4,600	2.5	11,500	10,403	2.26
132 S. Main St.	Davidson	37,897	2.5	94,743	45,244	1.19

Attached is an illustration of FAR from Brattleboro that we think is helpful. Brattleboro uses a FAR of 1.0 for a similar highway commercial area. Please note that the example that Brattleboro uses in the illustration has an FAR of 1.02.

Given the existence of five hotels in the proposed GCR district, a FAR of .75 would allow the conversion of any of the hotels to year-round housing. This is an important consideration since one of the goals of the rezoning is to allow the conversion of a hotel to year-round housing. Staff thinks a 1.0 FAR may be a good starting point and would enable more housing units particularly on the smaller undeveloped lots.

Please note that the Ballardvale Drive/Route 5 IC-2 Zoning Property List has three options of FAR (.5, .75 and 1.0). To some extent, parking and lot coverage requirements will limit FAR.

Density Determination: At the May 16th Planning Commission meeting, concern was given about the determination of density when unbuildable areas exist such as wetlands, floodplain or steep slopes. The Hartford Zoning Regulations do not take out unbuildable areas when calculating density. Staff reviewed Zoning Regulations from fourteen Vermont communities and found that three of those communities take out unbuildable areas when calculating density. Removing unbuildable areas from the calculation of density would require a Zoning Regulation change for all properties. This would involve a comprehensive review of the impact which will take time. If the Planning Commission is interested in exploring this, staff recommends reviewing it as a separate work item unrelated to the current proposed zoning change.

Action Requested: Staff is requesting that the Planning Commission proceed with the zoning bylaw amendment and schedule it for a public hearing. In addition, we are requesting approval of the Planning Commission Reporting Form for the bylaw amendment.

Town of Hartford
Planning Commission Reporting Form
for the Proposed Bylaw Amendment Establishing the
General Commercial/Residential (GCR) Zoning District
August 10, 2022

This report is in accordance with 24 V.S.A. §4441 (c) which states:

“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments..... The report shall provide(:)

(A) brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under section §4444 of this title,

Hartford and the region are experiencing a serious housing crisis. Three Upper Valley regional planning commissions joined forces to create the Keys to the Valley initiative to shed light on the crisis and develop ways to address it. The group identified that the Upper Valley region needs 10,000 additional housing units by 2030. This compares to the previous decade when only 4,000 new units were created.

During the community forums for the 2019 Town Plan update, there was a strong reoccurring theme to encourage mixed-use development and get away from the strict segregation of land uses. Since then, creating more opportunities for housing has been one of the Town’s highest priorities, and own staff and the Planning Commission have been looking at ways to encourage more mixed-use and residential development in straight commercial zoning districts. In 2021, two zoning districts which previously prohibited mixed-use and residential development (one in White River Junction and the other in Quechee) were changed to allow mixed-use and residential development. Over the last several months, Town staff and the Planning Commission have been pursuing another zoning amendment to add mixed-use and residential to a straight commercial zoning district. In addition, Hartford is participating in a seven-town consortia effort led by the Two Rivers-Ottauquechee Regional Commission on the Bylaw Modernization grant to seek ways to create opportunities for more housing. Simultaneously, the Town is updating the Town Plan Housing Chapter with the assistance of a Vermont Municipal Planning grant.

The Town is proposing to change another straight commercial zoning district to one that allows mixed-use and residential development. The Industrial Commercial Two (IC-2) zoning district is located across from the VA Hospital and is surrounded by Interstates 89/91 and Route 5. The area includes parcels on Route 5 as well as parcels on Ballardvale Drive and Jasmin Lane. The district contains approximately 32 acres, is located within the designated Hartford Growth Center and is served by town water and sewer and public transit. The area has become home to five hotel/motels that include a total of 430 rooms, one of which is designated as an extended stay hotel. The four hotels/motels on Ballardvale Drive are set back from Route 5 and have taken on a residential quality. The remaining motel is located on North Hartland Road.

The current Industrial Commercial (IC) Zoning District across from the VA Hospital was originally established in 1962 as “General Commercial”. It changed to “Commercial” in 1975

and was changed again to “Industrial-Commercial” in 1994. In 2008, it changed to “Industrial Commercial Two” to allow up to 60’ in building height rather than the 40’ in the IC District. Currently, the IC-2 zoning district does not allow residential or mixed-use development.

The purpose of the proposed bylaw amendment is to change the current Industrial Commercial Two Zoning District to a new zoning district (General Commercial) and allow appropriate residential and mixed-use development that is compatible with existing commercial development. The area is capable of supporting moderate density mixed-use and residential development. The following is the zoning district sheet for the General Commercial Residential district.

GENERAL COMMERCIAL/RESIDENTIAL “GCR” ZONING DISTRICT

Objective

To maintain its role and function as a local and regional service center along an important Town gateway while encouraging a transition towards more compact commercial, mixed-use and multi-unit residential development. New development and redevelopment shall focus on the following elements that create a sense of place including:

- Enhance the aesthetic character of this corridor with well-designed buildings, landscaping, signage and lighting.
- Give attention to the mass and scale of buildings including clearly delineated doors and windows, variations in building footprint, materials and architectural features.
- Ensure compatibility of different uses.
- Provide improved walkability with connections to existing sidewalks and adjacent properties.
- Provide parking on the sides and rear of the lot, while avoid parking in the front of buildings.
- Use landscaped islands to break up expanses of pavement.
- Provide a suitable buffer from adjoining wetlands and streams.

Permitted Uses

Bakery
 Banking, Financial Institution
 Bar
 Farmstand
 Food Assembly/Catering
 Funeral Home
 Garden Center
 Hotel, Motel, Inn
 Medical Clinic (No Size Limit)
 Museum (No Size Limit)
 Nursing Care Facility
 Office (No Size Limit)
 Place of Worship
 Printing, Publishing
 Public Assembly Facility (No Size Limit)
 Public Information Facility
 Recreational Facility
 Research, Testing Laboratory
 Restaurant
 Retail ≤ 10,000 Sq. Ft.

Permitted Upon Issuance of a Conditional Use Permit

Contractor's Shop
 Daycare Facility
 Dwelling, Multi-Unit
 Home Business
 Hospital/Medical Center
 Kennel
 Light Manufacturing/Industry
 Light Manufacturing/Retail Sales
 Mixed-Use Building
 Motor Vehicle Fueling Facility
 Motor Vehicle Sales
 Motor Vehicle Car Wash
 Motor Vehicle Repair
 Open Air Market
 Parking Facility
 Passenger Terminal
 Public Facility
 Retail > 10,000 Sq. Ft.
 School
 Storage, Mini/Self

Veterinary Clinic

Transportation Terminal
Warehouse

Area and Dimensional Standards (in feet)

<u>Minimum Area</u>			<u>Minimum Dimensions</u>		<u>Minimum Setbacks</u> (From Property Lines)		
<u>Class</u>	<u>Dwelling</u> <u>Unit</u>	<u>Lot</u>	<u>Width</u>	<u>Depth</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
1	1.0 FAR	10,000	70	80	10	10	20

Maximum Lot Coverage: 90%

Height: Structures up to a maximum of 60 feet are allowed as a permitted use provided the structures meet fire safety requirements established by the Hartford Fire Department.

(A)nd shall include findings regarding how the proposal:

1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:

The proposal is supported by the following goals, strategies and actions in the 2019 Hartford Town Plan:

- Increase density in already developed areas with infrastructure (water and wastewater close to community facilities and services and served by public transit).
- Continue to designate the villages of White River Junction, Wilder and Hartford as part of the Town's growth center.
- Promote mixed-use in the villages and downtown.
- Facilitate the development of housing through the zoning and subdivision processes.
- Revise zoning densities and dimensional requirements to encourage infill housing in village areas, taking into consideration existing settlement patterns.
- Advocate for a diverse housing stock that promotes a range of housing types and costs.
- Encourage the development of multi-family housing on a scale and design compatible with existing neighborhoods.
- Encourage public and private mixed-income, single family and multi-family residential development within neighborhoods and village areas where there is Town water and sewer and that are located in close proximity to public transit and community facilities.
- Encourage the production of adequate amounts of new housing to meet the housing needs of residents of all socioeconomic levels.
- Encourage the renovation and re-use of existing buildings to meet various housing needs.

The proposed bylaw amendments will have a positive effect on the availability of safe and affordable housing creating more housing options by adding multi-unit residential and mixed-use development to an area that previously prohibited housing.

2. Is compatible with the proposed future land uses and densities of the municipal plan:

The proposal is compatible with the proposed future land use and densities of the Municipal Plan. In general, the Hartford Town Plan recommends higher densities in the village and built-up areas, and low densities in the rural areas of Town to protect the Town's natural resources and rural character. The proposed zoning amendment includes an area located in the White River Junction built-up area and within the Hartford Growth Center where there is municipal water and wastewater infrastructure, has existing and planned sidewalks and is served by public transit that is located in close proximity to community facilities and services. Further, much of the area has already developed intensively and is capable of supporting higher density commercial, mixed-use and residential development. The proposed zoning amendment utilizes a floor area ratio of 1.0 instead of the traditional dwelling units per acre calculation to encourage smaller units and higher densities. The density for the proposed GCR zoning district would fall within the range of the medium density mixed-use category of the Town Plan.

3. Carries out, as applicable, any specific proposals for any planned community facilities.”

This proposal will not impact planned community facilities.

Please Note:

- ❖ The planning commission shall hold at least one public hearing within the municipality after public notice on any proposed bylaw, amendment or repeal and;
- ❖ At least 15 days prior to the first hearing, a copy of the proposed plan or amendment and the written report shall be delivered with proof of the receipt, or mailed by certified mail, return receipt requested, to each of the following:
 1. the chairperson of the planning commission of each abutting municipality, or in the absence of any planning commission in an abutting municipality, to the clerk of that abutting municipality;
 2. the executive director of the regional planning commission of the area in which the municipality is located;
 3. the department of housing and community affairs within the agency of commerce and community development.
- ❖ The planning commission may make revisions to the proposed bylaw, amendment, or repeal and to the written report, and shall then submit the proposed bylaw, amendment or repeal and the written report to the legislative body of the municipality.
- ❖ Simultaneously, with the submission, the planning commission shall file with the clerk of the municipality a copy of the proposed bylaw, amendment, or repeal, and the written report for public review.

DRAFT Minutes
Hartford Planning Commission Workshop
May 16, 2022

A Planning Commission workshop to discuss the IC-2 zoning change was held in Room 1 of the Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. The meeting was accessible remotely and several people joined that way.

Planning Commission Members Present: Colin Butler, Toby Dayman, John Heath, Robin Adair Logan, Bruce Riddle, Chair John Reid, and Selectboard Liaison Kim Souza.

Staff: Lori Hirshfield, Planning Development Director and Matt Osborn, Planner.

Others Present: Marie Alvin, Bill Kelsey, Nate Stearns and Andrew Winter.

Chair John Reid called the meeting to order at 6:06 p.m., read the hybrid meeting script followed by roll call. Lori Hirshfield requested that those attending the meeting remotely not use the chat function.

1. **Minutes of the March 28th Community Meeting:** John Reid noted a correction. He asked if there are other changes to the Minutes of March 28th. There were none. Colin Butler made a motion to approve the Minutes of March 28th with the noted change. The motion was seconded by Robin Adair Logan and approved.
2. **Minutes of the April 18th Planning Commission Workshop:** John Reid asked if there are any changes to the Minutes of April 18th. Bruce Riddle noted a change. John asked if there are other changes. There were none. Robin Adair Logan made a motion to approve the Minutes of April 18th with the noted change. The motion was seconded by Bruce Riddle and approved.
3. **Discussion of Possible Creation of a new Zoning District in the IC-2 Route 5/Ballardvale Drive/Jasmin Lane area to allow residential and mixed-use development, White River Jct.**

District Objective: Matt noted that based on the comments received at the April 18th workshop, staff researched district objectives from other communities with similar development and locations as the IC-2 Route 5/Ballardvale Drive/Jasmin Lane area. To facilitate the Commission discussion, Matt then reviewed the existing land uses in the IC-2 district which include five hotels, three automotive businesses, two vacant lots, two lots with redevelopment potential, the 802 Credit Union and the Dunkin Donuts. He also reviewed the following list of positive features and challenges/opportunities highlighted at the last meeting.

Positive Features

1. Town water and sewer
2. Bus Service
3. Planned sidewalk on Route 5
4. Some sidewalks/walkways in district
5. Some attractive architecture/site design
6. 60' height allowance
7. Two vacant lots & two lots with redevelopment opportunities
8. Rear lots on Ballardvale have a quiet, residential neighborhood feel

Challenges/Opportunities

1. Strip commercial pattern of development
2. Extensive asphalt/impervious surfaces
3. Limited landscaping
4. Limited bicycle/pedestrian accommodation
5. Mix of land uses. Lacks unified sense of character
6. Large wetlands complex & stream

Matt noted that it is difficult defining character when the area is in a state of transformation. He presented a proposed revised district objective.

“The General Commercial/Residential District includes Route 5 across from the VA Hospital, Ballardvale Drive and Jasmin Place. The area is in close proximity to Interstates 89 and 91 and was developed primarily as a commercial area providing, dining, lodging and other services to travelers and residents. Route 5 is a major arterial highway and is served by municipal water and sewer and public transit.”

“The objective of this district is to maintain the role and function as a local and regional service center while encouraging a gradual transformation towards a more compact and mixed-use development pattern with improved walkability, well-designed buildings, and attractive landscaping, signage and lighting in this important Town gateway.”

Colin Butler asked about the wetlands designation and if the Town can change this. Staff clarified that the state has very specific rules related to identifying, classifying and regulating the use of wetlands. Colin also expressed concern about the stream that goes under pavement for a significant distance. He asked if the State requires surface waters to be returned to their natural state if a redevelopment application is submitted. Matt responded that he will inquire.

John Heath stated that the list format for the criteria in the previous draft of the objective provides more clarity. He also suggested adding “residential” to the objective.

Toby Dayman agreed with John and also expressed concern about the subjectiveness of the terms “well-designed buildings” and “character of the area” ar. Lori Hirshfield responded that staff struggled with this as well although “character of the area” is one of the Conditional Use Permit criteria. She noted that it is challenging to reference “enhancing existing character of the area” as criteria when an area is in a state of transformation.

Dillon Bianchi cautioned against limiting development with too narrow of a focus.

John Reid suggested replacing well-designed buildings” with “well-thought design”.

Bruce Riddle suggested eliminating reference to “character of the area and focus on mass and scale. He also agreed with Dillon noting that there are many innovative designs and materials to be considered.

Lori suggested using the term “cohesiveness” noting that clarity in language gives guidance and allows flexibility to the developer.

John Heath asked if there is adequate water and sewer capacity, and if this should be part of the criteria. Lori responded that the Town’s state designated Growth Center Plan includes a water and wastewater capacity analysis which indicated the Town has quite a bit. The Town will be doing an update in the near future. She also noted that this level of review would be addressed in the upcoming Town Plan update of the Housing Chapter, and site-specific development review criteria already in the Zoning Regulations

Robin Adair Logan liked the idea of giving guidance to developers about architecture. She suggested using the term contemporary vernacular. John Reid responded that Site Development Plan approval doesn't provide the Planning Commission much authority when it comes to design. Following some further discussion, Robin Adair suggested focusing on site design items such as scale and parking in the rear.

John Reid then opened the meeting for public comments. Marie Alvin stated that she supports this zoning change and would like to see this move ahead. She also noted that she thinks this is a better location for housing or shelters for the unhoused rather than adding to the Haven site on Hartford Avenue.

The Planning Commissioners then summarized their preferences on the District objective. Colin stated that he recognizes the area is in transition but need to elaborate more on what we are trying to accomplish. He suggested rewriting and using the bullet format. John Heath said bullet format is not that important but need to include "residential in the objective. Toby recanted his earlier suggestion to remove "well-designed" and prefers the list format. Dillon stated that the objective is close and does not need a complete rework, and he had no preference on the format.

Bruce Riddle agreed with Dillon, was comfortable with the term "well-designed buildings" referencing his earlier comment.

John Reid supported the bullets, and there is consensus to go with the bullet format..

Permitted and Conditional Uses: Matt Osborn noted that at the 4/18 Planning Commission meeting, we wrapped up review of the permitted and conditional uses with the exception of agriculture. To get a better understanding of wetlands rules and whether agriculture would be permissible within or adjacent to these wetlands, the regional wetlands biologist was consulted. In some cases, farming is exempt from the wetland rules. Grandfathering of agricultural lands in ordinary rotation since February 23, 1990 is allowed without a permit. For new agricultural uses within wetlands or within the 50' required buffer, a permit will likely be required.

Lori Hirshfield added that most of the area already is developed with commercial uses and has not been actively used for agriculture for many years. She added that we should maximize development potential in this district and there are other areas in Hartford better suited for agriculture. As a result, staff recommends not including agriculture as a permitted or conditional use. The Planning Commission agreed.

John Heath asked about the sale of cannabis and whether it should be included in the district uses. Lori Hirshfield responded that state law requires that cannabis be treated the same as any other retail business.

John Reid asked if museums or places of worship should not be allowed in the district since they require extensive parking. Lori Hirshfield responded that the scale of any development will dictate the amount of parking and would be reviewed during the Site Plan review process.

Kin Souza suggested that the Planning Commission consider including a statement "in keeping with the goals of the Climate Action Plan" but not necessarily as part of the district. The Planning Commission agreed.

Marie Alvin stated that she thinks a homeless shelter should be included as a use in this district and asked what use category The Upper Valley Haven came under. Lori Hirshfield responded that The Haven was approved as a Planned Development.

Floor Area Ratio: Matt Osborn stated that since the proposed changes add multi-unit residential and mixed-use (residential and commercial) development, a density for residential needs to be developed. Given the area is developed intensively with several multi-story hotels and considerable square footage, Floor Area Ratio (FAR) would be a better approach to calculating density than units per acre.

Matt added that a successful example of a change to bring more housing to Hartford occurred in 2005 when the density calculation for the Central Business District (CB) was changed from the units per acre method to a Floor Area Ratio (FAR) calculation. At that time, the allowable density of 22 units per acre was lower than the actual built density of many downtown lots. Changing the standard to replicate the historical compact development was an important part of the revitalization vision for the Downtown.

Matt read the definition of Floor Area Ratio (FAR): “the residential floor area on a lot divided by the total lot size.” He noted that areas, such as hallways and storage sections, are not included in the calculation. Matt added that FAR looks at the amount of residential area allowed rather than basing it on the number of units per acre. This allows more flexibility on the size and number of units in response to market needs, site considerations, building height, location, parking needs, etc. The 2.0 FAR for the Downtown (which was increased to 2.5 in 2014) enabled first floor commercial and two to three upper floors of residential. Over time, several residential and mixed-use projects have been built Downtown resulting in approximately 250 new housing units. These have added greatly to Hartford’s housing mix and brought more activity and energy to the Downtown. The following are three FAR examples from downtown projects:

Address	Developer	Lot Size Sq. Ft.	Floor Area Allowable		Constructed	Actual
			Ratio (FAR)	Res. Sq. Ft.	Res. Sq. Ft.	Constructed FAR
129 S. Main St.	Bucy	19,540	2.0	39,080	11,200	0.57
127 N. Main St.	Bittinger	4,600	2.5	11,500	10,403	2.26
132 S. Main St.	Davidson	37,897	2.5	94,743	45,244	1.19

Matt cited an illustration of FAR from Brattleboro which he thinks is helpful to visualize what the FAR could look like. Brattleboro uses a FAR of 1.0 for a similar highway commercial area and Montpelier uses a 1.0 FAR for its Mixed-Use Residential district.

Matt noted that given the existence of five hotels in the proposed GCR district, a FAR of .75 would allow the conversion of any of the hotels to year-round housing. This is an important consideration since one of the goals of the rezoning is to allow the conversion of a hotel to year-round housing. Staff thinks a 1.0 FAR may be a good starting point and would enable more housing units particularly on smaller lots. Matt pointed out that the attached Zoning Property List has three

options of FAR (.5, .75 and 1.0). He noted that to some extent, parking and lot coverage requirements will limit FAR.

Toby asked if wetlands would be excluded from the FAR calculation. Lori Hirshfield responded that it wasn't, noting that no site condition such as steep slopes or streams are excluded. She added that other development requirements such as parking, circulation and height would tend to dictate how much development could take place on the usable area of the lot, and thus would limit the size of the building. She also suggested that the Commission review if the district's 90% lot coverage requirement should be reduced given the addition of residential. Colin expressed concern about including wetlands in the FAR calculation, and requested information on what other communities do.

Dillon stated that he likes the FAR concept and he thinks the 1.0 ratio works.

John Heath stated that he likes the approach but isn't sure of the number.

Colin stated that he supports FAR but was surprised by the low FAR for the recent Davidson downtown mixed-use building. Lori responded that parking and circulation were factors influencing the FAR ratio for this project.

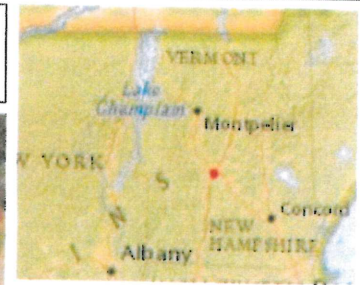
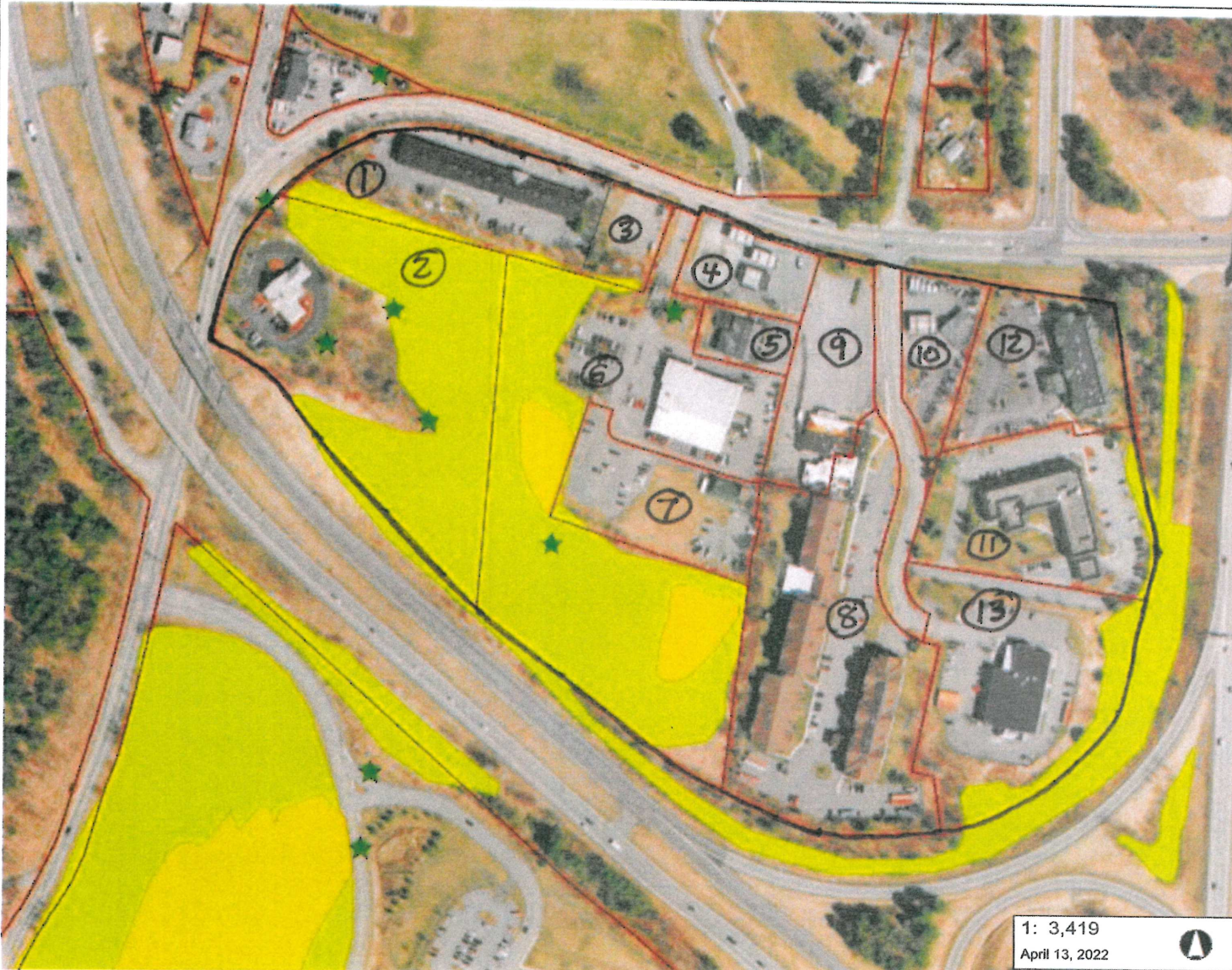
Lori stated that FAR gives development flexibility associated with form-based zoning.

Bruce stated that the downtown FAR examples have proven that it works. He likes the idea that it gives developers more freedom.

There was consensus that the 1.0 FAR ratio is appropriate for this district.

4. **Next Workshop:** Matt Osborn suggested that the Planning Commission schedule the next workshop. It was agreed to hold the next workshop on Monday, June 13th at 6:00 p.m.
5. **Adjournment:** Bruce Riddle made a motion to adjourn. It was seconded by Colin Butler and approved. The meeting was adjourned at 8:11 p.m.

Ballardvale Drive/Route 5 IC-2 Zoning Property List															
May, 2022															
								Current		Current	Current				
			Add-					Land	#	Current	Land Area	Bldg Size			
#	Map	Lot	ress	Street Name	Current	Current	Current	Area	Motel	Building	Lot Size	to Lot	FAR	FAR	FAR
#	#	#	#	Street Name	Zoning	Land Use	Owner	Acres	Rooms	Size (sq.ft.)	Sq. Ft.	Size	0.5	0.75	1.0
1	14	11	442	N. Hartland	I-C2	Super 8 Motel	Northmac Inc.	1.60	81	28,454	69,696	41%	34,848	52,272	69,696
2	14	12	614	N. Hartland	I-C2	802 Credit Union	Membership Advantage	5.70	NA	4,361	248,292	2%	124,146	186,219	248,292
3	14	13	0	N. Hartland	I-C2	Vacant	Northmac Inc.	0.30	NA		13,068	0%	6,534	9,801	13,068
4	14	14	352	N. Hartland	I-C2	Dunkin Donuts	Hartmont, LLC	0.77	NA	1,696	33,541	5%	16,771	25,156	33,541
5	14	15	344	N. Hartland	I-C2	Vacant-former Johnson Piano	Savage Hart Farm LLC	0.40	NA		17,424	0%	8,712	13,068	17,424
6	14	16	60	Jasmin Lane	I-C2	Jasmin Auto Repair/Sales	Jasmin Family	7.19	NA	17,700	313,196	6%	156,598	234,897	313,196
7	14	17	98	Jasmin Lane	I-C2	Jasmin Storage & parking lot	Raymond & Janice Jasmin	1.55	NA	2,256	67,518	3%	33,759	50,639	67,518
8	14	18	91 & 121	Ballardvale	I-C2	White River Inn & Suite and Holiday Inn Express	Larkin Family Partnership	4.65	189	150,714	202,554	74%	101,277	151,916	202,554
9	14	18-1	340	N. Hartland	I-C2	Vehicle Sales/Venders/Retail	Piplyn Inc.	1.40	NA	12,664	60,984	21%	30,492	45,738	60,984
10	14	19	4	Ballardvale	I-C2	Bob's Citgo/Gas Station	4 Ballardvale Drive LLC	0.90	NA	2,296	39,204	6%	19,602	29,403	39,204
11	14	20	104	Ballardvale	I-C2	Hampton Inn	Butson WRJ II LLC	2.52	93	52,120	109,771	47%	54,886	82,328	109,771
12	14	20-1	102	Ballardvale	I-C2	Fairfield Inn- Marriot	CHA Butson WRJ LLC	1.58	67	35,034	68,825	51%	34,413	51,619	68,825
13	14	21	132	Ballardvale	I-C2	Vacant-Former Ibex	Cicotte Properties	3.25	NA	18,440	141,570	13%	70,785	106,178	141,570
						Total		31.81	430	325,735	1,385,644				



LEGEND

- Vernal Pools Confirmed – AE/
- Vernal Pools Unconfirmed – AI
- Wetland Projects
- Wetland - VSWI
 - Class 1 Wetland
 - Class 2 Wetland
- Wetlands Advisory Layer
- Parcels (standardized)
- District Boundary

1: 3,419

April 13, 2022



NOTES

Map created using ANR's Natural Resources Atlas

174.0 0 87.00 174.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources

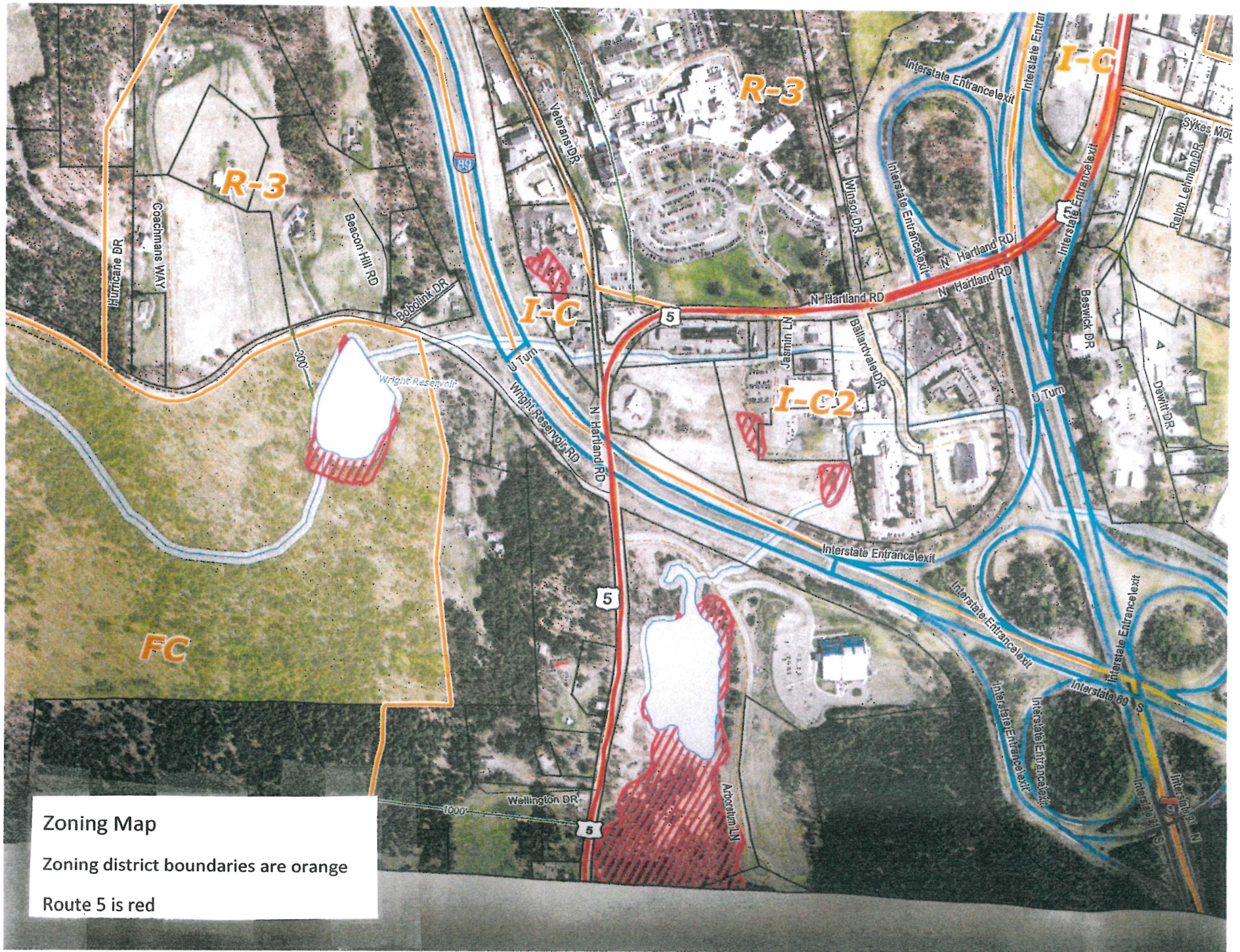
1" = 285 Ft. 1cm = 34 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

**Proposed General Commercial/Residential District
Land Use, Positive Features & Challenges/Opportunities**

<u>Land Use</u>	<u>Lot #</u>
1) Hotels (five totaling 430 rooms)	1, 8, 11 & 12
2) Automotive Businesses	
a. Bob's Citgo Station (gas & repairs)	10
b. Jasmin Auto (autobody repair & sales)	6
c. Former Saab/Ibex Building	13
3) Vacant Parcels	
a. Northmac Lot next to the Super 8 Motel	3
b. Former Johnson Piano behind DD	5
4) Redevelopment Candidates	
a. Jasmin Storage Building	7
b. Piplyn Property (former Howard Johnson's)	9
5) 802 Credit Union	2
6) Dunkin Donuts	4

<u>Positive Features</u>	<u>Challenges/Opportunities</u>
1) Town water & sewer	1) Strip commercial pattern of development
2) Bus service	2) Extensive asphalt/impervious surfaces
3) Planned sidewalk on Route 5	3) Limited landscaping
4) Some sidewalks/walkways in district	4) Limited bicycle and pedestrian accommodation
5) Some attractive architecture/site design	5) Mix of land uses. Lacks unified sense of character
6) 60' height allowance	6) Large wetlands complex & stream
7) Two vacant lots & redevelopment opportunities	
8) Rear lots on Ballardvale have a quiet, residential neighborhood feel.	



Zoning Map

Zoning district boundaries are orange

Route 5 is red

“GCR”**GENERAL COMMERCIAL/RESIDENTIAL ZONING DISTRICT (new)****Objective**

To maintain its role and function as a local and regional service center along an important Town gateway while encouraging a transition towards more compact commercial, mixed-use and multi-unit residential development. New development and redevelopment shall focus on the following elements that create a sense of place including:

- Enhance the aesthetic character of this corridor with well-designed buildings, landscaping, signage and lighting.
- Give attention to the mass and scale of buildings including clearly delineated doors and windows, variations in building footprint, materials and architectural features.
- Ensure compatibility of different uses.
- Provide improved walkability with connections to existing sidewalks and adjacent properties.
- Provide parking on the sides and rear of the lot, while avoid parking in the front of buildings.
- Use landscaped islands to break up expanses of pavement.
- Provide a suitable buffer from adjoining wetlands and streams.

Permitted Uses

Bakery
 Banking, Financial Institution
 Bar
 Farmstand
 Food Assembly/Catering
 Funeral Home
 Garden Center
 Hotel, Motel, Inn
 Medical Clinic (No Size Limit)
 Museum (No Size Limit)
 Nursing Care Facility
 Office (No Size Limit)
 Place of Worship
 Printing, Publishing
 Public Assembly Facility (No Size Limit)
 Public Information Facility
 Recreational Facility
 Research, Testing Laboratory
 Restaurant
 Retail ≤ 10,000 Sq. Ft.
 Veterinary Clinic

Permitted Upon Issuance of a Conditional Use Permit

Contractor's Shop
 Daycare Facility
 Dwelling, Multi-Unit
 Home Business
 Hospital/Medical Center
 Kennel
 Light Manufacturing/Industry
 Light Manufacturing/Retail Sales
 Mixed-Use Building
 Motor Vehicle Fueling Facility
 Motor Vehicle Sales
 Motor Vehicle Car Wash
 Motor Vehicle Repair
 Open Air Market
 Parking Facility
 Passenger Terminal
 Public Facility
 Retail > 10,000 Sq. Ft.
 School
 Storage, Mini/Self
 Transportation Terminal
 Warehouse

Area and Dimensional Standards (in feet)

<u>Minimum Area</u>			<u>Minimum Dimensions</u>		<u>Minimum Setbacks</u> (From Property Lines)		
<u>Class</u>	<u>Dwelling</u> <u>Unit</u>	<u>Lot</u>	<u>Width</u>	<u>Depth</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
1	1.0 FAR	10,000	70	80	10	10	20

Maximum Lot Coverage: 90%

Height: Structures up to a maximum of 60' are allowed as a permitted use provided the structures meet fire safety requirements established by the Hartford Fire Department.

TOWN OF HARTFORD ZONING REGULATIONS

DRAFT SUMMARY OF PERMITTED AND CONDITIONAL USES BY ZONING DISTRICT, JULY 27, 2022

	GCR	COMMERCIAL/MIXED USE										RESIDENTIAL						RURAL				
		IC & IC2	HC	HCR	CB & CB2	QCR	QG	QII	RC2	VB	VRC	R1-M	R-1	R-2	R-3	VR-1	VR-2	RL-1	RL-3	RL-5	RL-10	FC
Adult-Oriented Business		P																				
Agriculture		P					P											P	P	P	P	P
Bakery	P	P	P	P	P	P	P	P	P	P	C											
Banking, Financial Institution	P	P	P	P	P	P	C	C	C	C	C											
Bar	P	P	P	P	P	P	C	C	C	C	C											
Bed & Breakfast		C	C	C	P	C	C	P	P	P	P	C	C	C	C	C	C	C	C	C	C	C
Campground							C	C														
Cemetery			C	C		C	C		C	C	C	C	C	C	C	C	C	C	C	C	C	C
Contractor's Yard		C	C	C	C	C			C													
Contractor's Shop	C	C	C	C	C	C		C	C	C	C											
Crematory		C	C	C		C																
Day-care Facility	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Dwelling Unit, Single				P	C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Dwelling Unit, Two				P	C	P	C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Dwelling, Multi-Unit	C			C	P	C	C	P	P	C	C											
Farmstand	P	P	P	P	C	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Food Assembly/Catering	P	P	P	P	P	P	C	C	C	C	C											
Funeral Home	P	P	P	P	P	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Garden Center	P	P	P	P	C	P	C	C	C	C	C											
Home Business	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Hospital/Medical Center	C	P	P	C	C			C														
Hotel, Motel, Inn	P	P	P	P	P	C	C	C	C	C	C											
Junkyard		C																				
Kennel	C	C	C	C	C	C		C	C					C	C			C	C	C	C	C
Light Manufacturing/Industry	C	P	C	C	C	C		C	C													
Lt. Manufacturing/Retail Sales	C	P	C	C	C	C	C	C	C	C	C											
Lodging House					C				C			C										
Manufacturing/Industry		C																				
Medical Clinic ≤ 10,000 Sq. Ft.	P	P	P	P	P	P	C	C	C	C	C											
Medical Clinic 10,000+ Sq. Ft.	P	P	P	P	P	P	C	C	C	C	C											
Mixed-Use Building	C			C	P	C	C	C	C	C	P	C										
Motor Vehicle Car Wash	C	C	C	C	C	C																
Motor Vehicle Fueling Facility	C	P	C	C	C	C			C	C												
Motor Vehicle Repair	C	C	C	C	C	C			C													
Motor Vehicle Sales	C	P		C	C																	
Museum ≤ 10,000 Sq. Ft.	P	P	P	P	P	P	C	C	C	C	C											
Museum 10,000+ Sq. Ft.	P	P	P	P	C	C																
Nursing Care Facility	P	P	P	P	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Office < 2,500 Sq. Ft.	P	P	P	P	P	P	P	P	P	P	P	C	C	C	C	C	C	C	C	C	C	C
Office 2,500 - 10,000 Sq. Ft.	P	P	P	P	P	P	C	P	C	C	C											
Office > 10,000 Sq. Ft.	P	P	C	C	C	C		C														
Open-Air Market	C	C	C	C	C	C	C	C	C	C	C											
Parking Facility	C	P	C	C	C	C	C	C	C	C	C											
Passenger Terminal	C	C	C	C	C	C	C	C	C	C	C											
Place of Worship	P	P	P	P	P	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Printing, Publishing	P	P	P	P	P	P			C													
Public Assembly Facility <2,500 Sq. Ft.	P	P	P	P	P	P	C	C	C	C	C											
Public Assembly Facility 2,500-10,000 Sq. Ft.	P	P	P	P	C	P	C	C	C	C	C											
Public Assembly Facility > 10,000 Sq. Ft.	P	P	P	P	C	C	C	C	C	C	C											
Public Facility	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Public Information Facility	P	P	P	P	P	P	C	C	C	C	C											
Recreational Facility	P	P	C	C	C	C	C	C	C	C	C											
Research, Testing Lab	P	P	C	C	C	C		C	C													
Restaurant	P	P	P	P	P	P	C	C*	C	C	C											
Retail < 2,500 Sq. Ft.	P	P	P	P	P	P	P	P	P	P	P											
Retail 2,500 - 10,000 Sq. Ft.	P	P	P	P	P	P	C	C	C	C	C											
Retail 10,000+ Sq. Ft.	C	C	C	C	C	C																
School	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Storage, Mini/Self	C	C	C	C	C	C			C													
Transportation Terminal	C	C																				
Veterinary Clinic	P	P	P	P	P	P	C	C	C	C	C											
Warehouse	C	C	C	C	C																	

* No drive through restaurants in QII
All districts: Accessory uses, PUD, home occupations.

Figure 5-3. Illustrated Building Dimensional Standards

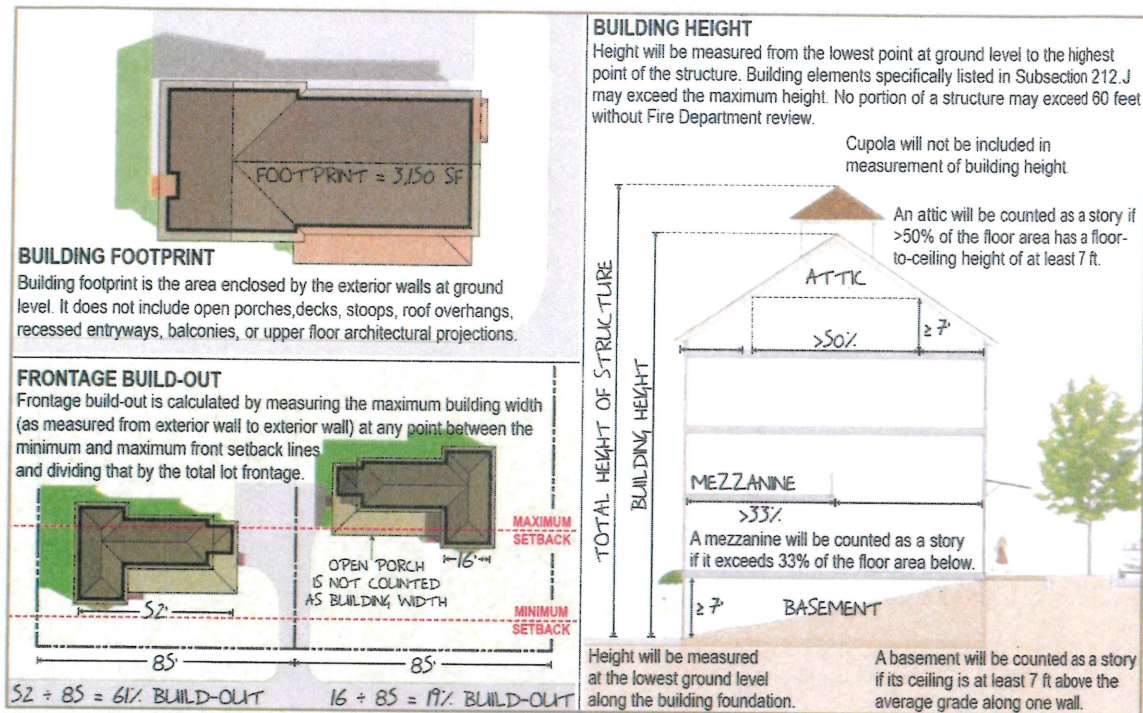
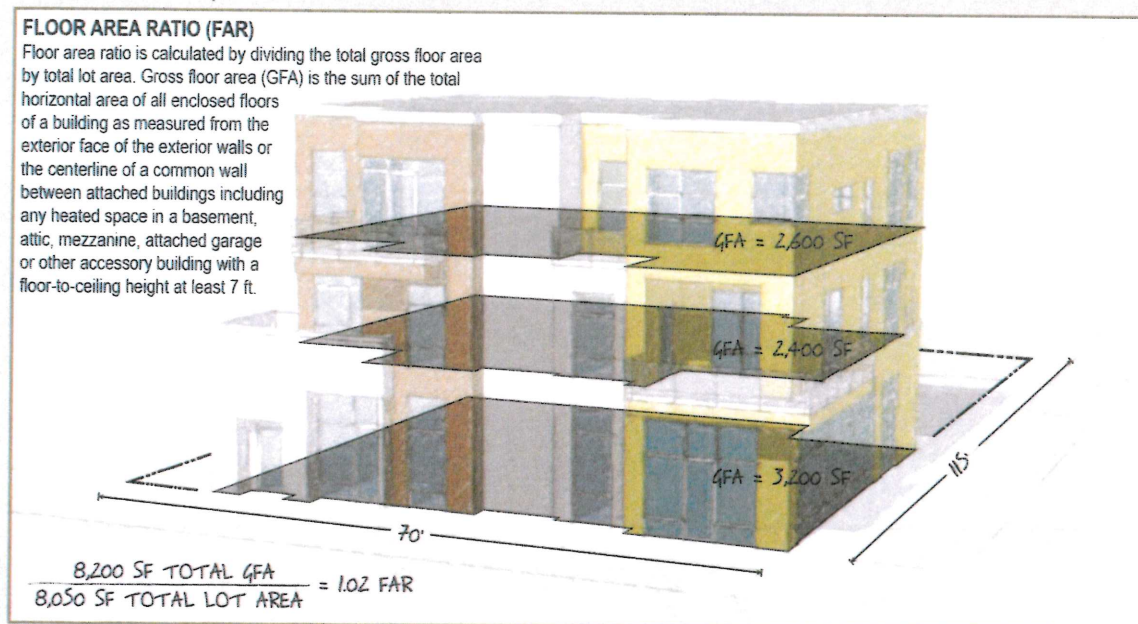


Figure 5-4. Floor Area Ratio (FAR) Illustrated



Memorandum

To: Hartford Planning Commission (via email)
From: Lori Hirshfield and Jo-Ann Ells
Date: August 5, 2022
Re: Recreational Vehicles as Sleeping Quarters- August 10, 2022 Planning Commission Meeting

In November of 2021, the Planning Commission, staff, and members of the former Selectboard Hartford Ad-Hoc Committee on Emergency Shelter met to informally discuss a possible amendment to the Zoning Regulations that the Ad-Hoc Committee wanted to submit (see attached minutes). The amendment involves allowing Recreational Vehicles (RVs) to be used as sleeping quarters beyond the current limitation in the Zoning Regulations of 14 days a year.

The purpose of this memo and meeting is to provide follow up information based on the November Planning Commission meeting, and to determine if you want additional informal discussion. The Selectboard, Ad Hoc Committee, and Planning Commission had anticipated that this follow-up meeting would have occurred earlier in the year prior to the sunset of the Ad Hoc Committee scheduled for June of this year. However, due to the Planning Commission's heavy meeting schedule in the past few months, the follow-up meeting was delayed until now. Therefore, the status of the Ad Hoc Committee should not alter the Planning Commission's intention to receive and discuss this additional information. Please note that any comments on this agenda item from a former member of the Ad Hoc Committee should be considered comments from a member of the public and not as an Ad Hoc Committee representative.

Current Language in the Zoning Regulations

Currently, section 260-34 D of the Zoning Regulations reads:

No more than 2 campers, boats, or other recreational vehicles over 20' long may be parked in Residential or Rural Lands districts unless screened from all adjacent properties and any public roadway passing within 200 feet of the vehicle or boat.

Except in permitted campgrounds, a recreational vehicle may not be used as sleeping quarters for more than 14 days per year.

RVs are defined in the Zoning Regulations as:

Any vehicle having all the following characteristics: (1) used or constructed to permit its use as a conveyance on the public streets and highways; (2) used or constructed to permit its use as a dwelling or sleeping place for one or more persons; and (3) not capable of readily being connected to a community sewer and water service. Includes tent trailers, truck campers, and vehicles converted to sleeping facilities. Does not include mobile homes.

Proposed Amendment- Working Draft

The current language allowing an RV to be used for 14 days per year and the definition of an RV would not change. The amendment would allow someone to use the RV for sleeping quarters beyond the 14 day limit as long as several conditions are met.

Possible language to be added to section 260-34 D:

A single owner-occupied RV with a maximum of two separate areas may be used for sleeping quarters by a maximum of two single family/households on a developed lot providing there are facilities and provisions for independent living, including sleeping, sanitation, potable water, and heat. A Zoning Permit must be obtained.

Additional Information

Several questions came up at the November 2021 meeting. Following are answers to questions and additional information based on the amendment as proposed.

- The RV would be owner occupied but may be placed on a property that is owned by someone else.
- A minimum/maximum size limit for the RV is not proposed at this time. TBD
- A limitation on the time someone could stay in the RV is not proposed. As written, it could be indefinitely. Setting a time limit would be difficult to enforce.
- According to the Assessor's office, the RV would not be taxed.
- Sleeping quarters would be physically separated and each area would have its own entrance.
- Generators would be used on a limited basis to charge batteries and would be subject to Hartford's noise ordinance.
- Currently, Hartford's Flood Regulations permit RVs to be placed on sites within the area of Special Flood Hazard Area (SFHA) are permitted provided the vehicle is fully licensed and ready for highway use. The proposed amendment would not increase RV's being used as sleeping quarters in the SFHA beyond the 14 days currently allowed.

**Minutes
Hartford Planning Commission
Public Hearing
Workshop
November 29, 2021**

Attendance

Planning Commissioners: Bruce Riddle, John Reid, Robin Adair Logan, Toby Dayman, John Heath, and Colin Butler

Staff: Lori Hirshfield, Planning and Development Director, Tom Peltier, Fire Marshal, Jo-Ann Ells, Zoning Administrator, and Kim Souza, Selectboard liaison

Public: Simon Dennis, Jon Chaffee, Laura Pitney, Dennis Brown, Bryan Luikart, Martha Hafner, and Vassiki Chauhan

Members of the Hartford Ad Hoc Committee on Emergency Shelter: Simon Dennis and Jon Chaffee

Bruce called the meeting to order at 6:00 p.m., read the Act 92 open meeting script and took a roll call.

Jo-Ann stated that the purpose of the meeting was to have an informal discussion regarding amending the Zoning Regulations to allow recreational vehicles (RVs) to be used as sleeping quarters for more than 14 days per year. She noted that she had forwarded the Planning Commission a memo outlining the proposal from Lori Hirshfield and herself dated November 18, 2021, and a letter from Tom Peltier, Fire Marshall dated October 6, 2021.

Discussion

Simon gave some background to the proposal. He explained that the idea is to allow RVs to be used as sleeping quarters for more than 14 days a year to address housing shortage, and help those who are currently camping/unhoused. He stated that to his knowledge there are approximately 25 people camping in Hartford currently.

Bruce noted that the proposal did not include a change to the current definition of RV and could encompass a lot of different types of RVs.

Regarding “two separate areas” as noted in staffs’ memo, Bruce commented that he envisioned a small structure with two rooms.

John R. asked if the RV would need to be hooked up to water/wastewater. Bryan commented that this was not the intent.

Simon confirmed that the existing definition of RV was workable, and noted that the State has different rules if the RV is connected to a water source. He added that the RV could have auxiliary features such as a generator, solar power and/or batteries.

Lori clarified that the proposal did not impose any new restrictions on RV used for 14 days or less as currently permitted.

Lori noted that the RV would need to be safe, have sanitation, heat, and potable water, but would not be required to have facilities for food preparation.

Bruce asked if the intent was to get around a Vermont law. Simon commented that Vermont law allows this as proposed.

Dennis asked for clarification why this is needed as there is still an option for vouchers at hotels. Bryan commented that not everyone is comfortable living in a hotel and the voucher system will not last forever.

John H. asked if RVs would be considered permanent structures if they are there more than 14 days. Lori noted that the Planning Commission could discuss setting limitations.

John H. asked if the structures would be taxed. Lori noted that this was a question for the Town Assessor.

Tom reviewed his letter and outlined the provisions for owner occupied and non-owner-occupied RVs. He noted that RVs could be standard manufactured, or some people may build their own. He stated that he wanted to make sure the RVs have appropriate safety provisions for today and into the future.

Simon noted that the proposal was consistent with Tom's letter.

John R. stated that "two separate areas" and "independent living" as noted in staffs' memo needs to be more clearly defined.

Robin Adair stated she was generally in favor of the proposal and agreed with Tom's comments regarding safety.

Bruce commented that today's limitation on the 14 days was probably because it was thought that the RV would just be used by a visitor.

Colin asked about potable water options. Lori stated that potable water could be provided by such means as bottled water, or access to the main structure on the property. Colin asked about a bathroom. Lori stated that it could be in the RV, a port-a-let, or in the main structure on the lot.

Lori noted that a Zoning Permit will be required, and the property owner must sign the application.

Colin asked about the protocol for the emptying the holding tank if the RV had a bathroom. Lori stated that this would be the property owner's responsibility.

There was a discussion about alarm and notification requirements. Tom stated that he did not envision anything beyond what is currently required for an owner-occupied structure and that it would be important to have the RV identified with an address and that they are accessible.

Colin asked if this would be allowed anywhere in town. Lori noted that as drafted they would.

Lori clarified that the occupants of the RV would need 24-hour access to bathroom facilities on-site.

Colin asked if this would be allowed on residential and commercial properties. Lori responded that as drafted it would be allowed on any developed site.

John H. commented that if allowed this could become a growing trend.

John H. expressed concern with safety if the RVs are heated noting that generally RVs are not built for year-round use.

Bruce expressed concern with noise from generators.

Colin noted that the RV could become a permanent rental unit and noted there might be an impact on the school system.

Lori noted that the proposal is similar to an Accessory Dwelling Unit.

Martha introduced herself, noted that she is not a Hartford resident, but has been part of the Ad-Hoc Committee. She asked that the Planning Commission consider the needs of disabled people for housing in their review.

Vassiki asked if the permit process could be expedited if the RV needed to be moved to another site in town. She asked for clarification on the type of permits noted during the discussion. It was stated that both Zoning Permits and Public Building permits had been discussed.

Robin Adair stated that she was interested in safety, but not restricting where someone lives or having a time limit on the life of the Zoning Permit.

John R. asked that “two separate areas” “developed lot” and “independent living” be defined. He noted he would like a time limit placed on the permit.

John H. stated that he would like to know if there is an occupancy limit based on square footage.

Kim stressed that the regulation should be equitable.

Jo-Ann noted that staff and the ad-hoc group would regroup and schedule another workshop.

Adjournment: The meeting was adjourned at 7:23 PM.

Types of RV's.

Recreational Vehicles should be thought of as anything which meets and does not exceed the included definition. For the purpose of helping to visualize what this could include, the following depiction taken from <https://rvinformed.com/how-many-rv-types-are-there-plus-pros-and-cons/> is offered below:



Class A



Class B



Class C



Travel Trailer



5th Wheel



Toy Hauler **



Tear Drop Trailer



Pop-Up or Folding Trailer



Truck Camper (Camper Shell)



Live Aboard Horse Trailer



Stealth Van



Roof-Top Fold Out



Custom Travel Trailer



Custom Class B

To offer a local example, this locally deployed two-unit RV would is a home-made version of the Travel Trailer:



ACCESSORY DWELLING UNITS

Supplemental Information

Physical Location _____
Landowner _____

An Accessory Dwelling Unit (ADU) is a dwelling unit located on the same lot as a single-family dwelling either within or attached to the single-family dwelling or in a separate structure and has facilities and provisions for independent living, including sleeping, food preparation, and sanitation, provided there is compliance with all the following:

OCCUPANCY: The owner must live on the property and may occupy either the single-family Dwelling or the ADU.

SIZE: The ADU cannot exceed 30 percent of the total habitable floor area of the single-family dwelling or 900 square feet, whichever is greater.

Single-family dwelling square footage: _____ ADU Square footage: _____

SETBACKS: If the ADU is in a newly constructed structure or an addition to an existing home, it must meet the setback requirements of the zoning district. (See Zoning Permit application)

PARKING: One parking space is required. (See sketch on Zoning Permit application)

MUNICIPAL UTILITIES

Provide written verification in the form of an executed Allocation Agreement from the Department of Public Works for any additional flows to a municipal sewer or from a municipal water connection.

Attached _____ N/A _____

Provide an Engineer's or Licensed Designer's Permit Exemption Certification for any municipal sewer or water connection not requiring utility line construction or reconstruction.

Attached _____ N/A _____

Provide a Wastewater Disposal and Potable Water Supply Permit issued by the State of Vermont for any municipal sewer or water connection requiring construction or reconstruction.

Attached _____ N/A _____

ON-SITE UTILITIES

Provide written verification in the form of a Wastewater Disposal and Potable Water Supply Permit issued by the State of Vermont for any on-site sewer or water connection.

Attached _____ N/A _____

I confirm that my proposed Accessory Dwelling Unit complies with the requirements as outlined above.

Applicant Signature

Date

Landowner (if different from Applicant)

Date

STATE PERMITS The applicant understands they retain the obligation to identify, apply for and obtain any relevant state permits for this project. Regional State Permit Specialist, Rick Oberkirch. 282-6488



TOWN OF HARTFORD

FIRE DEPARTMENT

Fire Prevention Division

Thomas Peltier, Fire Marshal

tpeltier@hartford-vt.org



812 VA Cutoff Rd., White River Junction, VT 05001

Telephone: 802-295-3232 ~ Fax: 802-295-5143

October 6, 2021,

TO: Town of Hartford Planning & Development Department

FROM: Thomas Peltier, Fire Marshal

RE: Recreational Vehicle Regulation Change - Town of Hartford

To Whom It May Concern,

The Hartford Fire Department is charged with the authority to ensure life safety, property preservation, and public education for the Town of Hartford, Vermont. The Hartford Fire Department is able to complete this mission by utilizing the Fire and Building Safety Code set forth by the State of Vermont. The purpose of this *Code* and others which are adopted by the state is to prescribe minimum requirements necessary to establish a reasonable level of fire and life safety and property protection from the hazards created by fire, explosion, and dangerous conditions. The Hartford Fire Department has the authority to enforce these codes for all new and existing public buildings except health care, high-rise buildings and the testing and reporting of fire protection systems by technically qualified people.

The recent proposal brought forth to the Planning & Zoning Department regarding the Town's "RV Regulations" is one that has brought many questions and inquiries. One of which being what and if the Hartford Fire Department has or will have any authority. Obviously if any building, structure, dwelling, etc. falls under the State definition of a *public building* then it would be within this department's authority. Generally, we do not deal with many recreational vehicles due to the fact of they are for temporary living conditions and are mobile. Remaining in a mobile-ready state, they do not fall within the scope of building codes. They may fall within the scope of other laws or regulations, such as NFPA 1192, Standard on Recreational Vehicles, as well as rules established by the State Division of Motor Vehicles. There is one issue when following regulations for recreational vehicles (RVs). The U.S. Department of Housing and Urban Development (HUD) requires RVs to be only "temporary living quarters."

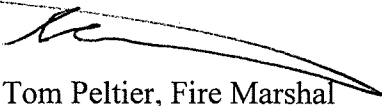
With that being said, we want to provide as many of our citizens with safe living conditions either through public fire & life safety education or required code enforcement. This possible regulation change could be of concern due to the fact that temporary living conditions could be allowed as permanent which contradicts the scope of the physical "structures" design. If the

owner of a recreational vehicle wants to permanently (over current limit of 14 days) occupy said structure for its intended purposes, then they have that right without interference from the Vermont Fire and Building Safety Codes. We would ask for that said owner and structure to abide by the following.

1. *Properly Secured:* RV secured so that it is immobilized and won't be free moving (including any utility or appliances that are applicable)
2. *Clearance:* RV has proper clearances from any other structures and or vehicles. This also would include any accessory appliances or devices associated with said RV.
3. *Accessibility:* RV site/location is accessible for emergency service(s) response.
4. *Premises Identification:* RV address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. If location is not routinely identified by a street address, other means of building identification such as building name or number should be approved and permitted.
5. *Alarm & Notification:* Photoelectric smoke alarms and carbon monoxide alarms should be installed in the applicable areas for early detection and occupant notification.

If a recreational vehicle is to be occupied for either a temporary or permanent period of time and meets the state definition of a "*public building*", then it shall be subject to Vermont Fire and Building Safety Codes enforced by the Hartford Fire Department. A recreational vehicle occupied by any person other than the legal owner for the purposes of residential use or open to the public shall be within the authority of the Hartford Fire Department. Recreational vehicles that are NOT built and certified in accordance with NFPA 1192-15 or ANSI A119.5-15 shall require submittal of a HFD construction permit application for review and approval. Documentation shall be provided in permit application submittal to prove equivalency to the required standards. Approval and a certificate of occupancy shall be required by the authority having jurisdiction before any recreational vehicle may be inhabited.

Thank you,



Tom Peltier, Fire Marshal