

HARTFORD PLANNING COMMISSION

December 18, 2023

Meeting Notice and Agenda

The Hartford Planning Commission will meet on Monday, December 18, 2023, beginning at 6:00 p.m. to consider the following Administrative Matters and Applications.

This meeting will be conducted in person at Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. In addition, you may join the meeting remotely as follows:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 219 644 679 891

Passcode: iiwyPL

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[+1 802-377-3677,,921931881#](#)

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Phone Conference ID: 921 931 881#

If you have problems accessing this meeting, please email Jo-Ann Ells at jells@hartford-vt.org

A. Administrative Matters beginning at **6:00 p.m.**

1. Public Comment. 2. Determine location of zoning district boundary line, Summit Distributing, LLC, lot 44-0041-000, Sykes Mountain Ave. and Beech Street. 3. Minutes. 4. Administrative Permits. 5. Act 250 Applications. 6. Town Plan Steering Committee Update. 7. Regional Planning Commission Update. 8. Climate Action Plan Update. 9. Town Plan Housing Chapter Update. 10. Availability for the next Public Hearing.

B. Public Hearing, beginning at **6:30 p.m.**

1. Application #23-26 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for amendments to an approval for a school/educational building related to hours and programming, lot 09-0028-001, Christian Street, Hartford, in an agricultural overlay district and R-3 zoning district.
2. Application #23-21 by Craftstudies Inc. (owner) and The Upper Valley Haven (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for an Emergency Shelter, lot 45-0003-000, 608 North Main Street, White River Junction, in the HCR Zoning District.

Please call the Department of Planning and Development (802) 295-3075 to request copies of the application materials. Persons wishing to be heard regarding these applications may do so by participating in the meeting, having another party participate in the meeting on their behalf, and/or by submitting written testimony.

An interested person who has **participated** in a municipal regulatory proceeding may appeal a decision rendered in that proceeding to the Vermont Environmental Court. Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

John Reid, Chair

**Planning Commission
Administrative Agenda
December 18, 2023**

1. Public Comment
2. Determine location of zoning district boundary line, Summit Distributing, LLC, lot 44-0041-000, Sykes Mountain Ave. and Beech Street
3. Minutes

December 4, 2023 and November 13, 2023

4. Administrative Permits
 - Twin Pines, 747 Hartford Ave.- Increase width of dumpster, construct rear patio at grade, relocate hydrant, covered mechanical pad, and reduce length & height of retaining wall
5. Act 250 Applications
 - Jasmin/Eromeno, LLC- Boundary line adjustment, site plan amendment for an addition to an accessory structure and changes to the layout of existing parking, and new parking facility and office.
6. Town Plan Steering Committee Update (Bruce)
7. Regional Planning Commission Update (Bruce)
8. Climate Action Plan Update (John)
9. Town Plan Housing Chapter Update (John/Bruce)
10. Availability for the next Public Hearing (February 5, 2024)

**DRAFT
Minutes
Hartford Planning Commission
December 4, 2023**

**THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE**

Present: John Reid, Chair, Bruce Riddle, Vice Chair, Toby Dayman, Dillon Bianchi, John Heath, Colin Butler, Dylan Kreis, Kim Souza, Selectboard Liaison, and Jo-Ann Ells, Zoning Administrator

Absent: None

Public Hearing

John Reid reconvened the Public Hearing which was opened on November 13, 2023. He asked people to sign in, explained the Hearing process, and administered the oath.

Earle Simpson, Dennis Marquise, Kevin Worden, Paul Simon, Adam Wagnor, Irwin Perret Jr., and Mike Cristiani were present for all of the applications on the agenda.

1. Application #23-22 by Black Rock Investment LLC (owner/applicant) for Preliminary Approval of a Subdivision involving boundary line adjustments between lots, 45-0243-000, 45-0162-000, and 45-0198-001, Sykes Mountain Avenue and Hickory Ridge, White River Junction, in R-1, R-2, and R1-M zoning districts.

Kevin Worden reviewed the application and noted that it was limited to a boundary line adjustment (BLA) and did not include any constriction.

Colin Butler asked about the purpose of the application. Kevin Worden stated that it set up the configuration of the lots for future development. Jo-Ann Ells noted that this is a standalone application, and the Planning Commission needs to determine if it meets the criteria for a BLA.

There was a brief discussion about an easement for stormwater.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Colin Butler seconded, and the motion passed unanimously.

Bruce Riddle moved to approve the application with one correction. Dillon Bianchi seconded, and the motion passed 5-1 with Colin Butler opposed due to the lack of information regarding future plans for development.

2. Application #23-23 by Black Rock Investment LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a 48 dwelling units in a Multi-Unit Building, proposed lot 45-0243-000, Sykes Mountain Avenue and Hickory Ridge, White River Junction, in a R1-M zoning district.

Jo-Ann Ells noted that, as outlined in her memo of November 5, 2023, it was recommended that the Planning Commission discuss the application, take public comment, and continue the application to their regular meeting scheduled for February 5, 2024. She noted that that application relies on application #23-22 for a BLA.

Kevin Worden reviewed a colored version of the landscape plan. He noted that alterations to the Sykes Mountain Avenue and Hickory Ridge intersection were being discussed with the Department of Public Works (DPW) and Planning Department, and explained that the applicant was seeking the density bonus and height increase allowed for affordable housing developments.

John Reid asked about the fence around proposed stormwater basin. Kevin Worden noted that it was a safety precaution.

John Reid asked about the request for a height increase. Kevin Worden explained that it would allow for a building with a smaller footprint.

Colin Butler stated that it was his understanding from sketch plan review that the upper/adjacent lot would include affordable housing units. Dennis Marquise explained that this project would be under separate ownership and needs to be separate for financing purposes. Colin Butler expressed concern with concentrating all of the affordable units in one building noting that it seems like segregating people.

Colin Butler expressed concern with the possibility of the lot remaining undeveloped if financing for an affordable housing project could not be secured.

John Reid noted that the Planning Commission's scope of review is to determine if the criteria for Site Plan Approval has been met.

Colin Butler questioned if the stormwater system would be oversized if only one of the projects is constructed.

John Heath commented that the proposed white pines adjacent to the building might not be the right choice.

Kevin Worden noted that discussions regarding alterations to the Sykes Mountain Avenue and Hickory Ridge intersection include making Hickory Ridge a dead end and installing a gate to restrict access. It was noted that this would need approval by the Selectboard and that the location of stop signs needed to be reviewed.

Toby Dayman stated that he would like to see a plan with the proposed project on the adjacent lot outlined as “proposed future development.”

It was noted that a study of the Backman driveway at 22 Hickory Ridge needed to be done in conjunction with the alteration of the intersection.

Toby Dayman asked that the dimensions of the walkways be added to the plans.

Toby Dayman noted a discrepancy on sheets AP 1.3 and AP 1.6.

Adam Wagner reviewed the architectural elevations.

Toby Dayman noted that the applicant should review the proposed landscaping and views from the decks.

There was a discussion about the perceived height of the building given the grade difference between the road and building.

It was noted that the exposed foundation needed to match on the civil and architectural plans.

Toby Dayman suggested the applicant consider taller plantings near the retaining wall and on the north side to screen headlights.

Toby Dayman asked that a graphic scale be included on all plans, that the applicant include a elevation view from Sykes Mountain Avenue that includes the building and retaining wall, and that the wall mounted lights be included on the photometric plan.

Dillon Bianchi suggested the applicant reach out to residents of Hickory Ridge regarding the proposed changes to the intersection.

Mike Cristiani noted that he had reached out to Advance Transit for comments on a bus shelter and pull off lane and is waiting for a response.

Dylan Kreis asked if the intersection would be realigned if upper lot is not developed.

Bruce Riddle stated that he appreciated the investment the applicants are proposing to make to the community.

Colin Butler asked that the applicant confirm that the height of the building would not increase if solar panels are added to the roof.

Colin Butler asked for information regarding the view of the roof from the upper lot.

John Reid noted that he would like to see a lot more renderings from Hickory Ridge, Lily Pond, the upper lots and Sykes Mountain Ave.

Colin Butler expressed concern with the color choices for the building, noting that it felt industrial. He suggested breaking up the facade with more color. Toby Dayman suggested the design of the parapet be changed to something more residential.

John Reid asked for comments from the public.

Wendy Lewis stated that her main concern is traffic and that she would like to see Hickory Ridge dead end, noting there is already a lot of cut through traffic. She added that she is also concerned with lights from north projects.

Peter DeCoff agreed that he'd prefer Hickory Ridge dead end and added that he'd like to see more color on the buildings.

Elizabeth Feinberg expressed concern with the inequity of providing affordable housing units in this project but not application #23-25, she suggested that the applicant could do better, starting with equity.

Bruce Riddle moved to continue the application to February 5, 2024. Colin Butler seconded, and the motion passed unanimously.

3. Application #23-24 by Black Rock Investment LLC (owner/applicant) for Preliminary Approval of a Planned Development under the Subdivision Regulations and section 260-47 of the Hartford Zoning Regulations for 192 dwelling units in four Multi-Unit Buildings, proposed lot 45-0162-000, Sykes Mountain Avenue and Hickory Ridge, White River Junction, in R-1, R-2, and R1-M zoning districts.

Jo-Ann Ells noted that preliminary and final approval of the Planned Development was required, and approval of a Planned Development does not authorize any construction.

Kevin Worden submitted a colored rendition of the landscape plan.

John Reid asked that all exhibits be clearly labeled.

Kevin Worden reviewed the colored rendition of the landscape plan. He noted that since sketch plan review the massing of the buildings had been broken up and added that the increase in height will allow for a smaller building footprint.

John Reid noted that the applicant needs to outline what will occur if phase #2 is not built, provide information regarding staging for the construction of phase #2, and provide a turning movement plan for each phase.

Dylan Kreis asked that the applicant clearly outline the phasing of indoor/outdoor amenities.

Bruce Riddle suggested the applicant consider construction of an accessory building for maintenance equipment.

Mike Cristiani noted that the applicant had received and responded to comments from staff on the traffic study and is awaiting review. He gave a brief overview of the traffic study.

John Reid noted that the study needs to address people leaving for work in the morning.

John Heath noted that with regard to the traffic study, it would seem that the “worst case” scenario would be everyone leaving for work at the same time, he did not want traffic to negatively affect the neighbors, and he had concerns with the accuracy of the study.

Colin Butler stated that stop signs need to be placed accurately at the realigned intersection. He expressed concern with the impact of vehicles leaving the upper project on the lower project.

Bruce Riddle requested that the applicant prepare a management plan for the open space.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Colin Butler seconded, and the motion passed unanimously.

Bruce Riddle moved to approve the application with the noted changes. Dillon Bianchi seconded, and the motion passed unanimously.

4. Application #23-25 by Black Rock Investment LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for 192 dwelling units in four Multi-Unit Buildings, proposed lot 45-0162-000, Sykes Mountain Avenue and Hickory Ridge, White River Junction, in a proposed Planned Development.

Jo-Ann Ells noted that, as outlined in her memo of November 5, 2023, it was recommended that the Planning Commission discuss the application, take public comment, and continue the application to their regular meeting scheduled for February 5, 2024.

Paul Simon reviewed the features of the landscaping plan.

Dillon Bianchi asked about maintenance of the amenities. Dennis Marquise noted that it would be the responsibility of the on-site rental office.

Dylan Kreis asked if the trail system would be open to the public. Dennis Marquise noted that this was being discussed.

It was noted that there needed to be a plan to maintain the landscaping.

6. 12-04-23

Bruce Riddle asked about the assignment of the parking spaces in the garages. Dennis Marquise stated that it would be on a first come first serve basis.

Toby Dayman noted that the applicant needed to review the adequacy of snow storage areas for both projects.

Toby Dayman suggested that the plantings be moved away from the patios.

Toby Dayman asked that the existing grade be added to cross section A-A.

Toby Dayman asked that the wall lighting be included on the photometric plans.

John Reid asked how the Commission could be reasonably assured that the lighting would meet section 260-31 E of the Zoning Regulations.

Bruce Riddle questioned if the schedule/legend on sheet AP1.1 was correct.

Colin Butler stated that he would like to see the project include affordable units.

John Heath stated that he would like to see EV charging stations provided.

Dillon Bianchi asked the applicant to use distinct colors on the buildings.

Dylan Kreis noted that the distance to the bus stop was a bit of a concern and agreed that the project should provide some affordable and workforce housing.

John Reid asked for comments from the public.

Noting concerns with liability, Peter Decoff asked that a fence be installed to keep pedestrian from cutting through his land. He added that he wanted to make sure his well was not affected during construction.

Kim Souza asked if the applicant knew which project would be constructed first. The applicant stated that this is unknown at this time. She expressed concern with the lack of affordable housing units.

Dylan Kreis excused himself from the meeting.

Bruce Riddle moved to continue the application to February 5, 2024. Colin Butler seconded, and the motion passed unanimously.

Adjournment

At 9:30 p.m., Bruce Riddle moved to adjourn. Dillon Bianchi seconded, and the Hearing was adjourned.

7. 12-04-23

Respectively Submitted,

Toby Dayman, Clerk

Planning Commission

John Reid 01-11-24

John Heath 03-22-24

Toby Dayman 06-28-24

Colin Butler 07-12-24

Bruce Riddle 02-07-25

Dillon Bianchi 09-05-25

Dylan Kreis 6/26/2026

**DRAFT
Minutes
Hartford Planning Commission
November 13, 2023**

**THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE**

Present: John Reid, Chair, Bruce Riddle, Vice Chair, Toby Dayman, Dillon Bianchi, John Heath, Colin Butler, Dylan Kreis, Kim Souza, Selectboard Liaison, and Jo-Ann Ells, Zoning Administrator

Absent: None

Administrative Matters

1. Public Comment

None.

2. Minutes

Colin Butler moved to approve the minutes of October 16, 2023. John Heath seconded, and the motion passed unanimously.

John Reid read the Hybrid Meeting Script and took a roll call.

3. Administrative Permits

- Casella – Woodstock Road, 2,800 sq. ft. canopy structure with a roof
- Snow Village Condos.- Williams Lane- two decks

John Reid asked if there were any questions about the administrative permits. There were none.

4. Act 250 Applications

- Black Rock Investments, LLC, Jurisdictional Opinion
- Clay- Route 14 Farm Structure

John Reid asked if there were any questions. Toby Dayman asked what a “Jurisdictional Opinion” was. Earl Simpson, of Black Rock Investments and The Simpson Company explained that it is when an applicant asks if their project will require an Act 250 permit.

2. 11-13-23

5. Town Plan Steering Committee Update

Bruce Riddle noted that the Town Plan Steering Committee met on November 9, 2023.

6. Regional Planning Commission Update

Bruce Riddle noted that there was nothing substantive to report from the last Regional Planning Commission meeting.

7. Climate Action Plan Update

John Reid stated that the solar project on Braley Drive had been granted a “Preferred Site” designation by the Public Utility Commission.

8. Availability for the next Public Hearing

All Commissioners anticipated being available for the December 18, 2023 Hearing.

Public Hearing

John Reid opened the Public Hearing, asked people to sign in, explained the Hearing process and Interested Party Rule, noted that the Commission may alter the order of the agenda, and administered the oath.

John Reid moved to rearrange the agenda and open the Hearings on the four applications by Black Rock Investments (#23-22, #-23-23, #23-24, and #23-25). Bruce Riddle moved to continue the applications by Black Rock Investments to 6PM, Monday, December 4, 2023. Colin Butler seconded, and the motion passed unanimously.

1. Application #23-17 by Kyle Moses and Crystal Pearson-Moses(owners/applicants) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a third dwelling unit, lot 45-0028-000, 186 Hillcrest Terrace, White River Junction, in a R-2 zoning district.

Crystal Pearson-Moses introduced herself and gave an overview of the application and recent construction. She stated that she understands that the single-unit dwelling and garage must be connected for the Commission to consider the project a multi-unit building and suggested that the buildings are already connected by a patio and underground utilities.

She submitted a sketch of the property, photographs, and appraisal of her property. She explained that she obtained a grant for the new units, that the rent will have to remain affordable for a period of five years, and that adding a deck between the structures would be expensive and require excavation. She explained that she has obtained State permits for the project.

Colin Butler asked about changes to Act 47 and multi-unit housing. Jo-Ann Ells explained that the Town must allow multi-unit dwellings with four or fewer units to be a permitted use (the town cannot designate them as conditional uses).

Toby Dayman commented that the structures need to be physically connected. Crystal Pearson-Moses noted that, as previously stated, she believes they are already connected.

John Reid suggested that the units in the garage be combined. Crystal Pearson-Moses noted that the size of Accessory Dwelling Units is limited, and having two separate units will provide more housing.

It was suggested that the Planning Commission could approve the application on the condition that the applicant submits a plan and a deadline to connect the buildings.

Colin Butler asked if the patio was a structure. Jo-Ann Ells explained that patios are not considered structures and Zoning Permits are not required to build a patio.

Crystal Pearson-Moses stated that the garage can accommodate 4 vehicles and there is ample parking in the driveway and on a lot she owns across the street.

John Heath commented that based on his experience as a builder, he did not think the patio would need to be completely removed in order to construct a deck as excavation could be limited to that required for sonnet tubes.

Paul Martorano, of Windsor/Windham Housing Trust, voiced support for the project.

Bruce Riddle moved to close the Public Hearing. Colin Butler seconded, and the Public Hearing was closed.

Colin Butler moved to approve the application with the conditions as discussed. Bruce Riddle seconded, and the motion passed unanimously.

2. Application #23-18 by Schaal Real Estate Revocable Trust (owners/applicants) for approval of a Subdivision involving boundary line adjustments between lots 22-0250-000 and 22-0251-000, 61 and 73 Depot Street, Wilder, in VRC and R-1 zoning districts.

Tim Schaal was present and gave a brief overview of the application. He noted the lot line adjustment would allow more flexible uses for 61 Depot Street in the future.

Toby Dayman confirmed the effect on parking.

There was no public comment.

Colin Butler moved to close the Public Hearing. Bruce Riddle seconded, and the Public Hearing was closed.

Bruce Riddle moved to approve the application as submitted. Dylan Kreis seconded, and the motion passed unanimously.

3. Application #23-19 by 474 Hartford Ave. LP and Twin Pines Housing Trust (owners/applicants) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for an amendment to an approved multi-unit dwelling to allow temporary construction access on Goudreau Street, lot 43-0074-001, 747 Hartford Avenue, Wilder, in a Planned Development.

Nate Stearns, Andrew Winter, Dave Ormiston, Adam Morse, Doug Sonsalla, and Jeff Ingram were present.

Nate Stearns gave an overview of the project noting the Commission approved it in 2022 and it was currently under construction. He explained that the applicant was seeking changes to the phasing related to construction access on Hartford Avenue and Goudreau Street. He distributed three plans depicting the flow of traffic for each of the three phases of construction and reviewed the plans.

John Reid asked about the two sets of blue lines. Nate Stearns noted that they depict parking by people going to The Haven and St Paul's Church, not construction vehicles.

Nate Stearns confirmed that the access on Goudreau Street would be gated and limited to emergency vehicles after construction of the project is complete.

Colin Butler noted that while he did not object to the application, he wanted to be assured that parking would not occur on Goudreau Street.

John Heath commented that he has seen parking occur on Goudreau Street.

Nate Stearns stated that a "no right turn" sign would be installed at the Goudreau Street exit.

Dillon Bianchi commented that he was concerned with damage to Goudreau Street from construction vehicles.

Leslie Black of Wilder Street and Saint Paul's Church voiced support for the application.

Michael Redmond, Upper Valley Haven, voiced support for the application and noted it was imperative that The Haven be able to use off-site parking on the lot as previously approved.

Marie Alvin of Demers Avenue expressed frustration with construction traffic on Demers Avenue and Goudreau Street and parking on Goudreau Street.

Lind Miller of Miller Road agreed with the concerns expressed regarding construction traffic on the side roads and noted that she understood that there is a safety issue to address.

Heidi Duto of Christian Street stated that she agreed with the concerns expressed by Dillon Bianchi and suggested that the Haven park at the former “Montshire” property which they own.

Bruce Riddle moved to close the Public Hearing. Colin Butler seconded, and the Public Hearing was closed.

John Reid suggested a condition be added to prohibit parking on Goudreau Street and Demers Avenue. Dillon Bianchi added that the gate on Goudreau Street should remain closed when not actively in use.

Bruce Riddle moved to approve the application with the noted changes. Dylan Kreis seconded, and the motion passed unanimously.

The Commission took a five minute break.

4. Application #23-20 by Northern Stage Company (owners/applicants) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for 18 dwelling units in three Multi-Unit Buildings, lots 45-0150-000, 45-0151-000, and 45-0152-000, 140, 146, 160 and 178 Gates Street, White River Junction, in CB and Design Review Districts.

Jason Smoller, Jim Pulver, Adam Morse, and Jim Lynch were present.

Jason Smoller explained that it is difficult to find rental housing for Northern Stage artists and employees so Northern Stage is seeking approval to build 18 dwelling units. He noted that the Commission had recently approved a larger project and that this submittal was scaled back from that plan.

Jim Pulver shared and narrated a video depicting the project.

Jim Pulver reviewed the layout of the project, and shared color samples of the façade and an example of the asphalt roofing. He noted that landscaping plans had been submitted.

John Reid asked the applicant to define what they meant by “modern Vermont vernacular” and “relatable conclusion” in their narrative. Jim Pulver reviewed the details of the structures and how they represent simple details often seen in Vermont structures. He reviewed the existing development on Gates Street and how it is related to the proposed buildings.

John Reid questioned what the applicant meant by “the drainage system has been designed to attenuate the design storm.” Adam Morse explained that the post

development stormwater runoff would be less than the pre-development conditions and gave an overview of the stormwater design.

Colin Butler commented that the project seems to be the definition of “Vermont vernacular” and noted that he preferred this design to the previous. He questioned if the proposed public pocket park would remain public. Jim Pulver stated it was the applicant’s intention to allow the public to use the pocket park, but that if it is misused that could change. Colin Butler commented that he’d prefer problems be resolved rather than not allowing the public to use the pocket park.

Colin Butler asked if the applicant would be vacating existing rental units as previously proposed. Jason Smoller stated that they would be vacating 15 rental units.

Colin Butler suggested the applicant consider standing seam roofing with varied colors.

It was noted that the original application had been withdrawn.

Adam Morse reviewed how melting snow would be managed.

Jason Smoller noted that he had spoken with the adjacent property owner to the east who had expressed concern with the previous application.

John Heath commented that 178 Gates Street should be checked for asbestos before it is removed. Jason Smoller confirmed that an assessment would be done.

Jim Pulver confirmed that the project would meet the Vermont Energy Code.

Toby Dayman stated that he would like the applicant to plant an additional shade tree by the public sidewalk and to find a more appropriate shade tree in this location than the proposed Hop Horn Beam.

Toby Dayman questioned the placement of two lights near the outdoor area in the back of the project.

Toby Dayman stated that he believed a vehicle could not exit parking space #16 and therefore it should be removed.

Jason Smoller noted that there is on-street parking and municipal parking for visitors and typically one in five artists have vehicles.

Dylan Kreis asked about the removal of the garage. Jo-Ann Ells confirmed that it is a contributing structure in the Historic District, its removal had been approved by the Design Review Committee, and it was previously approved by the Planning Commission to be removed in the prior application.

Bruce Riddle asked about maintenance of the stormwater infiltration chamber. It was agreed that a maintenance plan should be submitted.

John Reid noted he had some concern with the proposed fire pit in a public place. Jason Smoller explained that it would not be a gas fueled structure, but a wood burning structure. He noted that Northern Stage is discussing how it will be managed.

Noting the steepness of the bank in the back of the lot, it was agreed that the applicant should be required to have an engineer talk to their forester about bank stability during/after construction.

John Reid asked for public comment.

Marie Alvin, Demers Aveue, commented that it was a nice project and fit into the character of the area.

Scott Snyder, Fairview Terrace, voiced support for the project.

The Commission discussed requiring the applicant to install EV charging conduit to all of the parking spaces.

Bruce Riddle moved to close the Public Hearing. Dylan Kreis seconded, and the Public Hearing was closed.

The Commission reviewed changes to the draft Findings of Fact.

Bruce Riddle moved to approve the application with the noted changes. Colin Butler seconded, and the motion passed unanimously

5. Application #23-21 by Craftstudies Inc. (owner) and The Upper Valley Haven (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for an Emergency Shelter, lot 45-0003-000, 608 North Main Street, White River Junction, in the HCR Zoning District.

Noting the late hour, John Reid asked the applicant if they preferred to open the Public Hearing with the understanding that it would likely be continued, or continue the Hearing.

Kim Butler requested that the Commission continue the Hearing.

Bruce Riddle moved to continue the application to the Commission's scheduled meeting of December 18, 2023. Colin Butler seconded, and the motion passed unanimously.

Adjournment

At 9:15 p.m., Toby Dayman moved to adjourn. Dylan Kreis seconded, and the Hearing

8. 11-13-23

was adjourned.

Respectively Submitted,

Toby Dayman, Clerk

Planning Commission

John Reid 01-11-24

John Heath 03-22-24

Toby Dayman 06-28-24

Colin Butler 07-12-24

Bruce Riddle 02-07-25

Dillon Bianchi 09-05-25

Dylan Kreis 6/26/2026

**DRAFT
FINDINGS OF FACT
CONCLUSIONS OF LAW
AND
DECISION**

HARTFORD PLANNING COMMISSION

**Application #23-26 by The Town of Hartford School District
for Site Development Plan Approval
for amendments to an approval for a school/educational building
lot 09-0028-001, Christian Street, Hartford
in an agricultural overlay district and R-3 zoning district**

This decision pertains to application #23-26 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for amendments to an approval for a school/educational building related to hours and programming, lot 09-0028-001, Christian Street, Hartford, in an agricultural overlay district and R-3 zoning district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of December 18, 2023 the Hartford Planning Commission makes the following Findings of Fact:

General Information

1. The owner of record of lot 09-0028-001 is The Hartford School District who acquired the lot on 12-18-90. The deed is recorded in volume 609, page 119 of the Hartford Land Records.
2. The lot is approximately 15 acres.
3. The lot is undeveloped.
4. The lot is a class three (3) lot with on-site water and septic.
5. The lot is in an R-3 zoning district.

This Application

6. In July of 2023, the Hartford Zoning Board of Adjustment and Hartford Planning Commission approved an application by the Hartford Area Career and Technology Center

Natural Resources program for use of the property including construction of an educational building. (Applications #06-23 and #23-08, respectively. See exhibit #4)

7. The applicant proposes to change/clarify these decisions. The applicant provided the following summary of the changes/clarifications:

- “The facility will be owned and operated exclusively by the Hartford School District (HSD). The Hartford Area Career and Technology Center (HACTC) may use the facility and land as they have previously, but the district will be responsible for management of the facility and property, compliance with the terms of use, and associated regulations.
- Use of the facility will be limited to Pre-K through 12 HSD educational enrichment programs. The facility will not be used for extracurricular activities associated with athletics, music, etc. The facility will not be used for events, meetings, dinners, etc.
- There will be no use of the facility by entities other than the HSD (i.e. town departments, third party camp programs, public/private organizations).
- The facility will be available for use from 8:00 AM until 5:30 PM Monday through Saturday from March 15 through November 1. Winter hours of operation will be 8:00 AM to 4:30 PM. The facility will not be available for use during HSD holiday closures. The facility may be used during non-holiday closures (i.e. In Service Days, Snow Closure). These restrictions are intended to eliminate the impact of use after dark, specifically headlights from pick-up/drop-off and requirements for site lighting.
- Development and construction is contingent upon compliance with federal grant funding requirements which involve use of the facility outside of normal school hours and completion of construction by September 30, 2024.”

(See exhibit #3)

No other changes to the Zoning Board of Adjustment or Planning Commission approvals noted above are proposed. The applicant understands that they need to apply for a Zoning Permit to finalize this Decision and Applications #06-23 and #23-08.

8. The applicant understands that they retain the obligation to identify, apply for, and obtain relevant local and state permits for this project.

CONCLUSIONS OF LAW

The Hartford Zoning Board of Adjustment, based upon the forgoing Findings of Fact, concludes Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed site plan provides, as required by §260-45 C of the Hartford Zoning Regulations:

- (1) Maximum safety of **traffic circulation between the site and the street network** and integration with the overall traffic pattern, including provisions for auxiliary roadways connecting with adjacent properties where appropriate. Included in this evaluation shall be the location, number and width of access points, curve radii at access points,

acceleration or deceleration lanes on adjacent public streets, sight distances, lighting, location of sidewalks and other walkways, and the overall relationship of the proposed development with existing traffic conditions in the area. All modes of transportation shall be taken into account, including pedestrian, bicycle, handicapped, delivery and emergency vehicles and public transportation.

(2) Adequacy of **on site circulation, parking, and loading facilities**, with particular attention to safety. Included in this evaluation shall be traffic movement patterns, drive and aisle widths, directional signs, location of loading docks and parking areas, number and size of parking spaces, and provision for lighting, drainage, snow removal and access for emergency vehicles and public transportation.

(3) Adequacy of **landscaping, screening, and setbacks** in achieving maximum compatibility with and protection of adjacent properties by screening from them any glare produced by interior or exterior lights and unsightly areas such as storage areas, and parking lots; assurance that landscape materials will not interfere with visibility or safety and that they are of a type that can survive and be maintained as proposed.

(4) Adequacy of **provision for safety and convenience of pedestrians, bicyclists, and handicapped persons**. Included in this evaluation shall be lighting of walks and entrances, design and placement of walks and crosswalks, pick-up points for public transportation and provision of bicycle racks.

(5) **Protection of renewable energy resources**, including a finding that the proposed development does not adversely affect the ability of adjacent properties to use this form of energy.

(6) **Compliance with other provisions of these regulations** including § 260-27, Landscaping, and § 260-31, Land use performance standards.

(7) **Other** factors that are directly related to the above aspects of site plan review.

DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #23-26 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for amendments to an approval for a school/educational building related to hours and programming, lot 09-0028-001, Christian Street, Hartford, in an agricultural overlay district and R-3 zoning district.

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

4. #23-26

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ____ day of December 2023.

HARTFORD PLANNING COMMISSION

By: _____
Chairperson/Vice-Chairperson

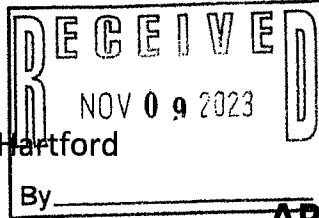
Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #23-26
2. Site Plan entitled "Proposed Site Plan for Town of Hartford School District, Outdoor Education Facility, Lot 09-0028-001, Christian Street, Hartford, Vermont," prepared by Pathways Consulting
3. Letter from Jonahtan Garthwaite dated November 8, 2023
4. Applications #06-23 and #23-08



Town of Hartford



Planning Commission App # _____
Zoning Board of Adjustment App # _____

APPLICATION TO PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. **NAME & ADDRESS OF RECORD OWNER(S)** Town of Hartford School District
73 Highland Avenue, White River Junction, VT 05001
Deed Recorded Book 169 Page 0092 (Available at Town Clerk's Office)
Telephone: Work 802-295-8600 Cell _____ Email Address: garthwaitej@hartfordschools.net
2. **NAME & ADDRESS OF APPLICANTS(S)** Jonathan Garthwaite for Town of Hartford School District
Telephone: Work 802-295-8600 Cell _____ Email Address: garthwaitej@hartfordschools.net
3. **NAME & ADDRESS OF APPLICANTS' CONSULTANT** _____
Telephone: Work _____ Cell _____ Email Address: _____
4. **PROJECT LOCATION** Christian Street, White River Junction
5. **PRESENT USE OF PROPERTY** Vacant
6. **BRIEFLY DESCRIBE PROJECT** (in addition, a detailed narrative must be submitted)
School use. Educational building with parking, on-site water supply and on-site wastewater disposal.
7. **PROJECT SIZE IN SQ. FT OR ACREAGE** +/- 15 Acres
Lot Width 648 Feet Lot Depth 1050 Feet
8. **IS PROJECT ON TOWN WATER/SEWER?** Yes _____ No X If Yes, estimated
Water Consumption/day 0 Amount of Sewer Flow Projected 0
Size of Closest Lines Above (water) N/A (sewer) N/A
9. **DESCRIBE LANDSCAPING PLAN** _____
10. **IF A BUSINESS** - Present # of Employees 0
Proposed Days & Hours of Operation 0
Will you use the landfill & recycling center? Yes X No _____
The main waste by-product of your business is: Paper/Cardboard

11. IF A RESTAURANT - Present seating N/A Proposed N/A
12. PARKING SPACES - Number to be provided 15
13. SIGNAGE - Free Standing One Attached None
14. FENCING - Location Split rail along front boundary. Height Max. 4 Feet
15. NEAREST WATER SUPPLY FOR FIREPROTECTION Wilder Village
16. ESTIMATED VALUE OF PROPOSED WORK \$250,000
17. IS THERE AN EXISTING DRIVEWAY? No
18. IF A SUBDIVISION - Number of New Lots to be Created 0
- Do you request that the Town consider taking over maintenance of - Roads No
- Or Park/Open Space No

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

 11-9-2023
Applicant's Signature Date

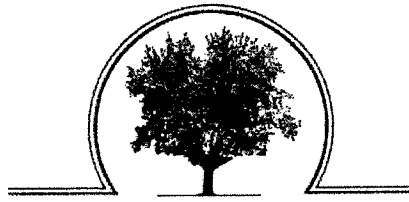
 11-9-2023
Lot Owner's Signature Date

Co-Applicant's Signature Date

Co-Owner's Signature Date

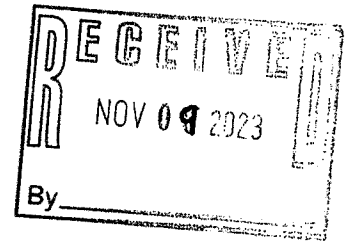
The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.

For Office Use Only		
Map/Lot #		
Fee Paid \$:		Receipt #:
PC: Site Plan	Min. Sub.	Maj. Sub.
PD	PD Amend.	Other
ZBA: Conditional Use	Variance	Appeal
Other		
Zoning District (s)		Date Filed:
Official Submittal Date:		



Hartford School District

73 Highland Avenue, White River Junction VT 05001
Jonathan Garthwaite, Director of Facilities
garthwaitej@hartfordschools.net 802-295-8600



November 8, 2023

Jo-Ann Ells, Zoning Administrative Officer
Town of Hartford
Hartford Municipal Building, 2nd Floor, Room 201
171 Bridge Street
White River Junction, Vermont 05001

RE: Application materials for Hartford School District Outdoor Education Facility, Christian Street, Hartford, Vermont (Project No. 13289)
Clarification of use and hours of operation.

Dear Jo-Ann:

Please find attached an application, plan sets for review, and a check in the amount of \$155.00 for the referenced project.

This application clarifies the following points related to the use and operation of the proposed educational facility on Christian Street.

1. The facility will be owned and operated exclusively by the Hartford School District (HSD). The Hartford Area Career and Technology Center (HACTC) may use the facility and land as they have previously, but the district will be responsible for management of the facility and property, compliance with the terms of use, and associated regulations.
2. Use of the facility will be limited to Pre-K through 12 HSD educational enrichment programs. The facility will not be used for extracurricular activities associated with athletics, music, etc. The facility will not be used for events, meetings, dinners, etc.
3. There will be no use of the facility by entities other than the HSD (i.e. town departments, third party camp programs, public/private organizations).
4. The facility will be available for use from 8:00 AM until 5:30 PM Monday through Saturday from March 15 through November 1. Winter hours of operation will be 8:00 AM to 4:30 PM. The facility will not be available for use during HSD holiday closures. The facility may be used during non-holiday closures (i.e. In Service Days, Snow Closure). These restrictions are intended to eliminate the impact of use after dark, specifically headlights from pick-up/drop-off and requirements for site lighting.

5. Development and construction is contingent upon compliance with federal grant funding requirements which involve use of the facility outside of normal school hours and completion of construction by September 30, 2024.
6. Any proposed deviations from these conditions will require Planning & Zoning review.

All other project details remain consistent with the approvals in place by the Hartford Zoning Board of Adjustment (Application #09-23) and the Hartford Planning Commission (Application #23-08). *# 0023 sec*

Please let me know if you have any questions or if additional documentation is required.

Sincerely,



Jonathan Garthwaite
Director of Facilities
Hartford School District

Enclosure

FINDINGS OF FACT CONCLUSIONS OF LAW AND DECISION

HARTFORD ZONING BOARD OF ADJUSTMENT

**Application #06-23 by The Town of Hartford School District
for Conditional Use Approval for a school/educational building
lot 09-0028-001, Christian Street, Hartford
in an agricultural overlay district and R-3 zoning district**

This decision pertains to application #06-23 by The Town of Hartford School District (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in an agricultural overlay district and R-3 zoning district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Zoning Board of Adjustment meeting of June 21, 2023 and July 26, 2023 the Hartford Zoning Board of Adjustment makes the following Findings of Fact:

General Information

1. The owner of record of lot 09-0028-001 is The Hartford School District who acquired the lot on 12-18-90. The deed is recorded in volume 609, page 119 of the Hartford Land Records.
2. The lot is approximately 15 acres.
3. The lot is undeveloped.
4. The lot is a class three (3) lot with on-site water and septic.
5. The lot is in an R-3 zoning district.

This Application

6. The Hartford Area Career and Technology Center (HACTC) Natural Resources program currently utilizes the parcel to train students to operate certain agricultural and forestry equipment such as tractors and mini-excavators. The Hartford School District (District) proposes to construct a one-room classroom building to provide its students with an enclosed and conditioned space that will enhance the use of the parcel by the HACTC and other

District students of all grades for a variety of outdoor educational experiences. The District will utilize the space (the building, the field, the wetlands, and the woods) for field trips, outdoor classrooms, outdoor gardening, basic forestry classes, and wetlands ecology.

Most of the learning will occur outside, but the number of students using the classroom building will not exceed the occupancy of the building per the fire code.

7. The parcel consists of approximately 10 acres of woodland and approximately five acres of open field.

Wetlands within the easterly half of the parcel, as depicted on the site plans, were delineated in 2022.

There are additional Class 2 wetlands on the westerly wooded area that appear on the State and Town mapping sources, but they were not delineated, as no disturbance is proposed in that location.

8. The parcel is within an Agriculture Overlay District.

The Objective of the Agricultural Overlay District is “To promote the continuation of agriculture, retain the maximum possible amount of agricultural lands, which often provide important scenic views, protect historically viable farmland and prime and statewide agricultural soils, and preserve Hartford’s rural character, scenic characteristics including open lands, views, and working landscape qualities in accordance with the Hartford Master Plan.”

All development in an Agricultural Overlay District are subject to the following supplemental standards.

(A) Development envelopes shall be located at field edges or, in the event that no other land is practical for development, on the least fertile soils in order to minimize the use of productive agricultural land and impacts on existing farm operations.

(B) Buildings should be clustered to avoid the fragmentation of productive farmland/open land.

The applicant provided the following to meet these requirements:

The proposed development meets the objectives of the overlay district to retain the maximum possible amount of agricultural land, maintain the scenic view of the parcel, minimize impact of prime and statewide agricultural soils, and preserve Hartford’s rural character and working landscape. Specifically, the building, the parking, and the on-site wastewater disposal system will be located in the southeast corner of the parcel, at the edge of the field, in order to avoid fragmentation of the farmland/open land. The driveway will be located in an existing right-of-way along the south boundary, such that this parcel and parcel 9-28, which is undeveloped but benefits from the right-of-way, may both utilize a

single driveway access to Christian Street.

9. The proposed building will be barn-style, wood construction, single-story, slab-on-grade construction. It will consist of one classroom space, two bathrooms, and a mechanical space. In addition, there will be an unheated garage that will house equipment and vehicles used in the Natural Resources program that may include a tractor, a mini-excavator, and a mini-bulldozer.
10. Access to the site will be from a single curb cut on Christian Street. A locking gate will be installed to prevent unauthorized access. The applicant will coordinate the lock with the Hartford Fire Department.
11. The applicant proposes to provide on-site parking for 13 automobiles and two school buses. The number of required spaces is based on providing parking for two classes that may be utilizing the property concurrently, using the minimum parking requirement high school classes (per Section 260-24.C(9)(a) of the Hartford regulations). The number, size, and age group of the classes that will utilize the facility will vary over the course of the day; therefore, the parking lot will not always be full. However, it is imperative that enough parking be provided to keep school buses and automobiles from parking on the shoulder of Christian Street.
12. According to the applicant, the terrain along this section of Christian Street and its abutting lands slopes from south to north. Drainage calculations submitted to the Department of Public Works demonstrate that the post-development peak discharge rates at the north boundary line are less than the pre-development peak discharge rates for the 10-year and 50-year storm events. Drainage is discharged across the site and flows to the property boundary in a controlled manner using accepted practices of sheet flow, level spreaders, and stone weirs, such that the proposed development will not increase runoff or cause a nuisance or damage to other properties or erosion of topsoil.

Drainage from the project will sheet flow across existing meadow terrain to provide treatment and groundwater recharge. In addition, the applicant will construct a 2-foot high gravel or stone berm at the north end of the parcel and the north end of the meadow (without impacting the wetland or the 50' wetland buffer), which act as detention berms to reduce peak flows from the site to below pre-development peak discharge rates (as demonstrated in the drainage calculations). According to the applicant, this concept is far less disturbing to the site and to the agricultural landscape than other types of detention facilities.

13. The applicant proposes to plant and maintain six evergreen trees along the south boundary line to screen the project partially from the abutter to the south. The applicant will work with the abutter to select the species and location of the trees. The School District intends to have the natural resources class install the trees as part of the curriculum.

14. Hours of operation will coincide with typical school hours, weekdays between 8:00 AM and 4:00 PM during the school year. In addition, the site may be used for summer educational and recreational programs. The District does not anticipate scheduling programs during evening or night-time hours.
15. Down-cast light fixtures over each doorway and two wall-mounted lights with sharp cut-off fixtures are proposed to illuminate the driveway and parking spaces directly in front of the building. Exterior lights will be controlled by motion sensors such that the site will not normally be illuminated at night.

The applicant understands that lighting must not create excessive off-site or sky glow. If the Zoning Administrative Officer determines that lighting does not meet this condition, the applicant will be required to comply.

16. The applicant does not propose to locate a dumpster on the lot.
17. Electric and communications services are available on Christian Street, and they will be extended to the building via buried conduit to the extent practical.
18. Snow will be stored on site and will be removed as needed. Snow will not be stored in such a manner as to create a hazard.
19. The applicant understands that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.
20. During construction of the project, erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control* published by the Vermont Department of Environmental Conservation will be followed.
21. The applicant understands that construction of the project must comply with the following:

Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.
22. The applicant understands that no structure, including construction/office trailers, signage, parking spaces or plantings may be placed in such a way that obstructs sight distance along the traveled way, at any intersection or driveway. Any signs, parking spaces or plantings found to obstruct sight distance will be required to be relocated.
23. The applicant retains the obligation to identify, apply for, and obtain relevant local and state permits for this project.
24. The applicant understands that all activities authorized by the issuance of the zoning

permit shall be started within six (6) months and completed within two (2) years of its date of issue, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Any activities not completed within the above permit period shall be subject to any ordinance in effect at the time of reapplication. One six (6) month extension to both time periods may be granted by the Planning Commission.

25. The applicant understands that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project and before the site may be occupied. The applicant understands that a Certificate of Occupancy will not be issued if the project is not in compliance with these Findings, Plans and any conditions placed on the decision.

CONCLUSIONS OF LAW

The Hartford Zoning Board of Adjustment, based upon the forgoing Findings of Fact, concludes that the proposed project will not adversely affect:

260-16A (1) Community facilities.

(a) The capacity of planned or existing **community facilities**, including, but not limited to:

[1] Emergency services.

[2] Municipal water or sewer system.

[3] Recreational facilities.

[4] The school system.

[5] Solid waste disposal facilities.

260-16A (2) The **character** of the area, as defined by the objectives of the zoning district within which the project is located and specifically stated policies and standards of the municipal plan, including, but not limited to:

(a) Scenic or natural beauty, historic sites, or rare and irreplaceable natural areas.

(b) Compatibility with scale and design of structures existing in that area.

260-16A (3) The capacity of **roads and highways** in the vicinity to safely accommodate expected traffic flows. In making this determination, the Board may require submission of a traffic impact study made by a professional traffic engineer.

260-16A (4) Any Town of Hartford **bylaws** in effect.

6. #06-23

260-16A (5) Utilization of **renewable energy resources**.

DECISION

The Hartford Zoning Board of Adjustment, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #06-23 by The Town of Hartford School District (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in an agricultural overlay district and R-3 zoning district **on the condition that:**

1. Before a Zoning Permit is issued the applicant:

- **Amends the plans such that the gate is moved approximately 25'/to the middle of the building.**
- **Submits a sign permit.**

2. Before a Certificate of Occupancy is issued, the applicant:

- **Submits written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact.**
- **Records an Energy Code Certificate in the Land Records if required by the State of Vermont.**
- **Submits a photograph of any signage.**

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

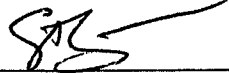
Those in favor: Steve Lagasse, Chris Lowe, Alice Maleski, Tom Franklin, and Stephanie Gile

Those in opposition: None

Those not participating: Chris Lowe, absent

Dated at Hartford, Vermont this 2nd day of August 2023.

HARTFORD ZONING BOARD OF ADJUSTMENT

By: 
Chairperson/Vice-Chairperson

Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #06-23
2. Site Plan Set entitled “Town of Hartford School District, Outdoor Education Facility” received July 5, 2023 including:
 - Sheet 1 Existing Conditions
 - Sheet 2 Site Plan
 - Sheet 3 Site Details
 - Sheet 4 Erosion and Sediment Control Details
 - Sheet T Fire Truck Turning Exhibit
Photometric Plans
3. Memos from Ann Kynor dated June 5, 2023 and July 5, 2023
4. Letter from Ann Kynor dated May 22, 2023
5. Building Elevation
6. Floor Plan
7. Lighting cut sheets

FINDINGS OF FACT CONCLUSIONS OF LAW AND DECISION

HARTFORD PLANNING COMMISSION

**Application #23-08 by The Town of Hartford School District
for Site Development Plan Approval
for a school/educational building, lot 09-0028-001, Christian Street
Hartford, in a R-3 zoning district and Agricultural overlay district**

This decision pertains to application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of June 26, 2023 and July 31, 2023 the Hartford Planning Commission makes the following Findings of Fact:

General Information

1. The owner of record of lot 09-0028-001 is The Hartford School District who acquired the lot on 12-18-90. The deed is recorded in volume 609, page 119 of the Hartford Land Records.
2. The lot is approximately 15 acres.
3. The lot is undeveloped.
4. The lot is a class three (3) lot with on-site water and septic.
5. The lot is in an R-3 zoning district.

This Application

6. The Hartford Area Career and Technology Center (HACTC) Natural Resources program currently utilizes the parcel to train students to operate certain agricultural and forestry equipment such as tractors and mini-excavators. The Hartford School District (District) proposes to construct a one-room classroom building to provide its students with an enclosed and conditioned space that will enhance the use of the parcel by the HACTC and other

District students of all grades for a variety of outdoor educational experiences. The District will utilize the space (the building, the field, the wetlands, and the woods) for field trips, outdoor classrooms, outdoor gardening, basic forestry classes, and wetlands ecology.

Most of the learning will occur outside, but the number of students using the classroom building will not exceed the occupancy of the building per the fire code.

7. The parcel consists of approximately 10 acres of woodland and approximately five acres of open field.

Wetlands within the easterly half of the parcel, as depicted on the site plans, were delineated in 2022.

There are additional Class 2 wetlands on the westerly wooded area that appear on the State and Town mapping sources, but they were not delineated, as no disturbance is proposed in that location.

8. The parcel is within an Agriculture Overlay District.

The Objective of the Agricultural Overlay District is “To promote the continuation of agriculture, retain the maximum possible amount of agricultural lands, which often provide important scenic views, protect historically viable farmland and prime and statewide agricultural soils, and preserve Hartford’s rural character, scenic characteristics including open lands, views, and working landscape qualities in accordance with the Hartford Master Plan.”

All development in an Agricultural Overlay District are subject to the following supplemental standards.

(A) Development envelopes shall be located at field edges or, in the event that no other land is practical for development, on the least fertile soils in order to minimize the use of productive agricultural land and impacts on existing farm operations.

(B) Buildings should be clustered to avoid the fragmentation of productive farmland/open land.

The applicant provided the following to meet these requirements:

The proposed development meets the objectives of the overlay district to retain the maximum possible amount of agricultural land, maintain the scenic view of the parcel, minimize impact of prime and statewide agricultural soils, and preserve Hartford’s rural character and working landscape. Specifically, the building, the parking, and the on-site wastewater disposal system will be located in the southeast corner of the parcel, at the edge of the field, in order to avoid fragmentation of the farmland/open land. The driveway will be located in an existing right-of-way along the south boundary, such that this parcel and parcel 9-

28, which is undeveloped but benefits from the right-of-way, may both utilize a single driveway access to Christian Street.

9. The proposed building will be barn-style, wood construction, single-story, slab-on-grade construction. It will consist of one classroom space, two bathrooms, and a mechanical space. In addition, there will be an unheated garage that will house equipment and vehicles used in the Natural Resources program that may include a tractor, a mini-excavator, and a mini-bulldozer.
10. Access to the site will be from a single curb cut on Christian Street. A locking gate will be installed to prevent unauthorized access. The applicant will coordinate the lock with the Hartford Fire Department and owner of the existing 50' right-of-way.
11. The applicant proposes to provide on-site parking for 13 automobiles and two school buses. The number of required spaces is based on providing parking for two classes that may be utilizing the property concurrently, using the minimum parking requirement high school classes (per Section 260-24.C(9)(a) of the Hartford regulations). The number, size, and age group of the classes that will utilize the facility will vary over the course of the day; therefore, the parking lot will not always be full. However, it is imperative that enough parking be provided to keep school buses and automobiles from parking on the shoulder of Christian Street.
12. According to the applicant, the terrain along this section of Christian Street and its abutting lands slopes from south to north. Drainage calculations submitted to the Department of Public Works demonstrate that the post-development peak discharge rates at the north boundary line are less than the pre-development peak discharge rates for the 10-year and 50-year storm events. Drainage is discharged across the site and flows to the property boundary in a controlled manner using accepted practices of sheet flow, level spreaders, and stone weirs, such that the proposed development will not increase runoff or cause a nuisance or damage to other properties or erosion of topsoil.

Drainage from the project will sheet flow across existing meadow terrain to provide treatment and groundwater recharge. In addition, the applicant will construct a 2-foot high gravel or stone berm at the north end of the parcel and the north end of the meadow (without impacting the wetland or the 50' wetland buffer), which act as detention berms to reduce peak flows from the site to below pre-development peak discharge rates (as demonstrated in the drainage calculations). According to the applicant, this concept is far less disturbing to the site and to the agricultural landscape than other types of detention facilities.
13. The applicant proposes to plant and maintain six evergreen trees along the south boundary line to screen the project partially from the abutter to the south. The applicant will work with the abutter to select the species and location of the trees. The School District intends to have the natural resources class install the trees as part of the curriculum.

14. Hours of operation will coincide with typical school hours, weekdays between 8:00 AM and 4:00 PM during the school year. In addition, the site may be used for summer educational and recreational programs. The District does not anticipate scheduling programs during evening or night-time hours.
15. Down-cast light fixtures over each doorway and two wall-mounted lights with sharp cut-off fixtures are proposed to illuminate the driveway and parking spaces directly in front of the building. Exterior lights will be controlled by motion sensors such that the site will not normally be illuminated at night.

The applicant understands that lighting must not create excessive off-site or sky glow. If the Zoning Administrative Officer determines that lighting does not meet this condition, the applicant will be required to comply.

16. The applicant does not propose to locate a dumpster on the lot.
17. Electric and communications services are available on Christian Street, and they will be extended to the building via buried conduit to the extent practical.
18. Snow will be stored on site and will be removed as needed. Snow will not be stored in such a manner as to create a hazard.
19. The applicant understands that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.
20. During construction of the project, erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control* published by the Vermont Department of Environmental Conservation will be followed.
21. The applicant understands that construction of the project must comply with the following:

Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.
22. The applicant understands that no structure, including construction/office trailers, signage, parking spaces or plantings may be placed in such a way that obstructs sight distance along the traveled way, at any intersection or driveway. Any signs, parking spaces or plantings found to obstruct sight distance will be required to be relocated.
23. The applicant retains the obligation to identify, apply for, and obtain relevant local and state permits for this project.

24. The applicant understands that all activities authorized by the issuance of the zoning permit shall be started within six (6) months and completed within two (2) years of its date of issue, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Any activities not completed within the above permit period shall be subject to any ordinance in effect at the time of reapplication. One six (6) month extension to both time periods may be granted by the Planning Commission.
25. The applicant understands that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project and before the site may be occupied. The applicant understands that a Certificate of Occupancy will not be issued if the project is not in compliance with these Findings, Plans and any conditions placed on the decision.

CONCLUSIONS OF LAW

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed site plan provides, as required by §260-45 C of the Hartford Zoning Regulations:

- (1) Maximum safety of **traffic circulation between the site and the street network** and integration with the overall traffic pattern, including provisions for auxiliary roadways connecting with adjacent properties where appropriate. Included in this evaluation shall be the location, number and width of access points, curve radii at access points, acceleration or deceleration lanes on adjacent public streets, sight distances, lighting, location of sidewalks and other walkways, and the overall relationship of the proposed development with existing traffic conditions in the area. All modes of transportation shall be taken into account, including pedestrian, bicycle, handicapped, delivery and emergency vehicles and public transportation.
- (2) Adequacy of **on site circulation, parking, and loading facilities**, with particular attention to safety. Included in this evaluation shall be traffic movement patterns, drive and aisle widths, directional signs, location of loading docks and parking areas, number and size of parking spaces, and provision for lighting, drainage, snow removal and access for emergency vehicles and public transportation.
- (3) Adequacy of **landscaping, screening, and setbacks** in achieving maximum compatibility with and protection of adjacent properties by screening from them any glare produced by interior or exterior lights and unsightly areas such as storage areas, and parking lots; assurance that landscape materials will not interfere with visibility or safety and that they are of a type that can survive and be maintained as proposed.
- (4) Adequacy of **provision for safety and convenience of pedestrians, bicyclists, and handicapped persons**. Included in this evaluation shall be lighting of walks and entrances, design and placement of walks and crosswalks, pick-up points for public transportation and provision of bicycle racks.

(5) **Protection of renewable energy resources**, including a finding that the proposed development does not adversely affect the ability of adjacent properties to use this form of energy.

(6) **Compliance with other provisions of these regulations** including § 260-27, Landscaping, and § 260-31, Land use performance standards.

(7) **Other** factors that are directly related to the above aspects of site plan review.

DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district **on the condition that:**

1. Before a Zoning Permit is issued the applicant:

- **Submits a sign permit.**
- **Amends the plans such that the gate is moved approximately 25' to the middle of the building and increases the number of proposed evergreens to 10.**

2. Before a Certificate of Occupancy is issued, the applicant:

- **Submits written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact.**
- **Records an Energy Code Certificate in the Land Records if required by the State of Vermont.**
- **Submits a photograph of any signage.**

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor: John Reid, Bruce Riddle, Toby Dayman, Dillon Bianchi, John Heath, Colin Butler, and Dylan Kreis

Those in opposition: None

7. #23-08

Those not participating: None

Dated at Hartford, Vermont this 4th day of August 2023.

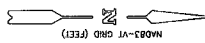
HARTFORD PLANNING COMMISSION

By: John H. Reid
Chairperson/Vice-Chairperson

Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #23-08
2. Site Plan Set entitled "Town of Hartford School District, Outdoor Education Facility" received July 5, 2023 including:
 - Sheet 1 Existing Conditions
 - Sheet 2 Site Plan
 - Sheet 3 Site Details
 - Sheet 4 Erosion and Sediment Control Details
 - Sheet T Fire Truck Turning Exhibit
 - Photometric Plans
3. Memos from Ann Kynor dated June 5, 2023 and July 5, 2023
4. Letter from Ann Kynor dated May 22, 2023
5. Building Elevation
6. Floor Plan
7. Lighting cut sheets



**DRAFT
FINDINGS OF FACT
CONCLUSIONS OF LAW
AND
DECISION**

HARTFORD PLANNING COMMISSION

**Application #23-21 by Craftstudies Inc.
and The Upper Valley Haven
for Site Development Plan for an Emergency Shelter
lot 45-0003-000, 608 North Main Street
White River Junction, in the HCR Zoning District**

This decision pertains to application #23-21 by Craftstudies Inc. (owner) and The Upper Valley Haven (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for an Emergency Shelter, lot 45-0003-000, 608 North Main Street, White River Junction, in the HCR Zoning District.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of December 18, 2023 the Hartford Planning Commission makes the following Findings of Fact:

General Information

1. The owner of record of lot 45-0003-000 is Craftstudies Inc. who acquired the lot on 12-15-21. The deed is recorded in volume 596, page 100 of the Hartford Land Records.
2. The lot is approximately 4.54 acres.
3. The lot is located at 608 North Main Street.
4. The lot is developed with a 7,787 sq. ft. commercial building, currently vacant.
5. The lot is a class 1 lot, municipal water and sewer.
6. The lot is in the R-2 and HCR zoning district. The proposed project is in the HCR zoning district.

This Application

7. The applicant proposes to operate an Emergency Shelter on the lot.

8. According to the applicant, they propose to expand the existing building by adding a 1,651 sq. ft addition, resulting in a building containing 5,611 sq. ft. on the first floor and 3,827 sq. ft. in the basement, for a total building square footage of 9,438.

According to the applicant, “the building expansion will allow the first floor to accommodate 20 beds for overnight guests, locker/storage space, bathrooms and shower facilities, lounge and common areas, a kitchen, and offices. The building’s basement will contain additional offices for staff and volunteers, storage, a pantry, and laundry facilities for guests. The attached *Plan SD-1* shows the proposed floor plans.

The Haven Project will serve as an emergency shelter designed to meet the daily needs of those experiencing homelessness regardless of age, race, ethnicity, sex, gender identity, medical needs, companion animals, personal belongings, financial resources, or level of sobriety, without requiring guests to navigate waiting lists, complete paperwork, or provide evidence of need.

The shelter will provide dinner and breakfast to overnight guests, as well as warming or cooling stations during the winter and summer. During the day, guests will have access to day services that help people secure permanent housing.” (See exhibits #2 and #3)

9. Section 24 V.S.A. §4303 defines Emergency Shelter as:
“Emergency shelter” means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and that does not require occupants to sign leases or occupancy agreements.”
10. 24 V.S.A. § 4413 limits municipal regulation of certain uses, including Emergency Shelters as follows:

LIMITATIONS ON MUNICIPAL BYLAWS

Section 4413 (a)(1) restricts regulation of Emergency Shelters only with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use.

Section 4413(a)(3) states that “regulating the daily or seasonal hours of operation of an emergency shelter shall constitute interfering with the intended functional use” and is therefore impermissible.” (See exhibit #3)

11. According to the applicant, the application meets the criteria of §4413 (a)(1) as follows:

Location (1)

A municipality is allowed to designate zoning districts within its borders for the uses

specified under Section 4413, and may not exclude any of the uses from being located within the town's boundaries. The Town of Hartford Zoning Regulations currently do not designate any district in which an emergency shelter is located.

In the absence of any designation of zoning districts for location of the uses set out in Section 4413, the Vermont Supreme Court has confirmed that the uses set forth under Section 4413 are allowed anywhere within the municipality. (See exhibit #3)

Size; Building Bulk (2 & 4)

As noted above, the Project will include the addition of approximately 1,651 square feet to the existing 7,787 square foot building on the existing 4.54-acre Property. See attached *Plans C1.0* (existing building) and *Plan SD-6* (as expanded). The new building size has a footprint of 5,611 square feet. This represents a lot coverage ratio of 2.9%, which is well under the maximum lot coverage ratio of 90% for the HCR district.

Height (3)

The existing height of the building will remain unchanged at 19 feet above ground level. The front roof will be renovated to add a pitched section in the middle of the existing roof, but the top of that roof line will be below the existing roofline. Please see *Plan SD-3* (Elevations and Window Schedule).

Photographs of the existing building and roof and renderings of the updated building and roof are shown on the attached *Plan SD-6*.

Yards; Courts; Landscaping; Screening (5, 6, 14, & 15)

The proposed landscaping and screening for the Project is shown on the attached *Plans L1-1 and L3-0*.

The existing Property condition is shown on *Plan C1.0* and in the photographs contained in the attached *Plan SD-6*.

A strong benefit of the Project is the extensive landscaping that the Haven plans, as more particularly shown on the attached *Plans L1-1*. The Project will result in the removal of the existing parking area, and the replacement of much of the existing asphalt area in the front of the building with beautifully landscaped areas as shown on *Plan L1-1*. Landscaping in the event of the State's implementation of the roundabout is shown on *Plan L2-0*.

The area behind the building will remain undeveloped and in a natural state.

Setbacks (7)

Although the existing building will be extended to the west by about 19 feet, the front of the building will still be approximately 12 feet from North Main Street, which is greater than the 10 foot front setback required for Class 1 lots in the HCR District. In addition, the building will be in conformance with the 10-foot side and 20-foot rear setback requirements with side setbacks of 55 feet on the East and 170 feet on the West, and a 32 foot setback in the rear

Density of buildings (8)

The renovated building will have a total of gross square footage of 5,611 square feet on the 4.54-acre lot, and well within the density requirements of the HCR district. (*Note: Density under Hartford Zoning Regulations is a calculation used for the development of dwelling units*)

Off-street parking (9)

The Property currently has 14 off-street parking spaces, including two ADA accessible parking spaces, all of which will be retained. The parking layout is show on the attached *Plan C2.0* (Site, Grading, Drainage and Utility Plan).

These spaces will provide sufficient parking for Haven staff and volunteers, visiting service providers, and shelter guests. Based on its experience operating the existing Haven facilities, and as confirmed in the Wall Consultant Group study attached as *Exhibit C*, at any given time, approximately 5 guests will have cars. As shown on the site and landscaping Plans, the parking area will be separated from North Main Street by trees and other landscaping.

Loading facilities (10)

The Property does not have any loading facilities, and deliveries will be received via the parking area for movement into the building.

Traffic (11)

The Property is currently accessed directly from North Main Street via two existing curb cuts to the paved parking area. The Haven plans to close the western curb cut to have a single point of access to the Property, as shown on attached *Plan C2.0*.

We are aware that the Vermont Agency of Transportation is considering a redesign of the North Main Street area, and current planning would involve the State's installation of a roundabout for the intersection of North Main Street (US Route 5) and US Route 4. If and when completed, the Property would be accessed directly off of the new roundabout, as shown on the attached *Plan C2.0a*.

For both configurations of North Main Street, sidewalks will be installed between the Building and North Main Street, and the Hartford Fire Marshal will not require a fire lane in front of the Building.

Plans C2.1 and C2.2 show turning plans for garbage truck and ambulance, respectively, reflecting safe entry and exit patterns from the roadway.

Traffic to and from the Property is anticipated to be less than the traffic generated from the Property when it was used for retail purposes. The Wall Consultant Group traffic study for the Project attached as Exhibit C confirms no negative impact on area traffic as a result of the Project.

In addition, the project is accessible from existing bus routes, and area sidewalks will provide access by pedestrians and bicyclists. As shown on plan L3.0, the Haven will install outdoor bike racks on the property.

Noise (12)

Any noise will not exceed 70 decibels at or beyond the property line, and will be customary to the surrounding area. Additionally, the Haven will implement Operating Procedures which will require quiet hour to be observed within the building within 9:30PM and 7:00AM.

During construction, earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment will not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.

After construction is complete, the project will not require any excessively loud equipment.

Lighting (13)

The parking area and walkways will be illuminated with down-shielded lights, and any lighting will not be visible beyond the boundaries of the property. (See photometric plan, exhibit #2, sheet L5-0)

The applicant understands that lighting must not create excessive off-site or sky glow. If the Zoning Administrative Officer determines that lighting does not meet this condition, the applicant will be required to comply.

(See exhibits #2, #3, and #5)

12. Outdoor amenities include seatings area and a fenced pet run area.
13. The applicant proposes to install 4' high picket fencing and 6' high chain link fencing

around the perimeter of the site.

14. The applicant proposes to locate a fenced dumpster on the lot.
15. The Applicant will submit drawings for the proposed redi-rock retaining wall to the Zoning Administrator prior to construction of the wall.
16. The project will connect to municipal water and sewer in accordance with Hartford's Water and Wastewater Rules and Regulations.

The applicant will schedule a preconstruction meeting with the DPW to review project schedule, design, and construction issues at least two weeks before actual site work commences.
17. The applicant will install conduit for an electric vehicle charging station should they decide to install one in the future.
18. Snow will be stored on site and will be removed as needed. Snow will not be stored in such a manner as to create a hazard.
19. The applicant understands that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.
20. During construction of the project, erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control* published by the Vermont Department of Environmental Conservation will be followed.
21. The applicant understands that no structure, including construction/office trailers, signage, parking spaces or plantings may be placed in such a way that obstructs sight distance along the traveled way, at any intersection or driveway. Any signs, parking spaces or plantings found to obstruct sight distance will be required to be relocated.
22. The applicant retains the obligation to identify, apply for, and obtain relevant local and state permits for this project.
23. The applicant understands that all activities authorized by the issuance of the zoning permit shall be started within six (6) months and completed within two (2) years of its date of issue, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Any activities not completed within the above permit period shall be subject to any ordinance in effect at the time of reapplication. One six (6) month extension to both time periods may be granted by the Planning Commission.
24. The applicant understands that they must obtain a Certificate of Occupancy from the

Zoning Administrative Officer upon completion of the project and before the site may be occupied. The applicant understands that a Certificate of Occupancy will not be issued if the project is not in compliance with these Findings, Plans and any conditions placed on the decision.

CONCLUSIONS OF LAW

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed site plan meets the following criteria: size, height, building bulk, yards, courts, setbacks, density of buildings, off- street parking, loading facilities, traffic, noise, lighting, landscaping, and screening.

DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #23-21 by Craftstudies Inc. (owner) and The Upper Valley Haven (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for an Emergency Shelter, lot 45-0003-000, 608 North Main Street, White River Junction, in the HCR Zoning District **on the condition that:**

1. Before a Zoning Permit is issued:

- **The Applicant submits a copy of their Water and Sewer Allocation.**
- **The applicant's Engineer/Architect/Landscape Architect verifies that changes to the plans approved by the Planning Commission are limited to those required by the Commission.**

2. Before a Certificate of Occupancy is issued, the applicant submits to the Zoning Administrator:

- **Written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact.**
- **Written verification from the DPW confirming that the water and sewer have been inspected and approved.**
- **Written verification from the DPW confirming that they have received acceptable record drawings.**
- **An electronic copy of the record drawings.**
- **A copy of the Energy Code Certificate as recorded in Hartford's Land Records.**

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

8. #23-21

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ____ day of December 2023.

HARTFORD PLANNING COMMISSION

By: _____
Chairperson/Vice-Chairperson

Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #23-21

2. Plan Set including

G-1	Cover Sheet
C1.0	Existing Conditions Plan
C2.0	Site Grading, Drainage, and Utility Plan
C2.0a	Site Plan without roundabout
C2.1	Garbage Truck Turning Plan
C2.2	Ambulance Turing Plan
C3.0	Site Details
C3.1	Site Details
C3.2	Water Details
C3.3	Water Details
C3.4	Sewer Details
C3.5	EPSC Details
C3.6	EPSC Details
L1-0	Landscape Plan
L1-1	Landscape Color Plan
L2-0	Landscape Plan w/ Roundabout

9. #23-21

L3-0	Site Enlargement Plan
L4-0	Landscape Details
L5-0	Lighting Plan
L5-1	Lighting Details
SD-1	Floor Plans
SD-2	Roof Plan
SD-3	Elevations and Window Schedule
SD-4	Building Sections & Radon Details
SD-5	Annotated Building Section
SD-6	Existing Photos and Perspectives

3. Letter from Kimberly Butler dated October 26, 2023 (Cover Letter)
4. Letter from Kimberly Butler dated October 16, 2023 (Response to Staff comments)
5. Memo from Erica Wygonik dated October 5, 2023
6. Memo from Jo-Ann Ells dated October 19, 2023
7. Letter from Linda Anderson, Co-Chair, Upper Valley Coalition for Housing Solutions, dated November 13, 2023
8. Letter from Mary Brown dated November 13, 2023
9. Email from Brittany Crocco dated November 13, 2023
10. Email from Kate Hagner dated November 11, 2023
11. Email from Leslie Back dated November 10, 2023
12. Letter from Ellen Hender dated November 10, 2023
13. Letter from Lynne Goodwin dated November 10, 2023
14. Letter from Sarah Jackson dated November 10, 2023
15. Email from Tom Debalsi dated November 9, 2023
16. Letter from Andrew Winter dated November 8, 2023
17. Letter from Daisy Goodman dated November 8, 2023
18. Letter from Angela Zhang dated November 7, 2023
19. Email from Lisa O'Neil dated November 6, 2023

10. #23-21

20. Letter from Teri LaRock, Melissa Baughman, and Luke Archibald dated November 3, 2023

21. Letter from Danielle Cayton, Clara Martin Center, undated

22. Letter from Anna Guenther, undated

23. Email from Heather Potter dated November 24, 2023

24. Email from David Potter dated November 24, 2023

25. Letter from Regan Shaw dated December 1, 2023

26. Letter from Scott Shaw dated December 2, 2023

27. Email from Emily Strizich dated December 5, 2023

28. Letter from Kerry Heavisides dated November 30, 2023

29. Letter from Scott Snyder dated December 6, 2023

30. Letter from Matthew Cole dated December 6, 2023



Town of Hartford

Planning Commission App # _____
Zoning Board of Adjustment App # _____

APPLICATION TO PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORD OWNER(S) Craftstudies, Inc.
PO Box 1309, White River Junction, VT 05001
Deed Recorded Book 596 Page 100 (Available at Town Clerk's Office)
Telephone: Work (802) 281-6804 Cell _____ Email Address: llsa@craftstudies.org
2. NAME & ADDRESS OF APPLICANTS(S) Upper Valley Haven, Inc.
713 Hartford Avenue, White River Junction, VT 05001
Telephone: Work (802) 478-1802 Cell _____ Email Address: mredmond@uppervalleyhaven.org
3. NAME & ADDRESS OF APPLICANTS' CONSULTANT Studio Nexus Architects + Planners, LLC
46 S. Main Street, Suite 206 PO Box 275 White River Junction, VT 05001
Telephone: Work 802-275-5110 Ext. 101 Cell _____ Email Address: jlmw@studionexusarch.com
4. PROJECT LOCATION 608 North Main Street, White River Junction
5. PRESENT USE OF PROPERTY Former retail store
6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
Renovation and expansion of existing building and site for emergency shelter
7. PROJECT SIZE IN SQ. FT OR ACREAGE 9,438SF
Lot Width 444' in project area, approx. 1,250' property width to zoning boundary Lot Depth Varies from approx. 85' to 325'
8. IS PROJECT ON TOWN WATER/SEWER? Yes X No _____ If Yes, estimated
Water Consumption/day 1,455 GPD Amount of Sewer Flow Projected 1,455 GPD
Size of Closest Lines Above (water) 10" diameter from street to site (sewer) 6" diameter from street to site
9. DESCRIBE LANDSCAPING PLAN Existing site will be renovated and landscaped particularly in the area between the existing building and the roadway, substantially increasing site green space, as shown in application.
10. IF A BUSINESS - Present # of Employees 6-8 on site
Proposed Days & Hours of Operation See application
Will you use the landfill & recycling center? Yes Yes No _____
The main waste by-product of your business is: General office and residential shelter waste

11. IF A RESTAURANT - Present seating NA Proposed _____
12. PARKING SPACES - Number to be provided 14
13. SIGNAGE - Free Standing TBD Attached _____
14. FENCING - Location Fencing around shelter area as shown on application plans Height 4-6'
15. NEAREST WATER SUPPLY FOR FIRE PROTECTION At property boundary
16. ESTIMATED VALUE OF PROPOSED WORK \$3,260,545
17. IS THERE AN EXISTING DRIVEWAY? Yes
18. IF A SUBDIVISION - Number of New Lots to be Created NA
- Do you request that the Town consider taking over maintenance of - Roads No
- Or Park/Open Space No

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

Michael Robinson 10/25/23
Applicant's Signature Date

[Signature] 10/25/23
Lot Owner's Signature Date

Co-Applicant's Signature Date

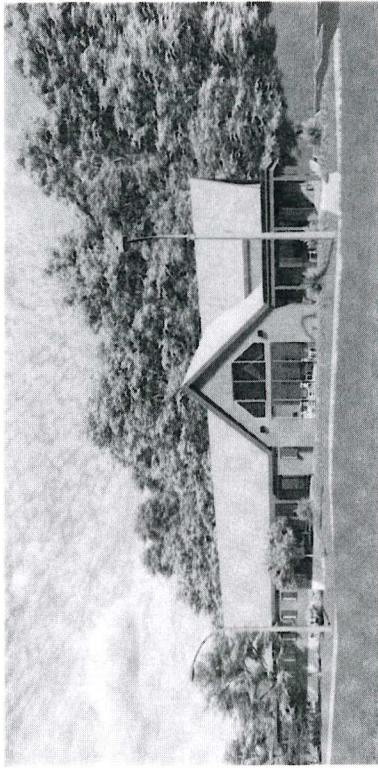
Co-Owner's Signature Date

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits before any construction may commence. Please call 802-282-6488 to speak with the State Permit Specialist.

For Office Use Only		
Map/Lot #		
Fee Paid \$:		Receipt #:
PC: Site Plan	Min. Sub.	Maj. Sub.
PD	PD Amend.	Other
ZBA: Conditional Use	Variance	Appeal
Other		
Zoning District (s)		Date Filed:
Official Submittal Date:		

Upper Valley Haven - Emergency Shelter

608 North Main Street, White River Junction VT, 05001



PROJECT TEAM

OWNER:

UPPER VALLEY HAVEN
713 HARTFORD AVE
WHITE RIVER JUNCTION, VT 05001

CONTACT: MICHAEL REDMOND
EXECUTIVE DIRECTOR
EMAIL: mredmond@upervalleyhaven.org
PHONE: 802.478.1850

ARCHITECT:

STUDIO NEXUS
ARCHITECTS + PLANNERS, LLC
46 SOUTH MAIN STREET, SUITE 206
PO BOX 275
WHITE RIVER JUNCTION, VT 05001

CONTACT: DOUG SONSALLA
EMAIL: doughts@studionexusarch.com
PHONE: 802.275.5110 EXT. 102

CIVIL ENGINEER:

ENGINEERING VENTURES
85 MECHANIC STREET, SUITE B2-2
WEST LEBANON, NH 03766

CONTACT: ADAM MORSE, PE
EMAIL: adam@mengineeringventures.com
PHONE: 603.727.7031

LANDSCAPE ARCHITECT:

PARK ARCHITECTURE
3 SCHOOL HOUSE LANE, SUITE 1
ETNA, NH 03750

CONTACT: PAUL SIMON, ASLA
EMAIL: parkarchitecture@gmail.com
PHONE: 603.643.3400

DRAWING INDEX

G-1 COVER SHEET, PROJECT TEAM & DRAWING INDEX

CIVIL:

- C1.0 EXISTING CONDITIONS PLAN
- C2.0 SITE GRADING, DRAINAGE, AND UTILITY PLAN
- C2.0a SITE PLAN WITH ROUNDABOUT
- C2.1 GATEWAY TRUCK TURNING PLAN
- C2.2 AMBULANCE TURNING PLAN
- C3.0 SITE DETAILS
- C3.1 SITE DETAILS
- C3.2 WATER DETAILS
- C3.3 WATER DETAILS
- C3.4 SEWER DETAILS
- C3.5 EPSC DETAILS
- C3.6 EPSC DETAILS

LANDSCAPE:

- L1-0 LANDSCAPE PLAN
- L1-1 LANDSCAPE COLOR PLAN
- L2-0 LANDSCAPE PLAN w/ ROUNDABOUT
- L3-0 SITE ENLARGEMENT PLAN
- L4-0 LANDSCAPE DETAILS
- L5-0 LIGHTING PLAN
- L5-1 LIGHTING DETAILS

STRUCTURAL: To Be Determined

ARCHITECTURAL:

SD-1	Floor Plans
SD-2	Roof Plan
SD-3	Elevations & Window Schedule
SD-4	Building Sections & Radon Details
SD-5	Annotated Building Section
SD-6	Existing Photographs and Perspectives

GENERAL ARCHITECTURAL NOTES:

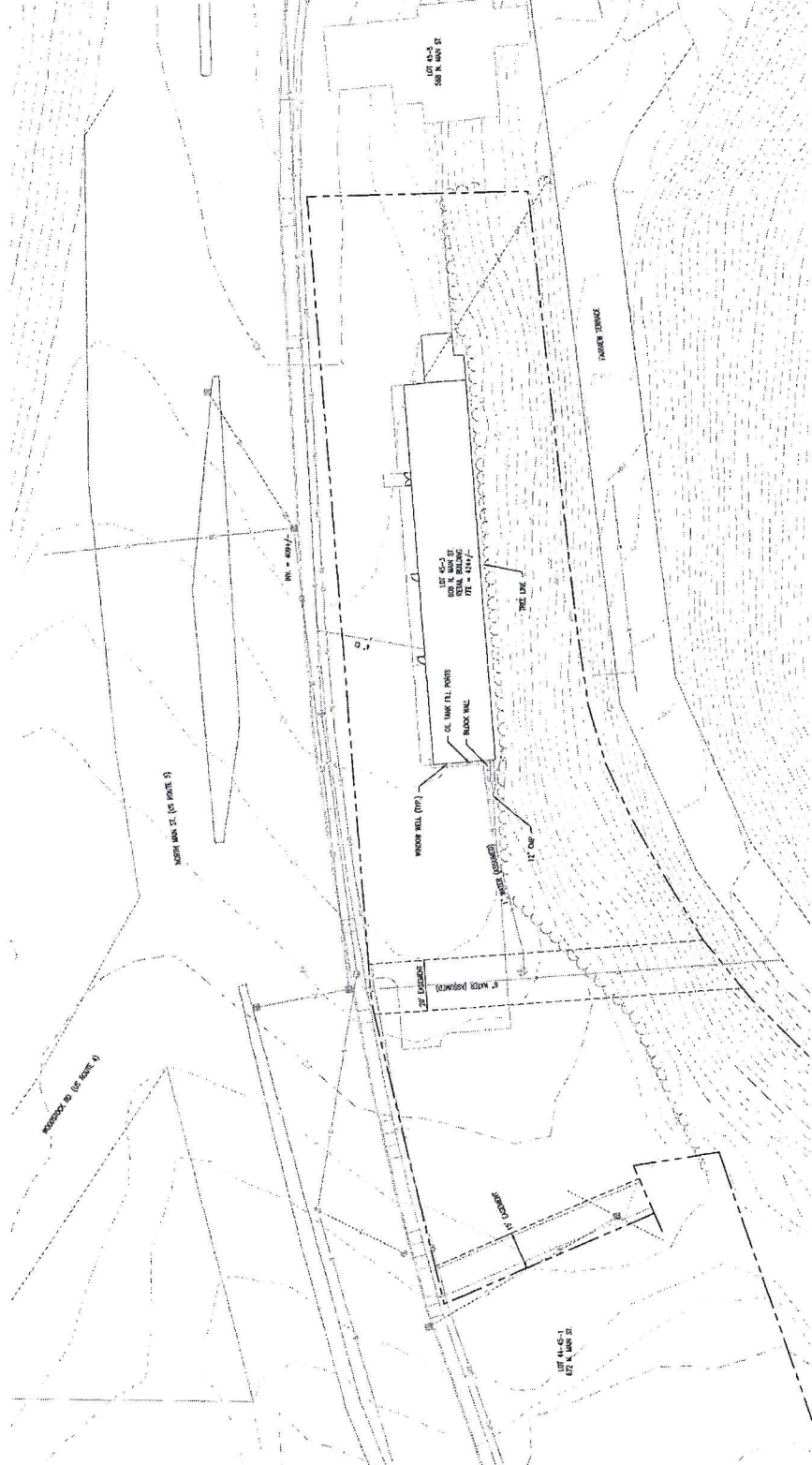
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MATERIAL LEGEND

GRAPHIC SYMBOL	MATERIAL
	BRICK & TILE
	CONCRETE UNIT (BLOCKS)
	EARTH
	GRAVEL
	GYPSUM BOARD
	INSULATION BATT
	INSULATION RIGID FOAM BOARD
	MASONRY
	METAL
	PLASTER
	REINFORCING STEEL
	SAND
	STEEL
	STUCCO
	WOOD FRAMING BLOCKING
	WOOD JOIST
	WOOD PANEL
	WOOD SHEATHING
	COMPOSITE WOOD PANEL
	PVC TRIM OR SHEATHING

DRAWING SYMBOLS:

ROOM NAME ROOM #	VIEW NAME SCALE	ELEVATION NAME ELEVATION	       	ROOM NO. / ROOM NAME DRAWING LABEL ELEVATION LABEL ELEVATION ELEVATION DIMENSION ELEVATION DIMENSION DETAIL REFERENCE ID SECTION REFERENCE ID ENHANCEMENT COLUMN CENTER LINE DOOR TYPE INDICATOR WINDOW TYPE INDICATOR WALL TYPE INDICATOR NOT KEY TYPE INDICATOR ALIGNED DIMENSION TYPE INDICATOR MATCH LINE INDICATOR MATCH LINE INDICATOR 2-point break wall 1-line break wall LINE INDICATOR	EXISTING WALL LINE EXISTING WALL LINE UNLESS NOTED OTHERWISE WALL IS CONSTRUCTION NEW WALL CONSTRUCTION NEW WALL CONSTRUCTION
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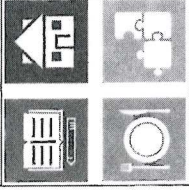




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**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**
Issued For: Site Plan Review

Issue Date	October 16, 2023
Revision	
No.	
Description	
Date	

**Existing
Conditions
Plan**

Project No.: 23107

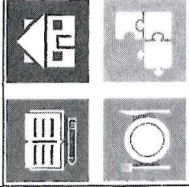
C1.0



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**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**

Standard Form: Site Plan Review

Issue Date: October 25, 2023

Revisions	
No.	Description

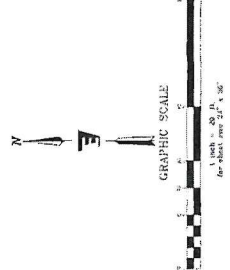
**Erosion
Prevention and
Sediment
Control Plan**

Project No.: 23187

C1.1

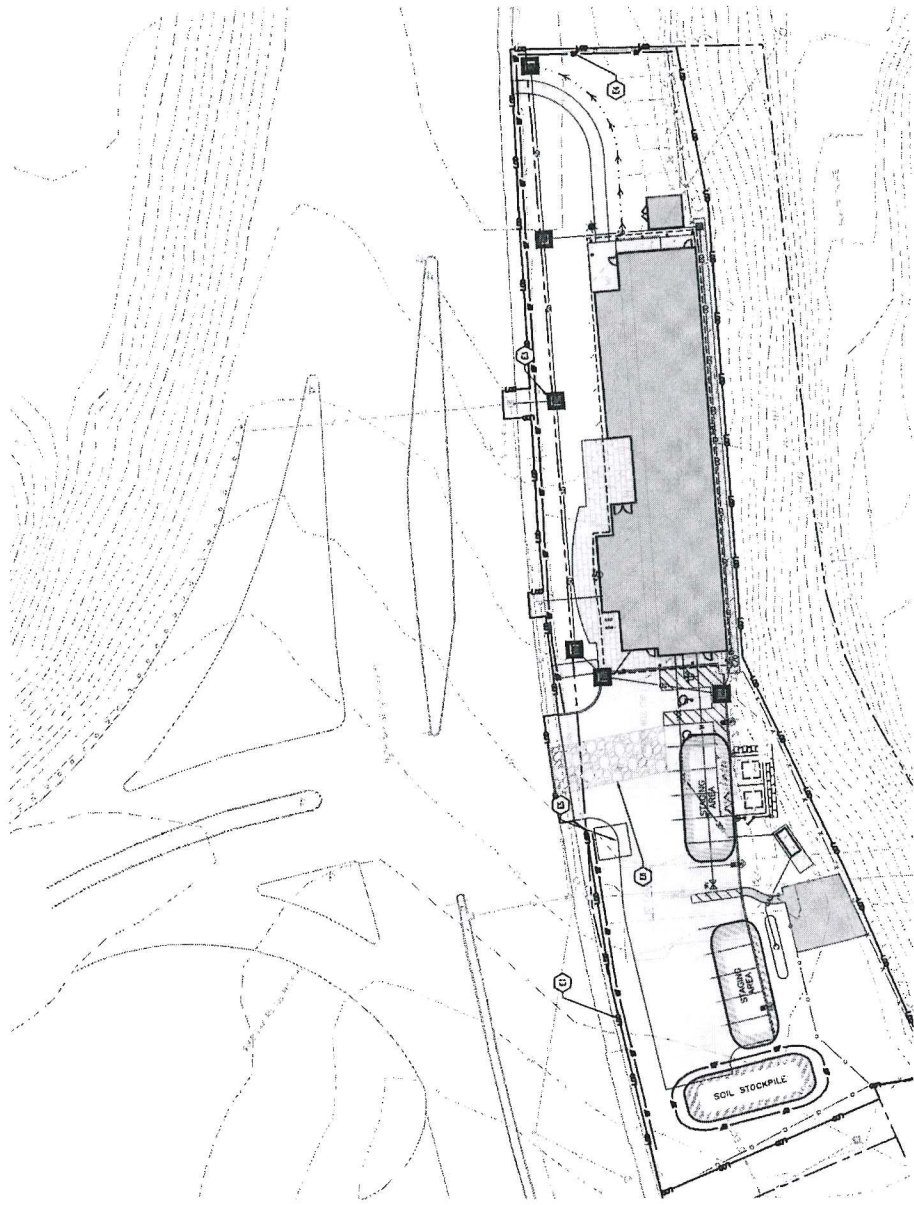
CONSTRUCTION SEQUENCE

1. CONSTRUCTION TO EXISTING CONDITIONS AND EXISTING WITH THE ROAD.
2. PRIOR TO THE START OF CONSTRUCTION THE CONSTRUCTION SHALL HAVE A REGISTRATION WITH THE STATE OF VERMONT.
3. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.
4. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.
5. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.
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17. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.
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19. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.
20. PRIOR TO ANY ROAD WORK, ALL EXISTING SHALL BE RECONSTRUCTED TO MEET THE STATE OF VERMONT STANDARDS.



EROSION CONTROL LEGEND

- 1. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE START OF CONSTRUCTION.
- 2. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 3. EROSION CONTROL MEASURES SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
- 4. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 5. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 6. EROSION CONTROL MEASURES SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
- 7. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 8. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 9. EROSION CONTROL MEASURES SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
- 10. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 11. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
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- 13. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 14. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 15. EROSION CONTROL MEASURES SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
- 16. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 17. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 18. EROSION CONTROL MEASURES SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
- 19. EROSION CONTROL MEASURES SHALL BE REINSTALLED IF REMOVED PRIOR TO COMPLETION OF CONSTRUCTION.
- 20. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.



STORMWATER POLLUTION PREVENTION NOTES

- E1 LIMIT OF DISTURBANCE
- E2 EROSION PROTECTION (EPP)
- E3 SKY FENCE
- E4 CONCRETE WALKOUT
- E5 EXISTING CONSTRUCTION ENTRANCE



SEWER NOTES

- (S1) 1" SAGREY SEWER SERVICE LINE
- (S2) CAP AND SANDWICH AT MAIN PDS DPM REQUIREMENTS
- (S3) 4" CEMENTED CONCRETE MAIN
- (S4) 4" CEMENTED CONCRETE MANHOLE
- (S5) 4" SILE LINE
- (S6) 2" CORUS SSP
- (S7) 2" DOWNSIDE SERVICE LINE
- (S8) CAP AND SANDWICH AT MAIN PDS DPM REQUIREMENTS
- (S9) THE SEWER-UPHOLD CONNECTION POINT

WATER NOTES

- (W1) 4" CEMENTED CONCRETE MAIN
- (W2) 4" CEMENTED CONCRETE MANHOLE
- (W3) 4" SILE LINE
- (W4) 2" CORUS SSP
- (W5) 2" DOWNSIDE SERVICE LINE
- (W6) CAP AND SANDWICH AT MAIN PDS DPM REQUIREMENTS
- (W7) THE SEWER-UPHOLD CONNECTION POINT

SITE NOTES

- (S1) CONCRETE SIDEWALK
- (S2) VERTICAL GRAVITY CURBING
- (S3) STEP AND PRECISION WALKING
- (S4) ADA PARKING AND SEWAGE
- (S5) IMPROVED ENCLOSURE
- (S6) REINFORCED BLOCK WALL (IF WALL CEMENT)
- (S7) SHAPE LINE BODIES (TYP)
- (S8) SHAW STORAGE (TYP)
- (S9) PAVEMENT
- (S10) SANDST AND STONE PAVEMENT WEST OF LINE
- (S11) CONCRETE PAVING ADJACENT TO GRASS ON NEW
- (S12) ADA AND ADA (TYP)
- (S13) TRUCK (SEE LANDSCAPE PLANS)
- (S14) RESTORE WITH IF TYPICAL GRASS USED AND MAINTENANCE
- (S15) CONCRETE PAVEMENT
- (S16) EXISTING WALK TO REPAIR
- (S17) TRUCK ACCESS GATE
- (S18) DOG PARK AND ACCESS WITH (SEE LANDSCAPE PLANS)
- (S19) SEE LOTS (TYP) - SEE LANDSCAPE/PAVEMENT PLANS
- (S20) SEE LOTS (TYP) - SEE LANDSCAPE/PAVEMENT PLANS
- (S21) 4" TO 6" CEMENTED CONCRETE
- (S22) 12" HOPE DRAIN LINE (TYP)
- (S23) CLEANOUT (TYP)
- (S24) GRASS SINK

DRAINAGE NOTES

- (D1) ROOF LEADER
- (D2) SEE LOTS (TYP) - SEE LANDSCAPE/PAVEMENT PLANS
- (D3) SEE LOTS (TYP) - SEE LANDSCAPE/PAVEMENT PLANS
- (D4) 4" TO 6" CEMENTED CONCRETE
- (D5) 12" HOPE DRAIN LINE (TYP)
- (D6) CLEANOUT (TYP)
- (D7) GRASS SINK

ELECTRICAL NOTES

- (E1) PROpane GENERATOR
- (E2) UNDERGROUND ELECTRIC CONDUIT
- (E3) ELECTRIC CONDUIT FOR FUTURE ELECTRIC VEHICLE CHARGING STATION

PROPANE NOTES

- (P1) 1500 GALLON PROPANE TANK
- (P2) PROPANE LINE



GRAPHIC SCALE

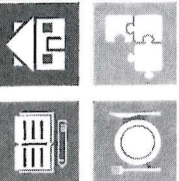




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UPPER VALLEY HAVEN EMERGENCY SHELTER
Revised For: Site Plan Review
Issue Date: October 25, 2023

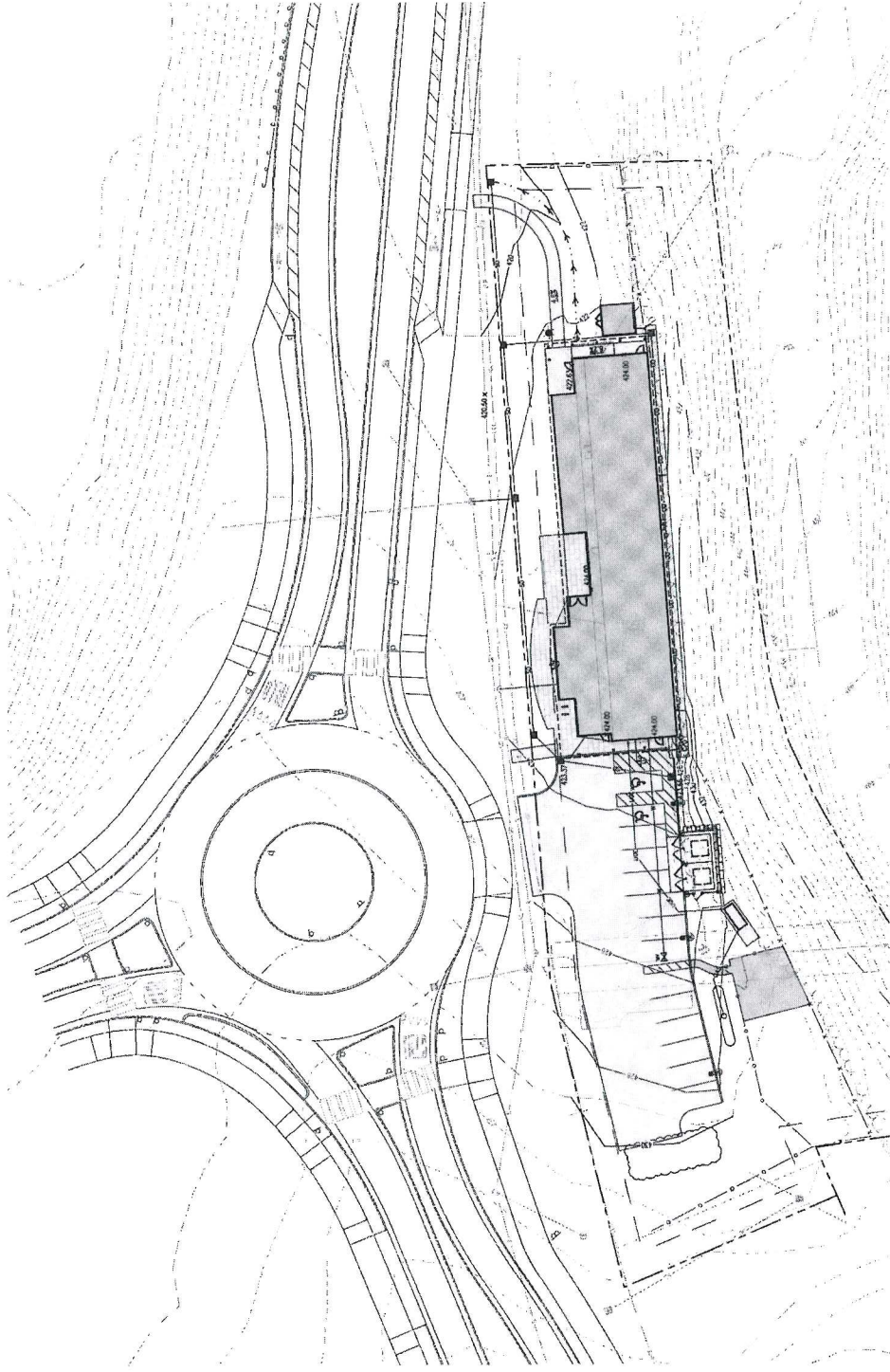
No.	Description	Date

Site, Grading, Drainage and Utility Plan

Project No.: 23107

C2.0

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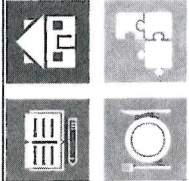




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**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**
Second Floor
Site Plan Review

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Revised Date: October 16, 2023

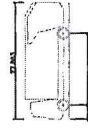
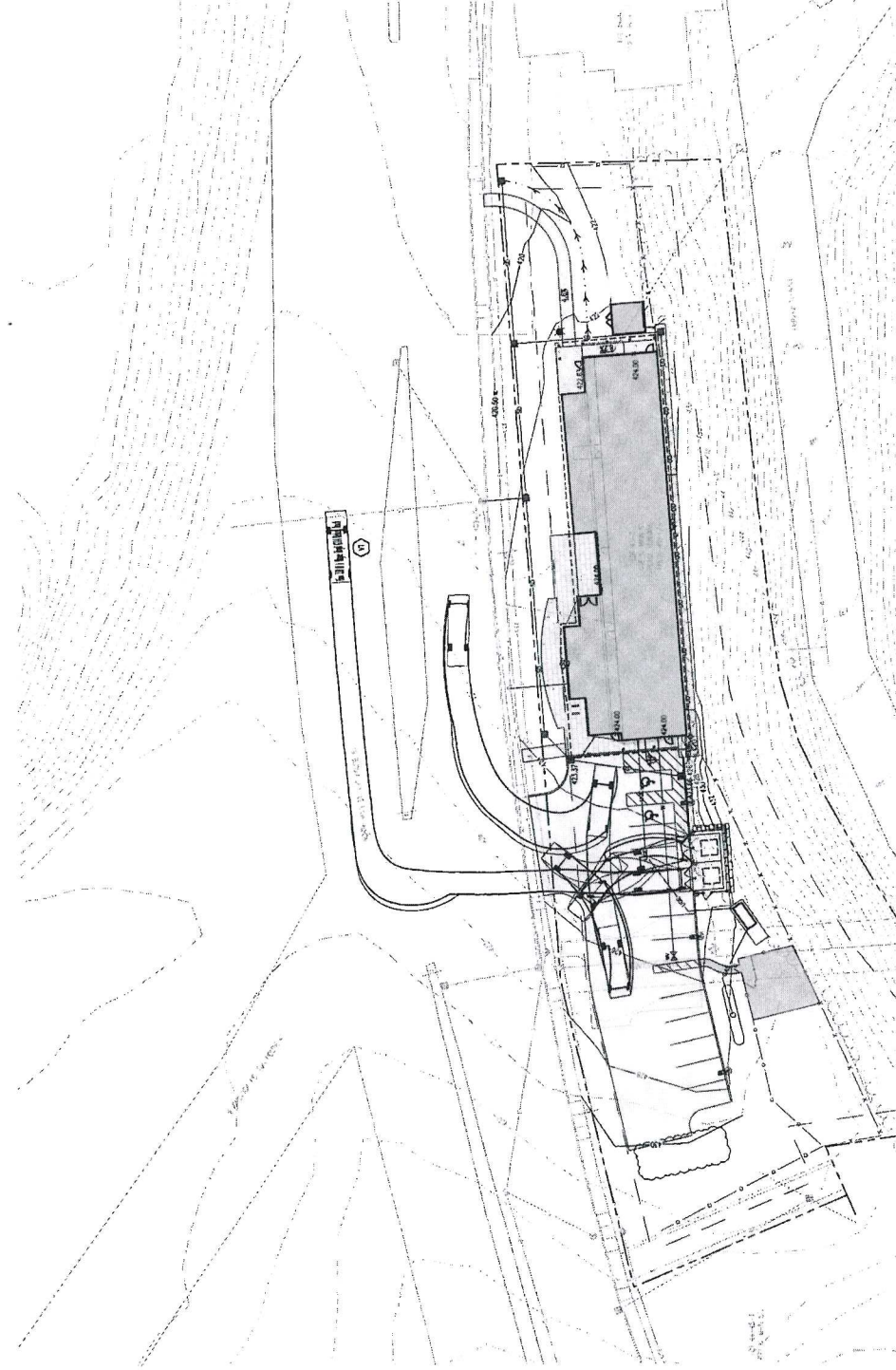
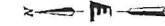
No.	Description	Date

**Site Plan with
Roundabout**

Project No.: 20167

C2.0a

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Waco 330 M + Wayne Royal GT4 Refuse Truck
Overall Length 10.0m
Overall Width 2.5m
Overall Height 3.0m
Wheelbase 4.0m
Lock-to-lock time 2.000s
Cars to Cars turning Radius

VEHICLE TURNING NOTES

① GARAGE TRUCK

GRAPHIC SCALE

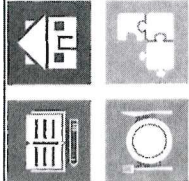




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B: info@engineeringventures.com



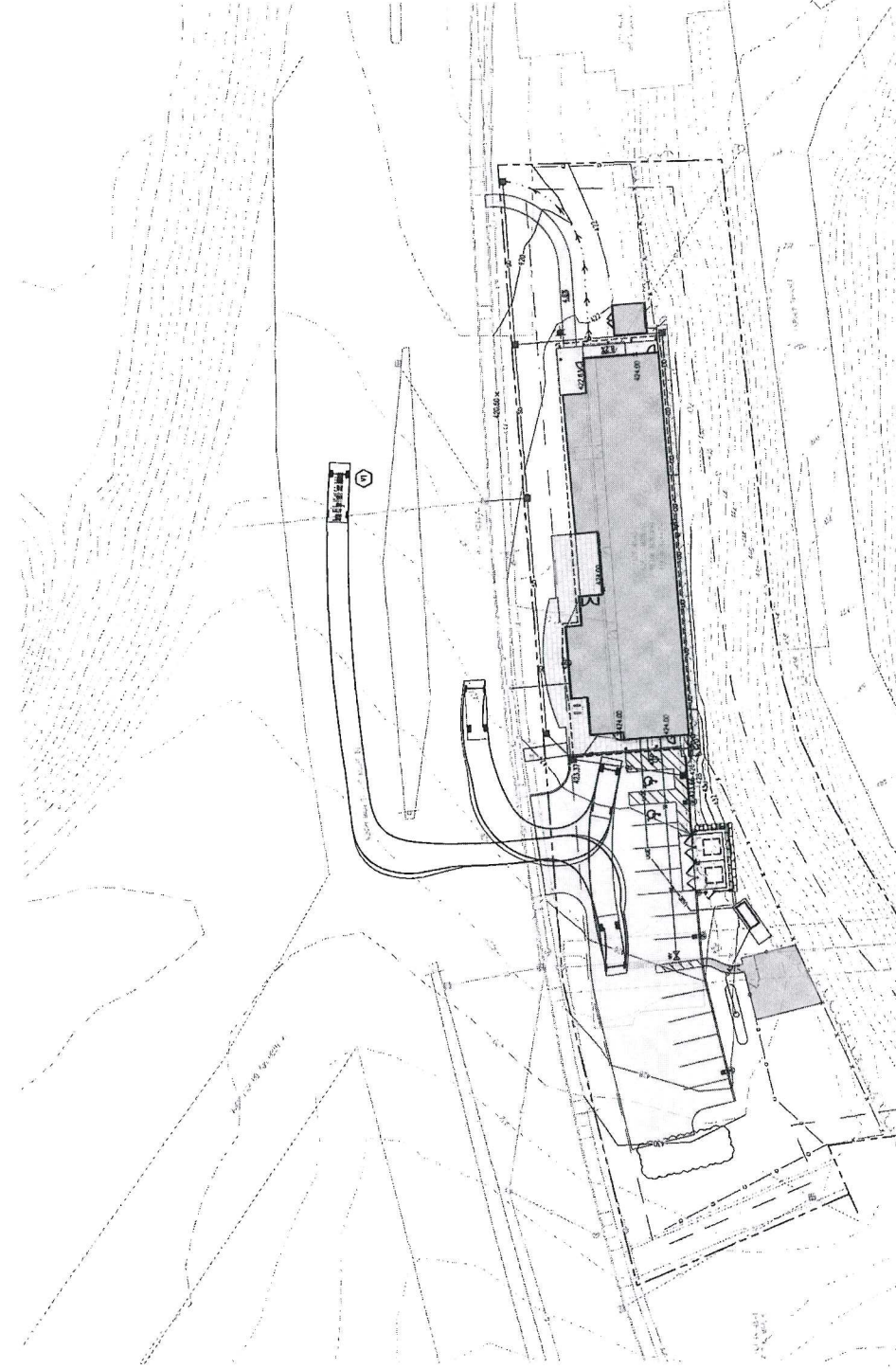
**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**
Issued For: Site Plan Review

Revised: 10/16/2023
Original: 10/16/2023
Project No.: 23107

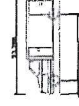
Revisions	
No.	Description

**Garbage Truck
Turning Plan**

Project No.: 23107
C2.1



VEHICLE TURNING NOTES



Horton 455 Type I Ford E-Series Ambulance
Overall Width 11'0"
Overall Length 18'0"
Overall Height 7'0"
Wheelbase 10'0"
Curb to Curb turning Radius 27'4.0ft

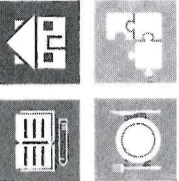




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**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**

Revised For: Site Plan Review

Issue Date: October 16, 2023

No.	Description	Date

Ambulance
Turning Plan

Project No.: 23167

C2.2

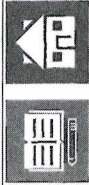


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UPPER VALLEY HAVEN EMERGENCY SHELTER

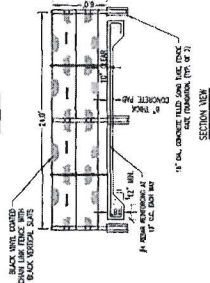
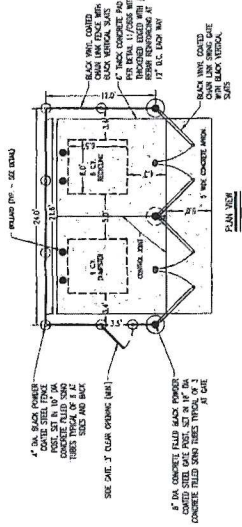
Issued For
Site Plan Review

Project No.: 23167
C3.0

Issue Date: October 25, 2023

Rev.	Description	Date

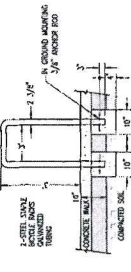
SITE DETAILS



NOTES:
1. 4\"/>

DUMPSTER ENCLOSURE

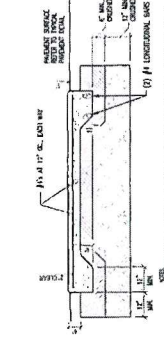
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NOTES:
1. 4\"/>

STAPLE BIKE RACK

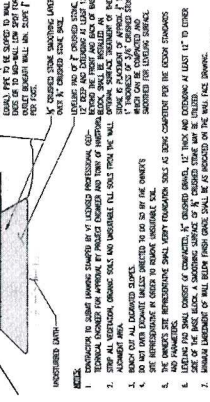
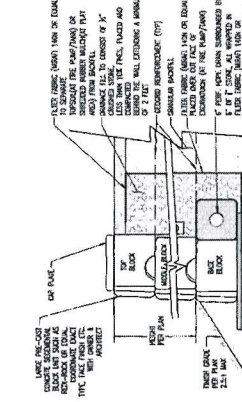
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NOTES:
1. 4\"/>

CONCRETE DUMPSTER PAD

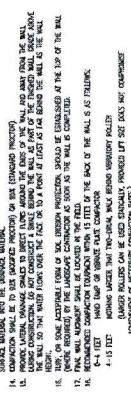
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NOTES:
1. 4\"/>

SEGMENTAL BLOCK WALL

NOT TO SCALE



NOTES:
1. 4\"/>

DETECTABLE WARNING PAD

NOT TO SCALE



NOTES:
1. 4\"/>

ADA SIGNS AND POST

NOT TO SCALE



NOTES:
1. 4\"/>

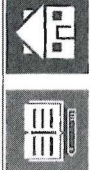


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UPPER VALLEY HAVEN EMERGENCY SHELTER

Issued For: Site Plan Review

October 16, 2023

No.	Description	Date

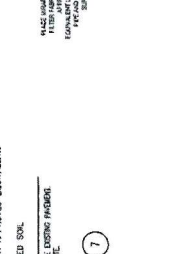
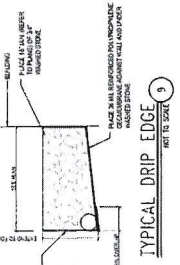
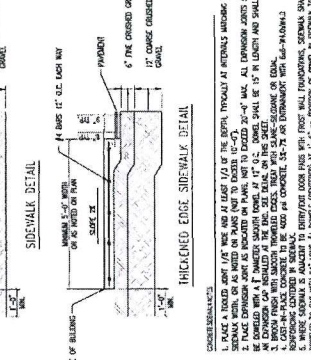
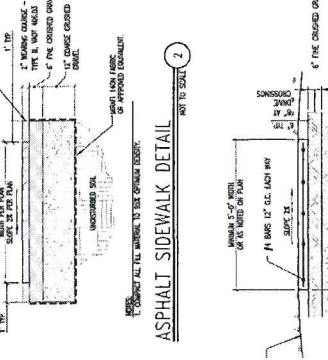
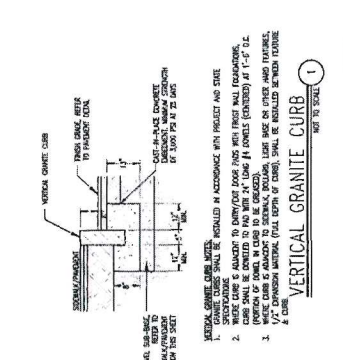
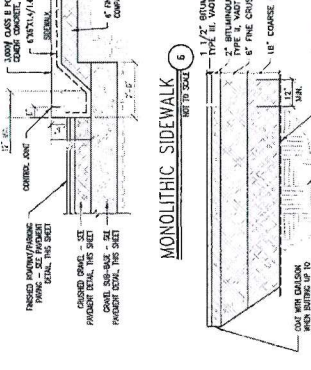
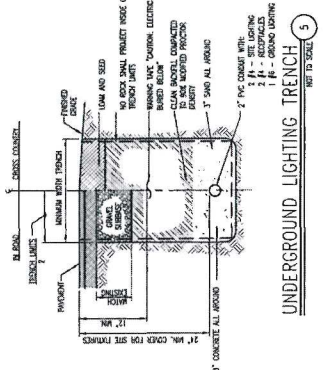
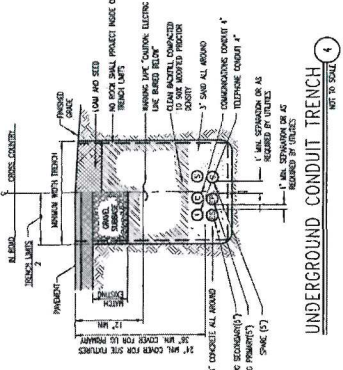
SITE DETAILS

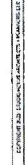
Project No.: 22187

C3.1

EARTHWORK NOTES

1. PRIOR TO THE START OF ANY EARTHWORK, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
2. ALL EARTHWORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AS ADOPTED BY THE VERMONT DEPARTMENT OF TRANSPORTATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
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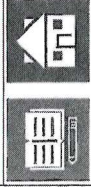
MINIMUM BEARING SURFACE CAP 150 TON WORKING PRESSURE									
PIPE DIA	HT	INT	EXTD	INTD	TS	TS/2	END CAP		
1600	10	10	4	2	1	1	1	1	1
1800	12	12	6	3	1	1	1	1	1
2000	14	14	8	4	1	1	1	1	1
2400	18	18	12	6	1	1	1	1	1
3000	24	24	16	8	1	1	1	1	1
3600	30	30	20	10	1	1	1	1	1
4200	36	36	24	12	1	1	1	1	1
4800	42	42	28	14	1	1	1	1	1
5400	48	48	32	16	1	1	1	1	1
6000	54	54	36	18	1	1	1	1	1
6600	60	60	40	20	1	1	1	1	1
7200	66	66	44	22	1	1	1	1	1
7800	72	72	48	24	1	1	1	1	1
8400	78	78	52	26	1	1	1	1	1
9000	84	84	56	28	1	1	1	1	1
9600	90	90	60	30	1	1	1	1	1
10200	96	96	64	32	1	1	1	1	1
10800	102	102	68	34	1	1	1	1	1
11400	108	108	72	36	1	1	1	1	1
12000	114	114	76	38	1	1	1	1	1
12600	120	120	80	40	1	1	1	1	1
13200	126	126	84	42	1	1	1	1	1
13800	132	132	88	44	1	1	1	1	1
14400	138	138	92	46	1	1	1	1	1
15000	144	144	96	48	1	1	1	1	1
15600	150	150	100	50	1	1	1	1	1
16200	156	156	104	52	1	1	1	1	1
16800	162	162	108	54	1	1	1	1	1
17400	168	168	112	56	1	1	1	1	1
18000	174	174	116	58	1	1	1	1	1
18600	180	180	120	60	1	1	1	1	1
19200	186	186	124	62	1	1	1	1	1
19800	192	192	128	64	1	1	1	1	1
20400	198	198	132	66	1	1	1	1	1
21000	204	204	136	68	1	1	1	1	1
21600	210	210	140	70	1	1	1	1	1
22200	216	216	144	72	1	1	1	1	1
22800	222	222	148	74	1	1	1	1	1
23400	228	228	152	76	1	1	1	1	1
24000	234	234	156	78	1	1	1	1	1
24600	240	240	160	80	1	1	1	1	1
25200	246	246	164	82	1	1	1	1	1
25800	252	252	168	84	1	1	1	1	1
26400	258	258	172	86	1	1	1	1	1
27000	264	264	176	88	1	1	1	1	1
27600	270	270	180	90	1	1	1	1	1



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UPPER VALLEY HAVEN EMERGENCY SHELTER

Issued For: Site Plan Review

Issue Date: October 15, 2023

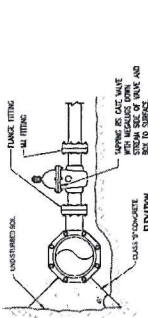
No.	Description	Date
1	Revisions	
2	Revisions	
3	Revisions	

WATER DETAILS

Project No.: 23187

C3.3

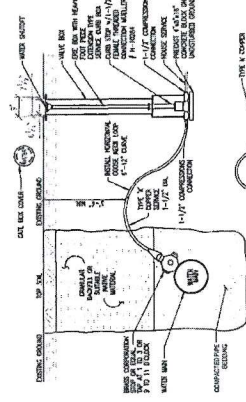
10/15/2023 10:15 AM



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

TAPPING SLEEVE AND VALVE

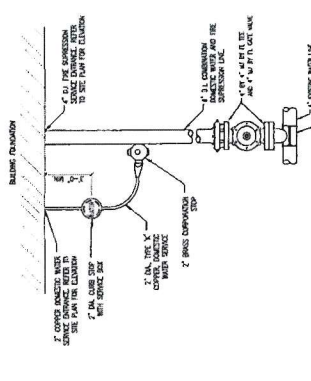
SCALE: 1/4" = 1'-0"



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

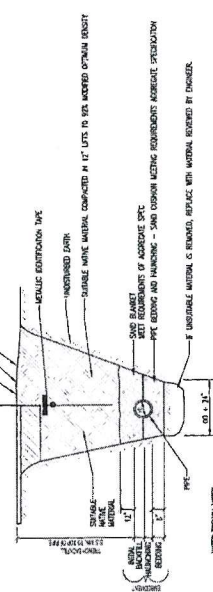
COPPER SERVICE CONNECTION DETAIL

SCALE: 1/4" = 1'-0"



WATER SERVICE ENTRANCE DETAIL

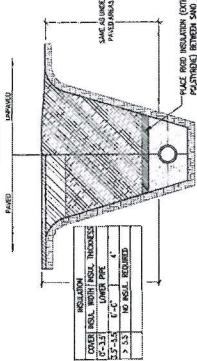
SCALE: 1/4" = 1'-0"



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

TYPICAL WATER TRENCH DETAIL

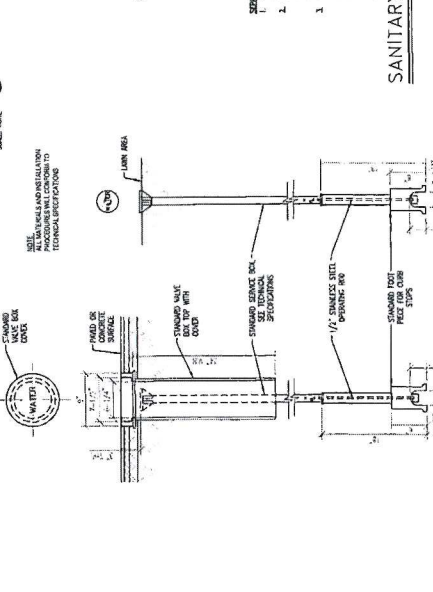
SCALE: 1/4" = 1'-0"



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

TYPICAL VALVE BOX DETAIL

SCALE: 1/4" = 1'-0"



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

SANITARY SEWER/WATER LINE CROSSING

SCALE: 1/4" = 1'-0"



1. SEE NOTE 1 FOR ADDITIONAL REQUIREMENTS
2. AND OF BURIED AGAINST UNDISTURBED SOIL SHALL BE THE SAME AS FOR 1/4" BEND (NOT) THREAT BLOCK

TYPICAL SERVICE BOX DETAIL

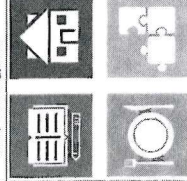
SCALE: 1/4" = 1'-0"



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**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**

SITE PLAN REVIEW
ISSUED FOR:

**PRELIMINARY
NOT FOR
CONSTRUCTION**

Issue Date: October 25, 2022
Revision: 1

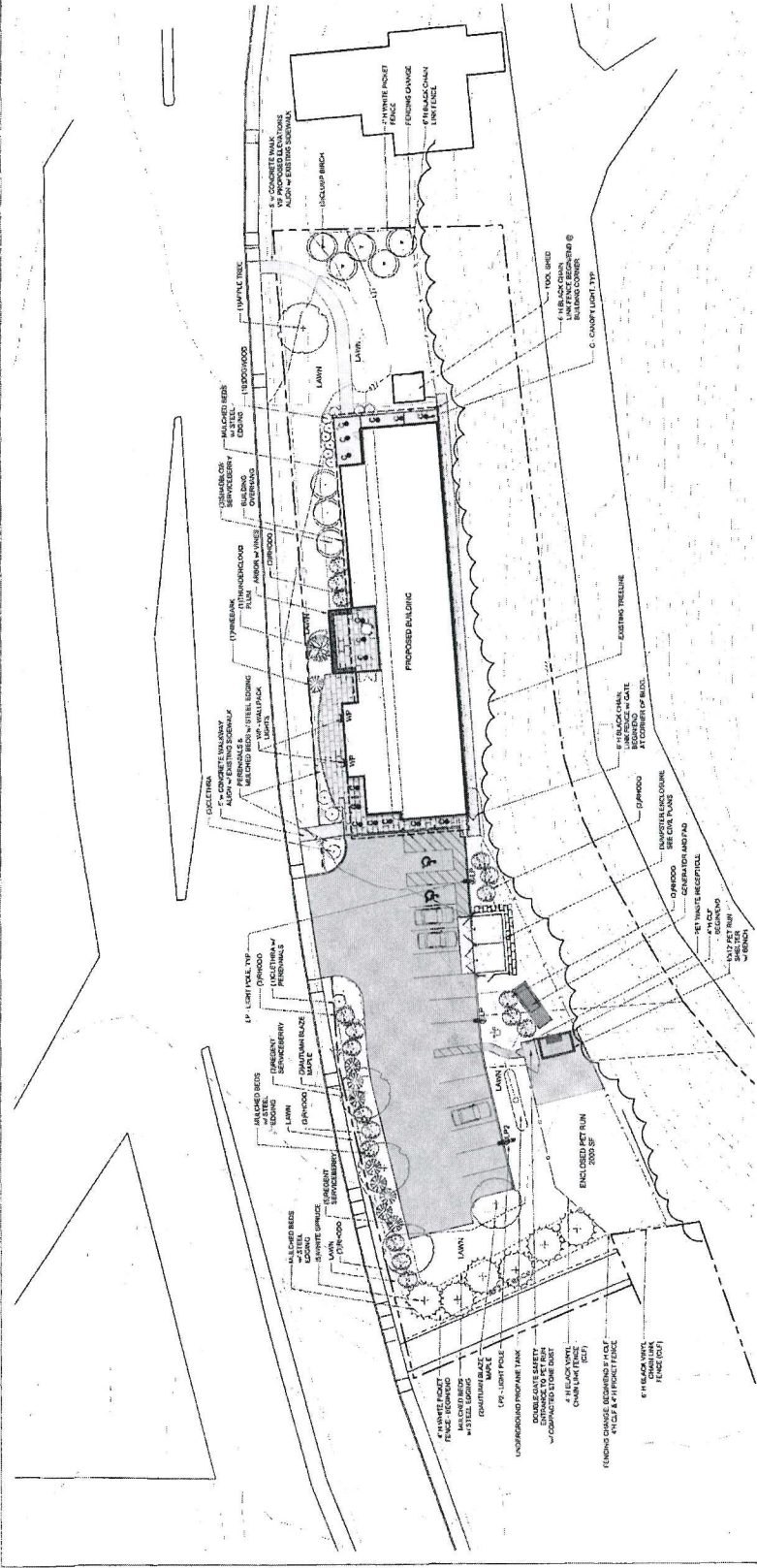
No.	Description	Date
1	Issue	10/25/22

Landscape Plan

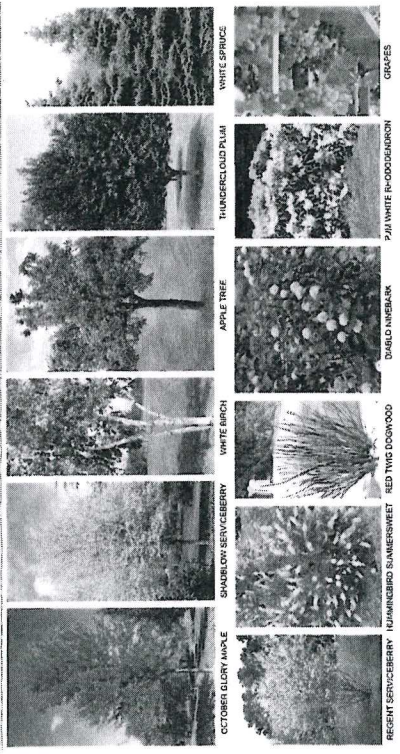
Project No: P2021-11

L1-0

C:\PROJECTS\UPPER VALLEY HAVEN\LANDSCAPE PLAN\L1-0.dwg



PROPOSED PLANTS



LANDSCAPE NOTES

1. THE LANDSCAPE SHALL BE MAINTAINED IN A MANNER THAT IS CONSISTENT WITH THE DESIGN AND CONSTRUCTION OF THE PROJECT.
2. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THEM.
3. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE LANDSCAPE PLAN AND THE FOLLOWING NOTES:
4. ALL PLANTINGS SHALL BE INSTALLED IN THE MANNER SHOWN ON THE LANDSCAPE PLAN.
5. THE CONTRACTOR SHALL LOCATE AND MARK ALL UTILITIES PRIOR TO ANY PLANTING.
6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THEM.
7. ALL PLANTINGS SHALL BE INSTALLED IN THE MANNER SHOWN ON THE LANDSCAPE PLAN.
8. THE CONTRACTOR SHALL LOCATE AND MARK ALL UTILITIES PRIOR TO ANY PLANTING.
9. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THEM.
10. ALL PLANTINGS SHALL BE INSTALLED IN THE MANNER SHOWN ON THE LANDSCAPE PLAN.
11. THE CONTRACTOR SHALL LOCATE AND MARK ALL UTILITIES PRIOR TO ANY PLANTING.
12. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THEM.

LANDSCAPE PLANT SCHEDULE

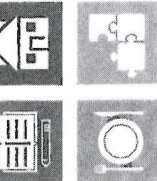
QTY	BOTANICAL NAME	COMMON NAME	SIZE	ORIGIN
1	ACER FRAXINUS	FRAXINUS	2.5' - 3' GAUPE	NATIVE
2	AMELANORHYZON	AMELANORHYZON	2.5' - 3' GAUPE	NATIVE
3	AMELANORHYZON	AMELANORHYZON	2.5' - 3' GAUPE	NATIVE
4	AMELANORHYZON	AMELANORHYZON	2.5' - 3' GAUPE	NATIVE
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100	AMELANORHYZON	AMELANORHYZON	2.5' - 3' GAUPE	NATIVE



DRAFT
THIS PLAN IS A PRELIMINARY DESIGN AND NOT FOR CONSTRUCTION.
ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE LANDSCAPE PLAN AND THE FOLLOWING NOTES:



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UPPER VALLEY
HAVEN
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SHELTER

Issued For:

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NOT FOR
CONSTRUCTION

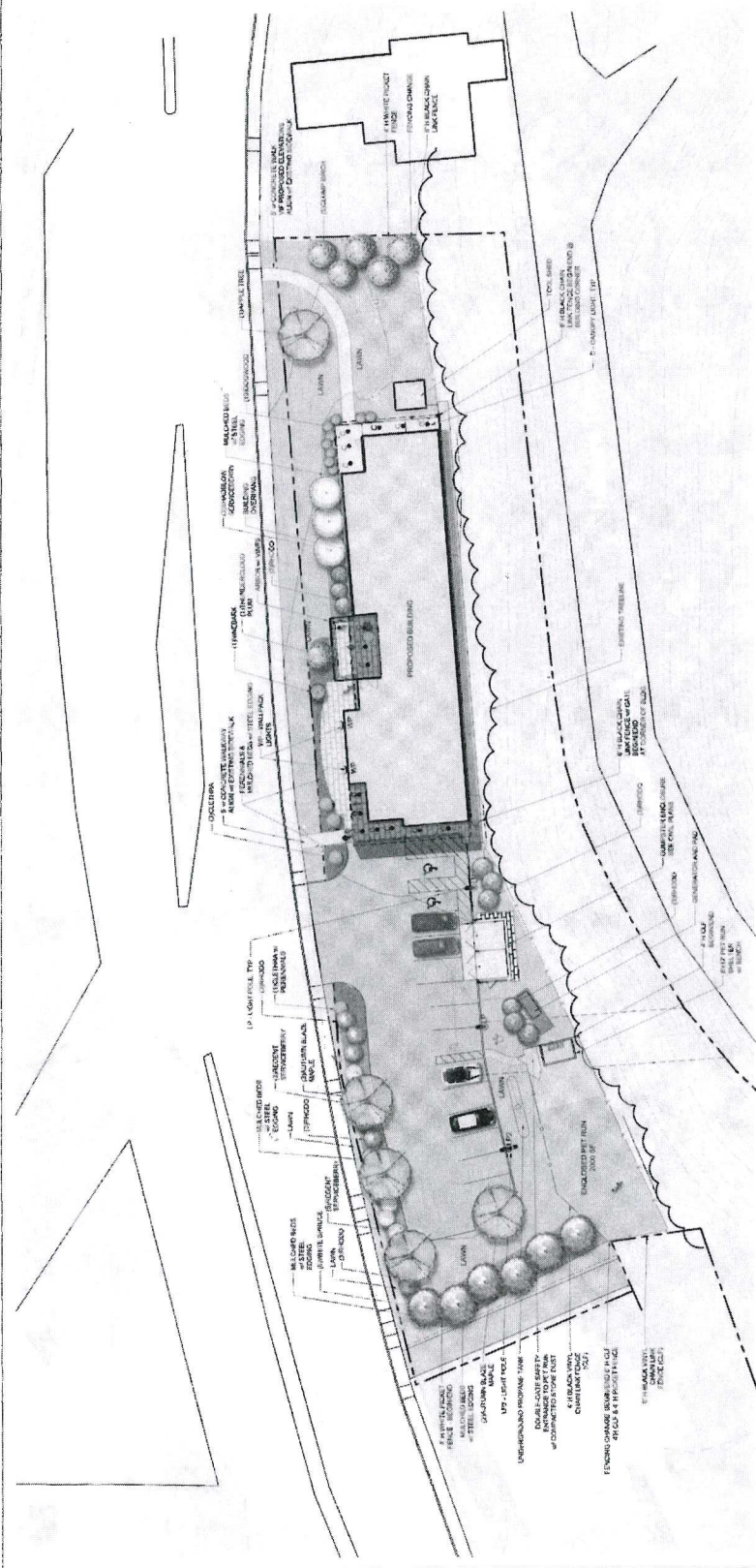
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Issue Date	No.	Description	Date
October 16, 2023			

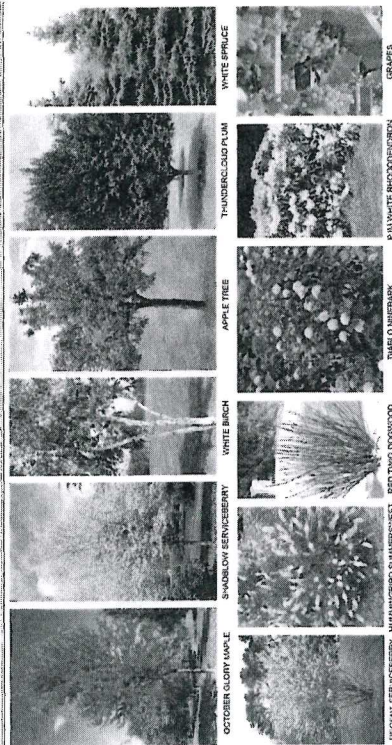
Landscape Plan
Color

Project No.: PA2314

L1-1



PROPOSED PLANTS



LANDSCAPE NOTES

THE NUMBER OF EACH INTERSECTAL PLANT TYPE AND SIZE IS PROVIDED IN THE PLANT LIST FOR CONTRACTORS CONVEYANCE ONLY. IF A DISCREPANCY EXISTS BETWEEN THE NUMBER OF

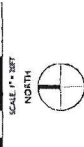
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LANDSCAPE PLANT SCHEDULE

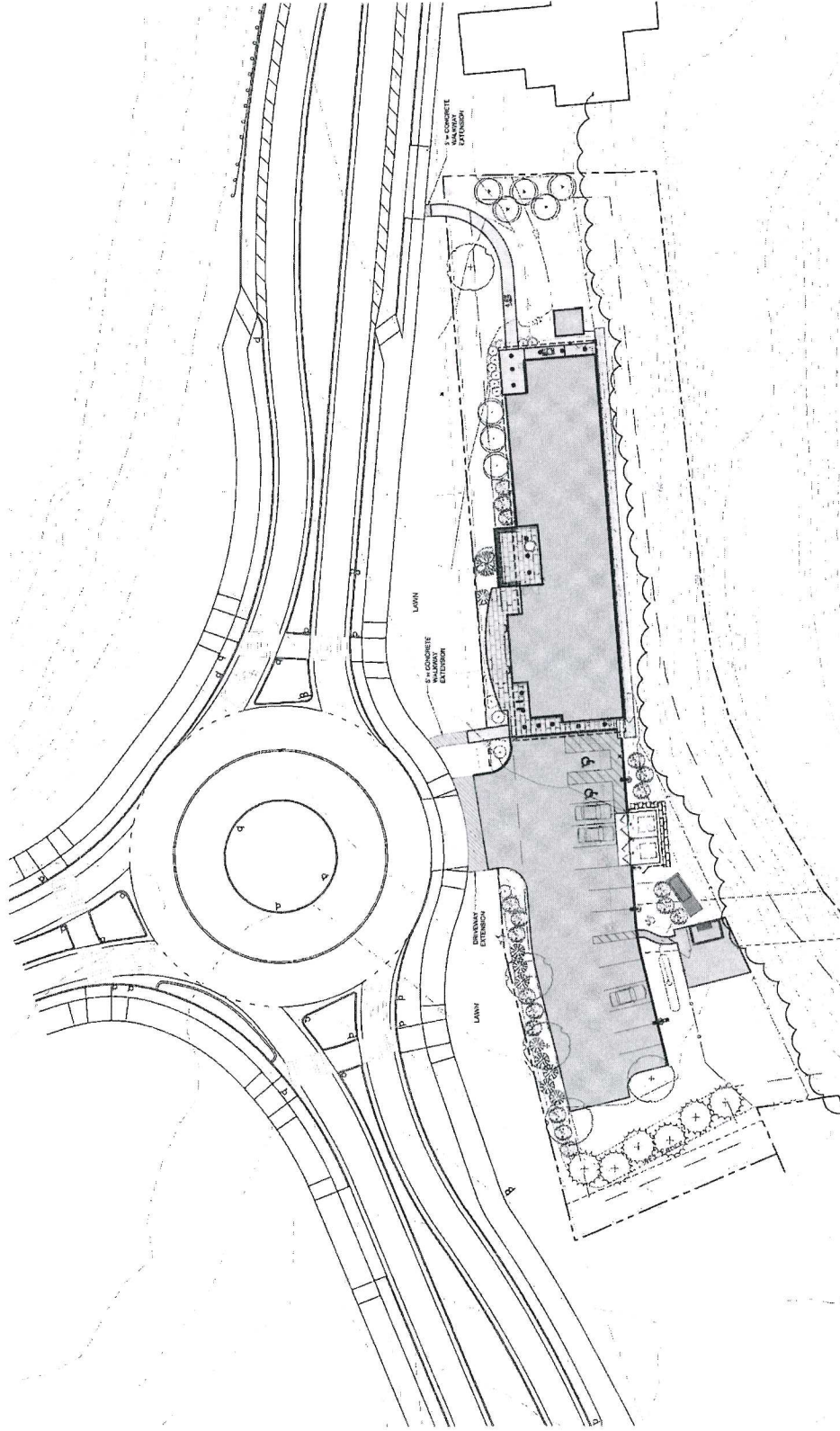
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DRAFT

0 200



SITE PLAN: CONNECTIONS TO PROPOSED ROUNDABOUT



DRAFT

0' 20' 40'

SCALE: 1" = 20'

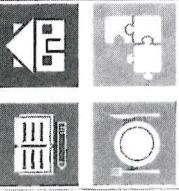
NORTH



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Tel: 802.443.3400 | Fax: 802.443.3401
Email: info@parkarchitecture.com



**UPPER VALLEY
HAVEN
EMERGENCY
SHELTER**

Prepared For:
SITE PLAN REVIEW

**PRELIMINARY
NOT FOR
CONSTRUCTION**

Issue Date: October 18, 2023

Revisions

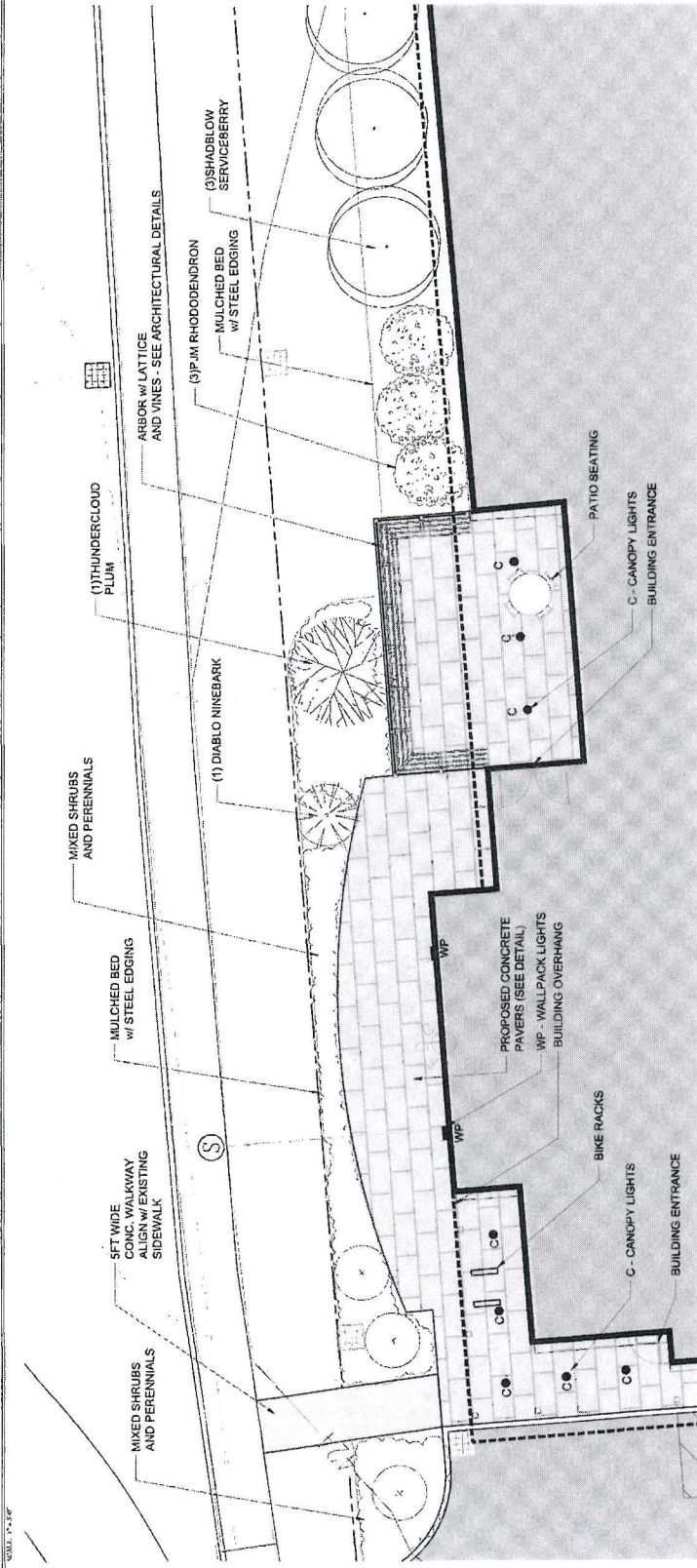
No.	Description	Date

Landscape Plan
w/ Roundabout

Project No.: PM2314

L2-0

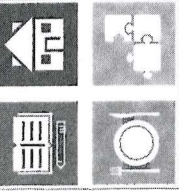
SITE ENLARGEMENT PLAN: AMENITY BUILDING PATIO AREA



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Tel: 802.252.2141 Mobile: 802.252.2141
Email: parkarchitecture@gmail.com



**UPPER VALLEY HAVEN
EMERGENCY SHELTER**

Revised For: SITE PLAN REVIEW

**PRELIMINARY
NOT FOR
CONSTRUCTION**

DATE: 10/18/2023
BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

No.	Description	Date

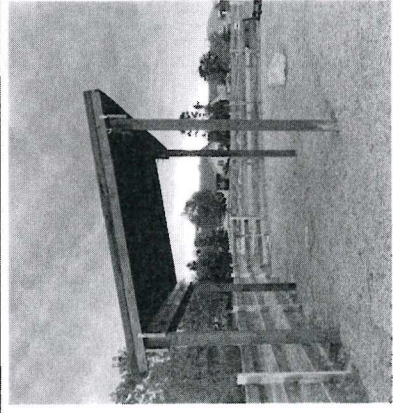
Site Enlargement Plan

Project No: PA2314

L3-0

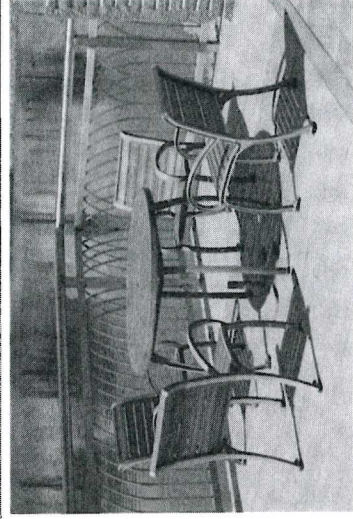


PET RUN SHELTER



REFERENCE IMAGE ONLY.

PATIO SEATING



REFERENCE IMAGE ONLY.

ARBOR w/ VINE



REFERENCE IMAGE ONLY.
SEE ARCHITECTURAL DETAILS

NOT TO SCALE



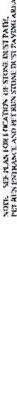
HOLE - IN WIDTH OF HOOTHALL.

NOTE: REMOVE BURLAP ROPE, AND KNOW THAT A SILENT PING MAY OCCUR.

NOT FOR PUBLICATION



NOT TO SCALE

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NOT TO SCALE



4" X 4" FT. POST

CONTRACTOR TO PROVIDE SHOP DRAWING TO LANDSCAPE

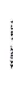
NOT TO SCALE



1005 JULY 2004



COLLECTION

NOTES:
INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S
INSTRUCTIONS.
P.O. BOX 9780 • CHICAGO, ILL. 60680-9780

1/1/80

SECRET



NOTE: 1. PROTECT FLOOR SURFACE WITH UNDEGRADEABLE PAPER DURING CONSTRUCTION, AND PROTECT FLOOR SURFACE FROM ALL OTHER CONSTRUCTION ACTIVITIES.
2. SET CEMENT PLANS FOR PROPOSED GRADE/SLAB CONDITIONS.
3. CONTRACTOR SHALL INSTALL UNLOCK'S FANVELS, COLOR, PAPER TYPE AND PATTERN TO BE DETERMINED BY OWNER OR ARCHITECT
4. CONTRACTOR TO PROVIDE SHOP DRAWING OF MATERIALS AND INSTALLATION INSTRUCTIONS TO THE ARCHITECT.

SUN YAT-SEN UNIVERSITY

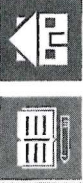


NOTES:

1. ANIMAL DOG WASTE STATION, OR APPROVED LOCAL.
2. FOR OR GREEN; DISPENSER TYPE: ROLL.
3. TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
4. SEE PLAN FOR LOCATION OF PROPOSED WASTE STATION.

PO Box 275, Vernal River Junction, VT 05801
902.275.5110 | info@vernalriverjct.com

ParkArchitecture.com
3 School House Lane, Suite 111, Eden NH 03750
Tel: 603-443-3400 Mobile: 617-905-0417



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and the fact that the number of cases is relatively small, the authors conclude that the results are preliminary and need to be confirmed by larger studies. The authors also note that the results of this study are consistent with the findings of other studies that have shown that the use of a single agent is more effective than the use of multiple agents in the treatment of HIV infection.

[illegible]

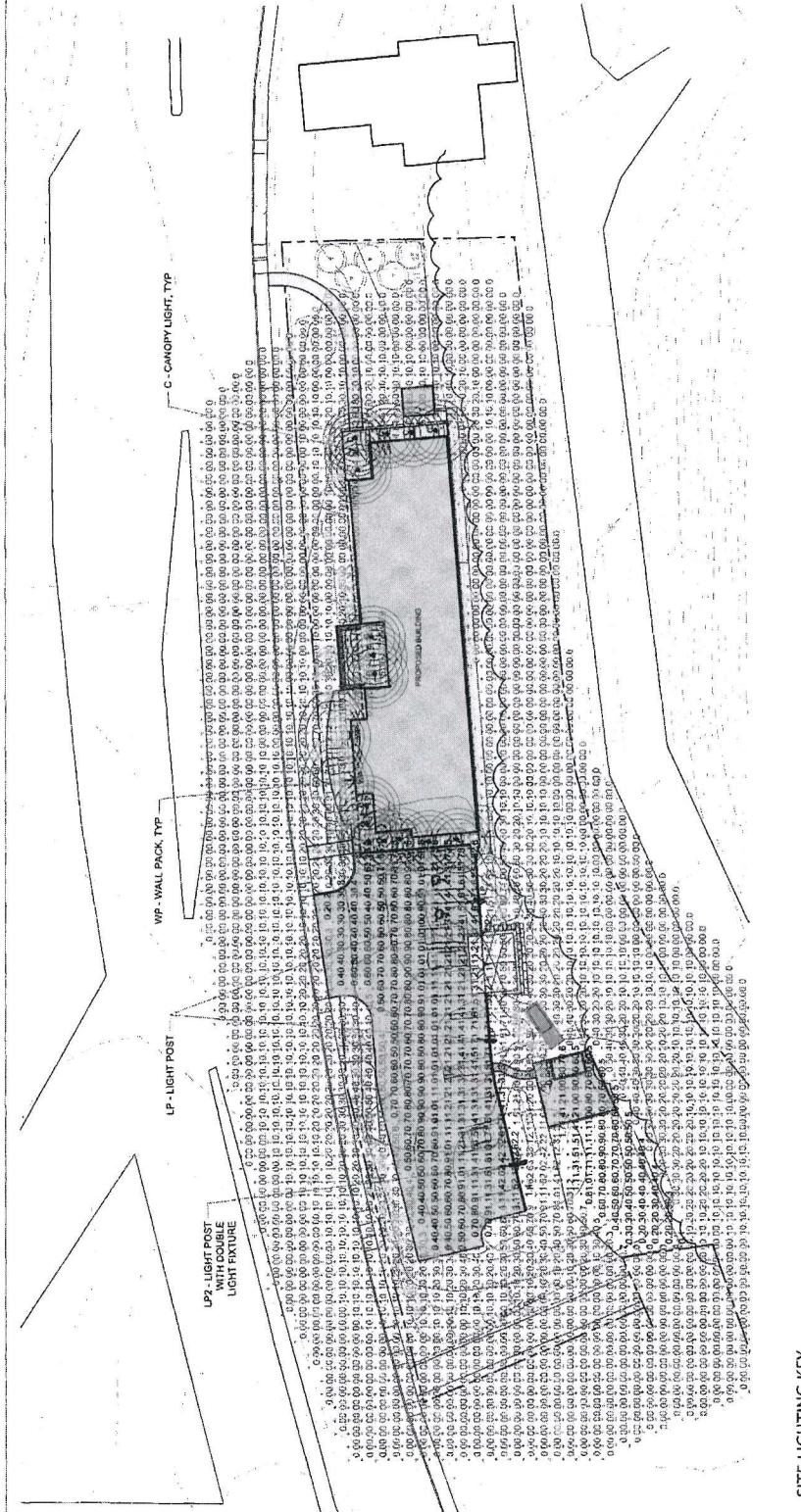
Lighting Plan

Project No.: PA2314

L5-0

DRAFT

0 20



SITE LIGHTING KEY

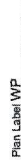
Symbol	Label	Qty	Manufacturer	Catalog Number	Description	Lamp	Preample	Lumens per Watt	LLF	Wattage	Distribution
	C	16	Juno Lighting	JP00A 90CRI 100LM JPOK 80CRI 140LM	Juno Peak 4in LED Downlight, mounted at JOT	LED	JPD24, DL 100 JKA_1000Q_9 OCLL_BWH1es	789	0.9	13.6	DIRECT, SC- 0=1, L2, SC- 90=12, UC-
	LP	2	Lithonia Lighting	DSX0 LED P1 30K BOCR1 TFFM w/ SSS 14 AC DM19A5 DBXKO	D-Series Size 0 Area Fixture, Left pole on 2ft base)	LED	_30K_BOCHLT_9 _30K_BOCHLT_9 FTH1es	4265	0.9	23.21	TTYPE IV, SHORT; BUG UV - G2
	LP2	1	Lithonia Lighting	DSX0 LED P1 30K BOCR1 TFFM w/ SSS 14 AC DM19A5 DBXKO	D-Series Size 0 Area Fixture, Left pole on 2ft base)	LED	DSX0_LED_P1 _30K_BOCHLT_9 FTH1es	4265	0.9	66.42	TTYPE IV, SHORT; BUG UV - G2
	WP	2	Lithonia Lighting	WUGEL LED 5AM 30K BOCR1 FT 5AM	Waispaqs, mounted at JOT.	LED	WUGEL_LED_P 1_30K_BOCHLT_9 VF1es	1161	0.9	10.0002	TTYPE II VERY SHORT; BUG UV - G5

Statistics						
description	Symbol	Avg	Max	N/A	Max/Avg	Avg/Min
Dog Run	+	0.7 fc	1.7 fc	0.1 fc	17.0:1	7.0:1
Outside of Parking Lot	+	0.3 fc	10.0 fc	0.0 fc	N/A	N/A
Parking Lot	+	1.1 fc	5.5 fc	0.2 fc	27.5:1	55:1

LIGHT POLE BASE INSTALLATION DETAIL

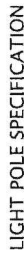


LIGHT POLE SPECIFICATION



LIGHT FIXTURE NOTES:

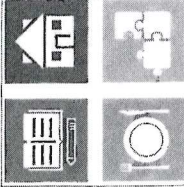
Figure 1. The effect of the initial concentration of the monomer on the polymerization of α -methylstyrene initiated by SnCl_4 in CH_2Cl_2 at -78°C for 24 h. The concentration of the initiator was $1.0 \times 10^{-2} \text{ mol/L}$. The concentration of the monomer was 0.1 mol/L (a), 0.2 mol/L (b), 0.3 mol/L (c), 0.4 mol/L (d), 0.5 mol/L (e), 0.6 mol/L (f), 0.7 mol/L (g), 0.8 mol/L (h), 0.9 mol/L (i), and 1.0 mol/L (j).



CONTRACTOR SHALL PROVIDE SHOP DRAWINGS FOR APPROVAL FOR ALL LIGHTING MATERIALS, FIXTURES, POLES AND INSTALLATION METHODS TO LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION AND INSTALLATION. CONTRACTOR SHALL COORDINATE WITH LANDSCAPE ARCHITECT ON SITE TO VERIFY AND MARK LOCATION OF ALL PROPOSED FIXTURES INCLUDING LIGHT POLES, WALL PACKS AND CAN LIGHTS PRIOR TO INSTALLATION.



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PO BOX 253 WINDHAM, VT 05091
802.275.5110 | info@studionexus.com



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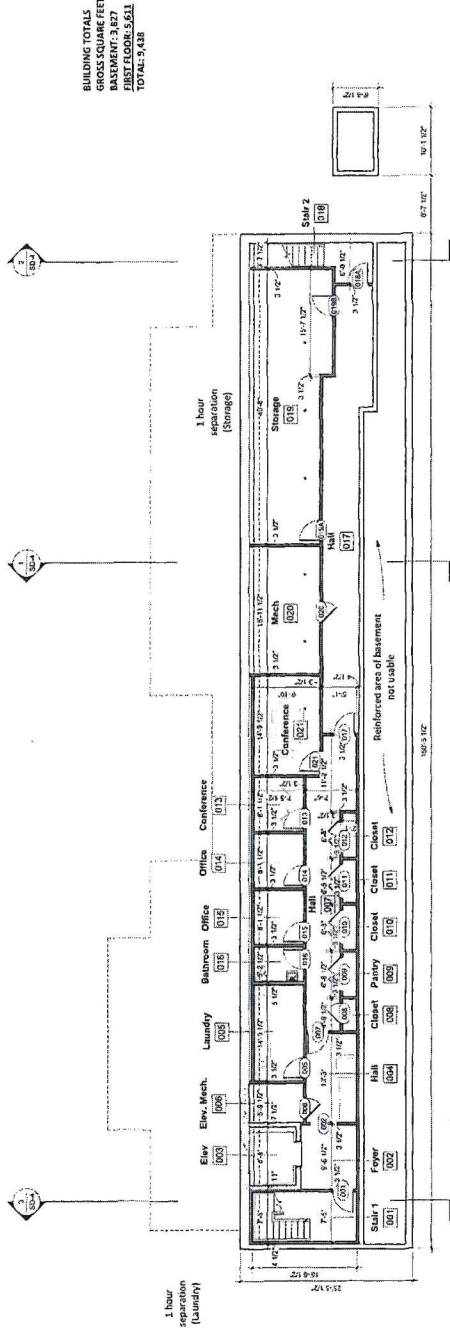
Issue Date: October 18, 2023

No.	Description	Date
1	Issue	10/18/23

Floor Plans

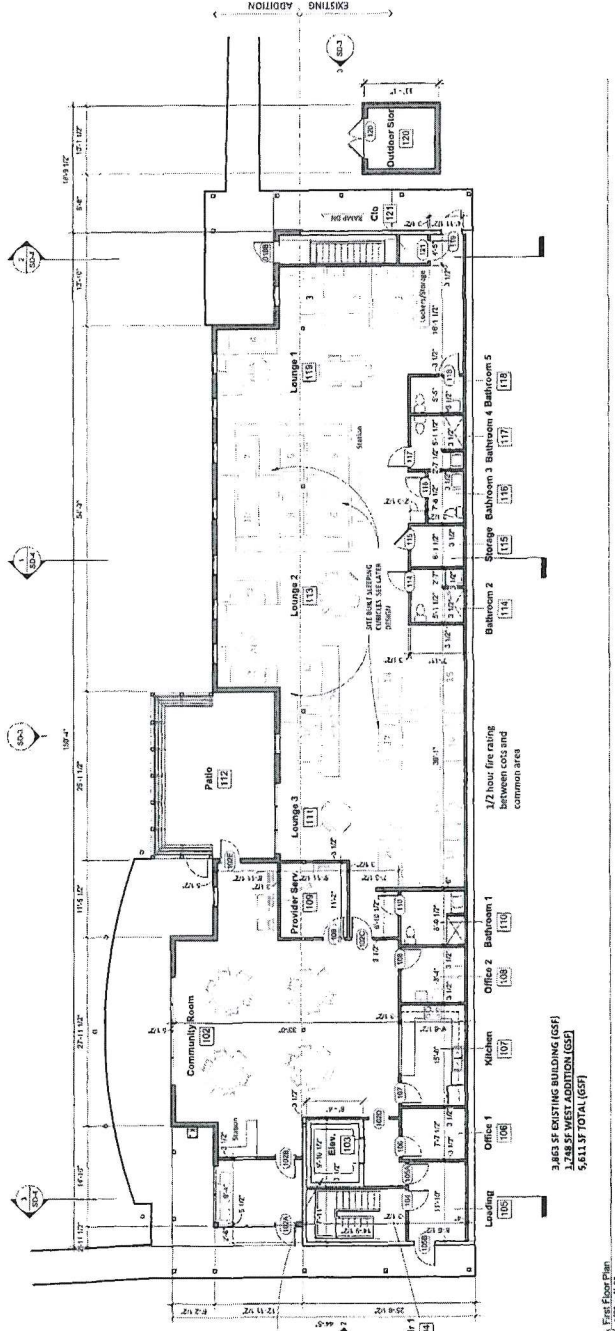
Project No. 2309

SD-1



3,873 SF (GSF)
1,538 SF (GSF) (reference)
1,385 SF (GSF) (reference)
1,315 Conditioned/Finished

1. Basement Plan
1/8" = 1'-0"



3,863 SF EXISTING BUILDING (GSF)
1,248 SF WEST ADDITION (GSF)
5,111 SF TOTAL (GSF)

2. First Floor Plan
1/8" = 1'-0"



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Issue Date: October 16, 2023

Revisions

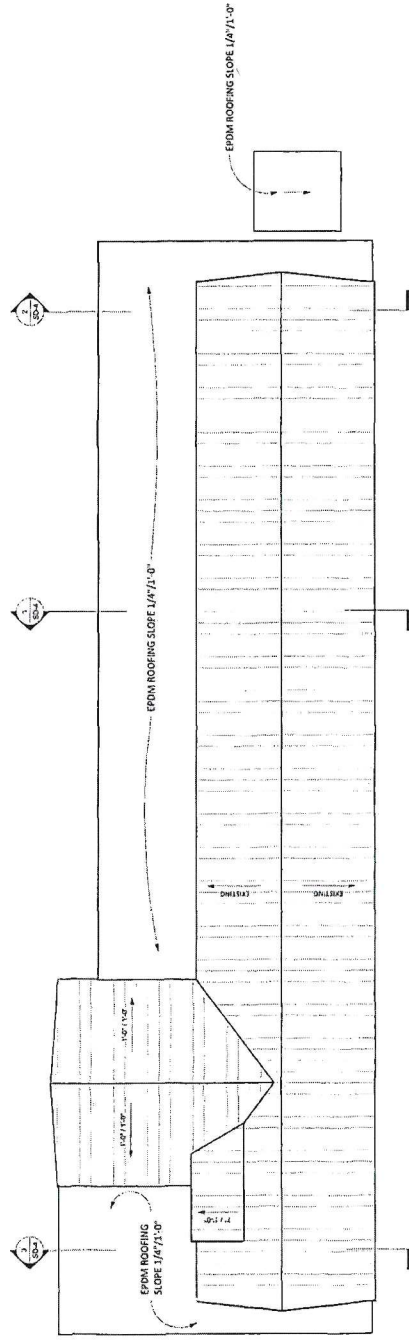
No.	Description	Date

Roof Plan

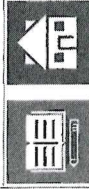
Project No.: 2309

SD-2

10/13/2023 11:41:02 AM



1. Roof Plan
1/8\"/>



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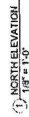
Revisions		October 16, 2020	
Rev	Description	Date	
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Elevations & Window Schedule

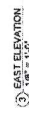
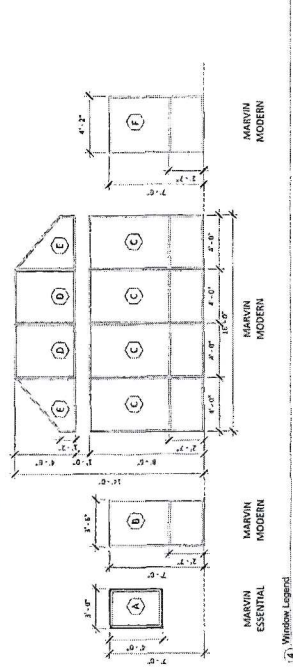
Project No.: 2309

SD-3

10/13/2023 11:41:05 AM

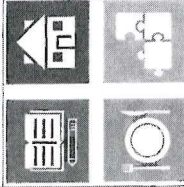


Type	Manufacturer	Window Type	Model	Unit	Width	Height	Comments
A	Marvin Windows and Doors	Essential Case/mini	ESCBAR	CSMT	2' 11 1/2"	3' 11 1/2"	
B	Marvin Windows and Doors	Modern Direct Glaze Rectangle	MODRECT	FIXED	3'-6"	7'-0"	
C	Marvin Windows and Doors	Modern Direct Glaze Rectangle	MODRECT	FIXED	4'-0"	6'-0"	
D	Marvin Windows and Doors	Modern Direct Glaze Rectangle	MODRECT	FIXED	4'-0"	6'-1"	
E	Marvin Windows and Doors	Modern Direct Glaze Trapezoidal	MODRECT	FIXED	14'-0"	7'-0"	

[illegible]



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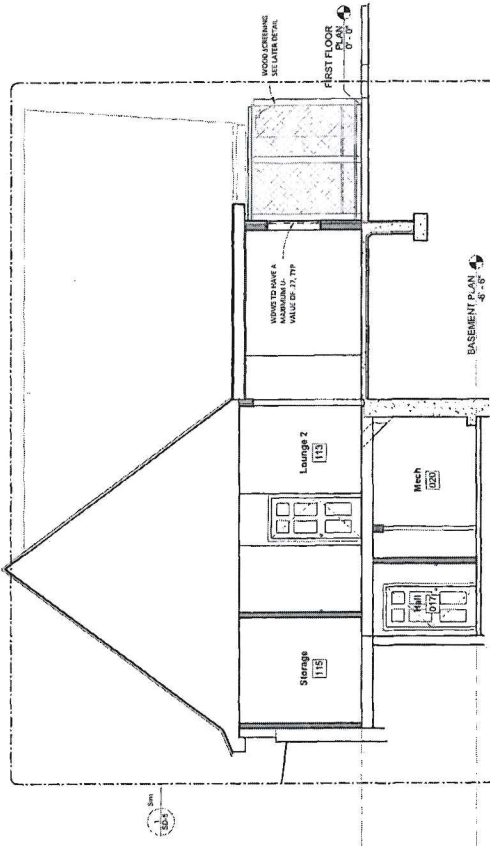
Issue Date: October 16, 2023

No.	Revision	Date

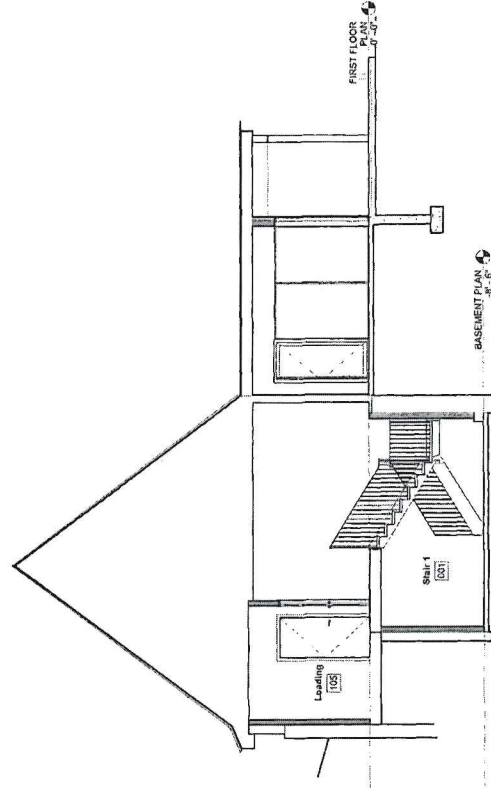
**Building Sections &
Radon Details**

Project No.: 2309

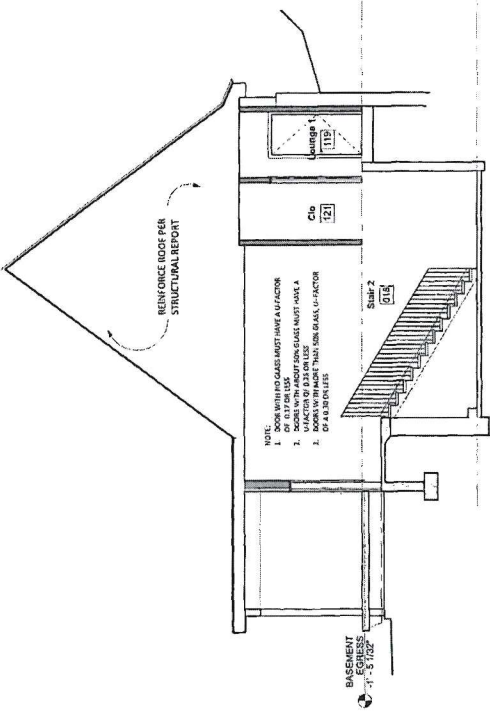
SD-4



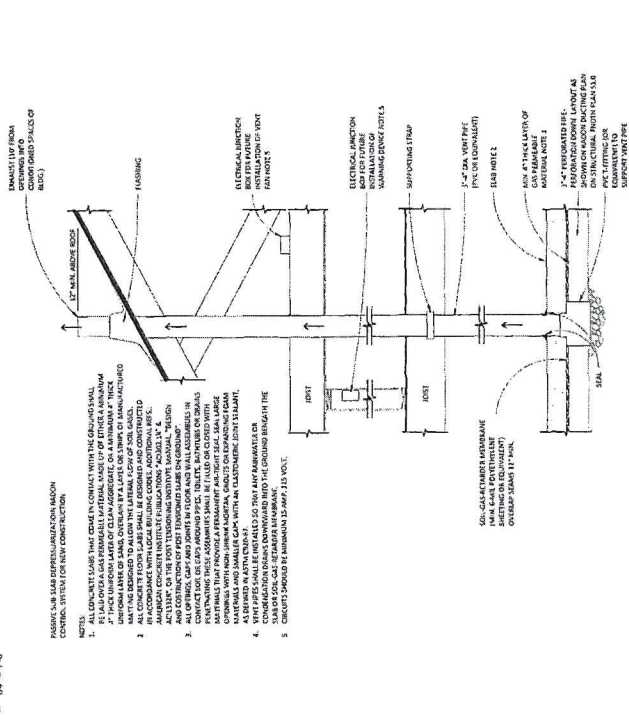
② TYPICAL BUILDING SECTION AT ADDITION LOOKING WEST
1/4" = 1'-0"



③ BUILDING SECTION AT STAIR 1 LOOKING WEST
1/4" = 1'-0"



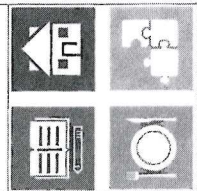
④ TYPICAL BUILDING SECTION AT STAIR 2 LOOKING EAST
1/4" = 1'-0"



⑤ Radon Detail
1/2" = 1'-0"



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After careful consideration of the project, the architect has determined that the design is preliminary and not for construction. The design is subject to change without notice. The architect is not responsible for any construction or other actions taken based on this preliminary design.
Issue Date: October 16, 2023

No.	Description	Date

**Existing Photographs
and Perspectives**

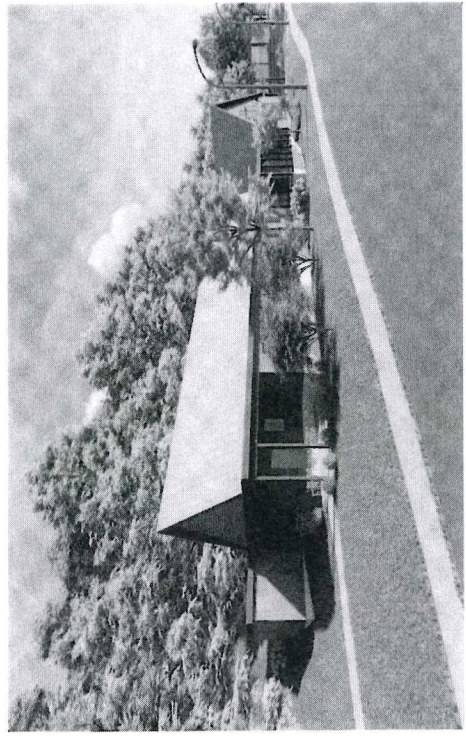
Project No. 2009
SD-6



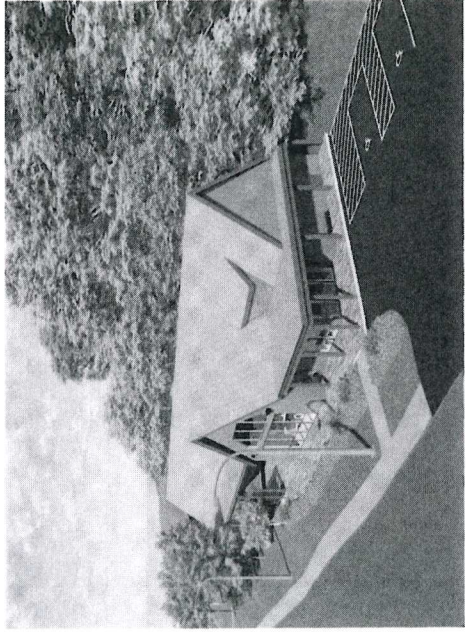
Existing View from Northwest



Existing View from Northeast



Perspective from Northwest



Perspective from Northeast



October 16, 2023

Kimberly M. Butler
Tel: (802) 473-4274
kbutler@DRM.com

Via Hand Deliver

Jo-Ann Ells, Zoning Administrator
Hartford Planning & Development
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**Re: Upper Valley Haven, Inc.
608 North Main Street Emergency Shelter Project**

Dear Jo-Ann:

We represent the Upper Valley Haven, Inc. (the "Haven"). With this letter and its accompanying materials, the Haven respectfully submits its application for zoning permit and application to the Planning Commission for the Haven's proposed emergency shelter project at 608 North Main Street.

The Haven proposes to renovate the Property for use as an emergency shelter as further described below (the "Project"). To supplement our Application for Zoning Permit, we are providing the following Project details. The Application is attached as Exhibit A, and the project plans cited below are attached in Exhibit B.

Project Overview:

The subject property is a 4.54-acre parcel located at 608 North Main Street, SPAN No. 285-090-15787, and owned by CraftStudies Inc. (the "Property"). The Haven holds an option to purchase the Property from CraftStudies.

The Property is currently improved with a building containing a total of 7,787 square feet and parking area, as shown on the attached *Plans CI.0* (Existing Conditions Plan) and *SD-6* (Existing Photos and Perspectives). The building on the Property dates back to 1950, and the Property was for many years used for retail, including as home to the 25,000 Gifts shop.

The Haven proposes to expand the existing building by adding 1,651 square feet to the western side of the Property, resulting in a building containing 5,611 square feet on the first floor and 3,827 square feet in the basement for a total building square footage of 9,438 to house the shelter. The existing building and renderings of the renovated building are shown on the attached *Plan SD-6*.

The building expansion will allow the first floor to accommodate 20 beds for overnight guests, locker/storage space, bathrooms and shower facilities, lounge and common areas, a kitchen, and offices. The building's basement will contain additional offices for staff and volunteers, storage,

a pantry, and laundry facilities for guests. The attached *Plan SD-1* shows the proposed floor plans.

The Haven Project will serve as an emergency shelter designed to meet the daily needs of those experiencing homelessness regardless of age, race, ethnicity, sex, gender identity, medical needs, companion animals, personal belongings, financial resources, or level of sobriety, without requiring guests to navigate waiting lists, complete paperwork, or provide evidence of need.

The shelter will provide dinner and breakfast to overnight guests, as well as warming or cooling stations during the winter and summer. During the day, guests will have access to day services that help people secure permanent housing.

Zoning Analysis:

The portion of the Property that borders North Main Street is located in the Highway Commercial/Residential (HCR) Zoning District, and a portion of the remaining property is in the Residential Two (R-2) Zoning District. Because this Property has public water and sewer, it is a Class 1 lot. *See* Zoning Regulations § 260-19.

In its most recent session, the Vermont Legislature revised the Vermont Planning and Development Act (the “Act”), which is found in Chapter 117 of Title 24 of the Vermont Statutes Annotated (V.S.A.). These revisions included changes to 24 V.S.A. §4413, entitled “Limitations on Municipal Bylaw”, which changes were effective as of September 1, 2023.

Section 4413 limits municipal regulation of a specific set of uses, including state- or community-owned and operated institutions or facilities; public and private schools; churches and other places of worship, convents and parish houses; public and private hospitals; regional solid waste management facilities; and certain hazardous waste management facilities. The Legislature, recognizing the ongoing pressing issues around homelessness in Vermont, added emergency shelters to the set of uses that are subject to review only under a set of standards designated in Section 4413, and under general municipal zoning regulations. *See* 24 V.S.A. §4413(a)(1)(G).

The definition of emergency shelter under the Act is provided under 24 V.S.A. §4403, which states as follows:

“(40) “Emergency shelter” means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and that does not require occupants to sign leases or occupancy agreements.”

Thus, as with such other uses as state-owned buildings, schools, or hospitals, emergency shelters may now be regulated only with respect to the following matters:

- Location;
- Size;
- Height;
- Building bulk;
- Yards;

- Courts;
- Setbacks;
- Density of buildings;
- Off-street parking;
- Loading facilities;
- Traffic;
- Noise;
- Lighting;
- Landscaping; and
- Screening requirements.

In addition to limiting the scope of regulatory review, Section 4413 also provides that any regulations of such uses “shall not have the effect of interfering with the intended functional use.” *See* 24 V.S.A. §4413(a)(2).

Finally, in Section 4413(a)(3), the Legislature specifically provided that “regulating the daily or seasonal hours of operation of an emergency shelter shall constitute interfering with the intended functional use” and is therefore impermissible.

In light of these change in the Act, our Project zoning analysis is focused on the criteria set forth in Section 4413, rather than the Town’s site plan review standards, although many of the criteria link with customary site plan considerations.

1. Location

A municipality is allowed to designate zoning districts within its borders for the uses specified under Section 4413, and may not exclude any of the uses from being located within the town’s boundaries. The Town of Hartford zoning regulations currently do not designate any district in which an emergency shelter is located.

In the absence of any designation of zoning districts for location of the uses set out in Section 4413, the Vermont Supreme Court has confirmed that the uses set forth under Section 4413 are allowed anywhere within the municipality. *See In re Appeal of Buildings and General Services*, 176 VT 41 (2003). In that case, the Vermont Department of Building and General Services (“BGS”) State Buildings applied for a zoning permit to replace the maintenance facility’s existing one-bay garage with a three-bay garage for its maintenance facility located in Windsor. The Windsor Zoning Administrator ruled that the application required site plan review by the Planning Commission and conditional use review by the Zoning Board of Adjustment (ZBA). BGS argued that “a municipality can regulate only with respect to the list of elements in the statute plus location, but with respect to the latter only if the municipality makes reasonable provision for the location of the state institution or facility within the municipality.” The Supreme Court agreed, holding that “if a municipality fails to make a ‘reasonable provision . . . for the location of State . . . owned and operated institutions and facilities,’ a municipality can regulate those institutions and

facilities through zoning only "with respect to size, height, bulk, yards, courts, setbacks, density of buildings, offstreet parking and loading facilities and landscaping or screening requirements."¹ The Supreme Court also noted that if a municipality does not make provision for any of the uses specified in Section 4413, the municipality is still allowed to regulate those facilities with respect to the specific criteria set forth in Section 4413.

The current Hartford zoning regulations do not specifically provide for emergency shelters in any zoning district, and therefore under the changes to the Act, are allowed anywhere within the municipality.

2 & 4. Size; Building Bulk

As noted above, the Project will include the addition of approximately 1,651 square feet to the existing 7,787 square foot building on the existing 4.54-acre Property. See attached *Plans C1.0* (existing building) and *Plan SD-6* (as expanded). The new building size has a footprint of 5,611 square feet. This represents a lot coverage ratio of 2.9%, which is well under the maximum lot coverage ratio of 90% for the IC district.

3. Height

The existing height of the building will remain unchanged at 19 feet above ground level. The front roof will be renovated to add a pitched section in the middle of the existing roof, but the top of that roof line will be below the existing roofline. Please see *Plan SD-3* (Elevations and Window Schedule).

Photographs of the existing building and roof and renderings of the updated building and roof are shown on the attached *Plan SD-6*.

5, 6, 14 & 15. Yards; Courts; Landscaping; Screening

The proposed landscaping and screening for the Project is shown on the attached *Plans L1-1 and L3-0*.

The existing Property condition is shown on *Plan C1.0* and in the photographs contained in the attached *Plan SD-6*.

A strong benefit of the Project is the extensive landscaping that the Haven plans, as more particularly shown on the attached *Plans L1-1*. The Project will result in the removal of the existing parking area, and the replacement of much of the existing asphalt area in the front of the building with beautifully landscaped areas as shown on *Plan L1-1*. Landscaping in the event of the State's implementation of the roundabout is shown on *Plan L2-0*.

The area behind the building will remain undeveloped and in a natural state.

7. Setbacks

¹ This decision was decided under prior version of Section 4413 in effect in 2003 (set forth then as 24 VSA Section 4409), which contained a more limited set of review criteria than the current statute.

Although the existing building will be extended to the west by about 19 feet, the front of the building will still be approximately 12 feet from North Main Road, which is greater than the 10 foot front setback required for Class 1 lots in the HCR District. In addition, the building will be in conformance with the 10-foot side and 20-foot rear setback requirements with side setbacks of 55 feet on the East and 170 feet on the West, and a 32 foot setback in the rear.

8. Density of buildings

The renovated building will have a total of gross square footage of 5,611 square feet on the 4.54-acre lot, and well within the density requirements of the IC district.

9. Off-street parking

The Property currently has 14 off-street parking spaces, including two ADA accessible parking spaces, all of which will be retained. The parking layout is shown on the attached *Plan C2.0* (Site, Grading, Drainage and Utility Plan).

These spaces will provide sufficient parking for Haven staff and volunteers, visiting service providers, and shelter guests. Based on its experience operating the existing Haven facilities, and as confirmed in the Wall Consultant Group study attached as *Exhibit C*, at any given time, approximately 5 guests will have cars. As shown on the site and landscaping Plans [add plan numbers], the parking area will be separated from North Main Street by trees and other landscaping.

10. Loading facilities

The Property does not have any loading facilities, and deliveries will be received via the parking area for movement into the building.

11. Traffic

The Property is currently accessed directly from North Main Street via two existing curb cuts to the paved parking area. The Haven plans to close the western curb cut to have a single point of access to the Property, as shown on attached *Plan C2.0*.

We are aware that the Vermont Agency of Transportation is considering a redesign of the North Main Street area, and current planning would involve the State's installation of a roundabout for the intersection of North Main Street (US Route 5) and US Route 4. If and when completed, the Property would be accessed directly off of the new roundabout, as shown on the attached *Plan C2.0a*.

For both configurations of North Main Street, sidewalks will be installed between the Building and North Main Street, and the Department of Public Works will not require a fire lane in front of the Building.

Plans C2.1 and C2.2 show turning plans for garbage truck and ambulance, respectively, reflecting safe entry and exit patterns from the roadway.

Traffic to and from the Property is anticipated to be less than the traffic generated from the Property when it was used for retail purposes. The Wall Consultant Group traffic study for the Project attached as *Exhibit C* confirms no negative impact on area traffic as a result of the Project.

In addition, the Property is accessible from existing bus routes, and area sidewalks will provide access by pedestrians and bicyclists. As shown on *Plan L3.0*, the Haven will install outdoor bike racks on the Property.

12. Noise

Any noise from the Property will not exceed 70 decibels at or beyond the property line and will be customary to the surrounding area. Additionally, Haven will implement Operating Procedures for the low barrier shelter, which will require quiet hours to be observed within the Building between 9:30pm and 7:00am each day.

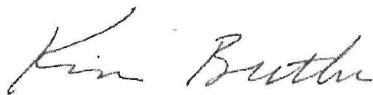
During the Property and building renovation, any loud equipment will not be operated on Sundays or between the hours of 5:30 p.m. and 7:00.a.m., except in emergency situations. Construction is anticipated to last 8-12 months. Once construction is complete, the Project will not require or use any excessively loud equipment.

13. Lighting

The parking area and walkways will be illuminated with down-shielded lights, and any lighting will not be visible beyond the boundaries of the Property. The proposed lighting is as shown on the attached *Plan L5.0*.

On behalf of the Haven, we appreciate your review of the attached Application for Zoning Permit and Application to Planning Commission &/or Zoning Board of Adjustment, and welcome any questions that you may have.

Best regards,



Kimberly M. Butler

KMB

Attachments

cc: Michael Redmond

Exhibits

Exhibit A Application for Zoning Permit and Application to Planning Commission &/or Zoning Board of Adjustment

Exhibit B Plans:

 C1.0 Existing Conditions Plan

 C2.0 Site, Grading, Drainage and Utility Plan

 C2.1 Garbage Truck Turning Plan

 C2.2 Ambulance Turning Plan

SD-1 Floor Plans
SD-3 Elevations and Window Schedule
L-1 Landscape Plan Color
L2-0 Landscape Plan w/Roundabout
L3-0 Site Enlargement Plan
L5-0 Lighting Plan
SD-6 Existing Photos and Perspectives

Exhibit C Traffic Study

October 26, 2023

Kimberly M. Butler
Tel: (802) 473-4274
kbutler@DRM.com

Via Hand Deliver

Jo-Ann Ells, Zoning Administrator
Hartford Planning & Development
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Re: Proposed Emergency Shelter, 608 N. Main Street, Lot 45-0003-000
Response to October 19, 2023 Review Comments/Questions

Dear Jo-Ann:

On behalf of the applicant Upper Valley Havey, Inc., we wanted to share with you are responses to the comments/questions received from you via October 19, 2023 memorandum.. For ease of review, we have included the comments/questions and our responses below.

1. Please confirm that you understand that you retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.

We confirm that we understand that we retain this obligation and will do so.

2. Please contact Tom Peltier, Fire Marshal, to discuss obtaining a Public Building permit. tpeltier@hartford-vt.org (295-3232).

We have been in contact with Mr. Peltier regarding this permit.

3. Please acknowledge that you understand that you need to obtain an allocation and application for connection for the water and sewer service before a Zoning Permit will be issued.

We acknowledge that we understand this requirement.

4. If you have not done so already, I encourage you to talk to Hartford's Environmental Sustainability Coordinator, Dana Clawson, about energy efficiency options for your project. (dclawson@hartford-vt.org)

Acknowledged, and have also been in contact with Efficiency Vermont (EV) and per our funder's requirements the project will meet EV's High Performance energy efficiency standards.

5. Have you considered providing an electric vehicle charging station(s) or installing the conduit for a future installation?

We have added a conduit for future installation to our plans. Please see the updated Plan 2.0 where this is reflected.

6. Please Amend Kim Butler's letter of October 16, 2023 as follows:

- Change the reference to the IC (Industrial Commercial) zoning district to HCR (Highway Commercial/Residential).
- Include the statutory definition of Emergency Shelter and a description of how the application meets the definition.

That amended letter is attached.

7. Have you considered a waste receptacle for the pet run area?

We appreciate the suggestion and have added such a receptacle. Please see revised detail sheet L4-0 which includes the pet waste bag and waste receptacle system and updated plan sheet L1-0 for location.

8. Please review the details of the photometric plan for accuracy (I talked to Doug about this).

We understand the concern/question is in regard to the 17 value shown on the statistics table for the dog run area and the 27.5 value shown in the parking lot area. For clarification, these values shown in the Max/Min column are not FC/Footcandle values, rather they are a statistical ratio value only. The 17.0 value is the ratio of the maximum value to minimum value ($1.7\text{fc} / 0.1\text{fc}$) within the dog run. The 27.5 value is the ratio of the maximum to minimum value ($5.5\text{fc} / 0.2\text{fc}$).

To further clarify this is just the highest calculated light level divided by the lowest calculated light level within the space. For the dog run area, the highest calculated light level is 1.7fc and the lowest calculated light level is 0.1fc. Therefore, the max/min ratio is $1.7\text{fc}/0.1\text{fc}=17$. Maximum FC values are shown in a separate column. The maximum FC point in the Dog Run area is 1.7 FC and the Maximum in the Parking Lot is 5.5FC.

9. Please confirm that all proposed plantings are native/non-invasive.

We confirm this will be the case. Please see Plan L1-0 on which we updated the plant list to include native and non-invasive status as well as adding a note to clarify our plant selections.

10. Please induce a detail for the proposed retaining wall in the civil plan set.

Please see the detail provided on revised sheet C3.0 for the redi-rock segmented block wall. The contractor will provide redi-rock stamped drawings prior to construction.

11. Any you proposing any signage for the project?

A separate sign package meeting regulatory requirements will be submitted for permit after approval of the project for site plan review. We anticipate that our signage will be limited to an identification sign with street address.

12. Please acknowledge that during construction of the proposed project erosion and sediment control measures as specified in the most current edition of the Low Risk Site Handbook for Erosion Prevention and Sediment Control published by the Vermont Department of Environmental Conservation will be followed.

We acknowledged this requirement. Please also note the attached EPSC plan that shows suggested best management practices for the contractor to follow during construction. EPSC details also have been provided.

13. Please acknowledge that you understand the following:

Before you commence construction, you need to schedule a preconstruction meeting with the Department of Public Works (DPW). You need to contact the DPW at least two weeks before you want to hold this meeting.

If this meeting results in any revisions to the approved plans, you must contact me to discuss amending your permit.

We acknowledge that we understand this requirement.

14. Please acknowledge that you understand that once the project is complete and before I can issue a Certificate of Occupancy you need to:

- Submit written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact
- Submit verification that the water and sewer have been inspected and approved by the Department of Public Works
- Submit acceptable records drawing to the Department of Public Works
- Submit a PDF of the record drawing to the Zoning Administrator
- Record an Energy Code Certificate in the Land Records if required by the State of Vermont

Please acknowledge that you understand these requirements.

We acknowledge that we understand these requirements.

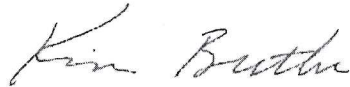
15. Please email me a copy of all application materials, revised as necessary, including your response to this memo and the attached application form.

Included.

16. Please submit the application fee (\$626.90) and eight copies of all application materials, revised as necessary, including your response to this memo and the attached application form. (Please fold the plan set.)

Included.

Best,



Kimberly M. Butler

Cc: Michael Redmond
James Wasser
Doug Sonsalla

Memo

Submitted To: Michael Redmond, Upper Valley Haven

Submitted By: Erica Wygonik, PhD, PE, Consulting Transportation Engineer

Project Name: Upper Valley Haven – Transportation Assessment

Date: 5 October 2023

WCG has completed an assessment of the expected transportation impacts resulting from the proposed emergency shelter located at 608 Main Street in White River Junction, Vermont. This memorandum summarizes our assessment.

Summary and Conclusion

- The project is located at 608 Main Street in White River Junction, Vermont.
- The existing site is the former home of the 25,000 Gifts retail shop, and more recently the Listen furniture store.
- The project proposes to convert the former retail space into an emergency shelter with 20 beds as well as some office space with staff, volunteers, or outside services.
- A future VTrans project to install a roundabout is planned for the intersection of US-5 & US-4. The driveway for the proposed project would be designed to serve as a 4th leg of the roundabout.
- The project is estimated to result in an increase of 1 trip in the AM peak hour and no change in the number of trips during the PM peak hour.
- There are three state designated high crash locations within 0.5 miles of the project site. Four additional HCLs are within 1 mile of the project location.
- Ten property-damage only and two injury crashes were reported in the most recent 5-year period data is available (2018-2022) within the stopping sight distance of the proposed driveway. Eight of the crashes appear to be intersection-related and will be mitigated by the planned roundabout at the US-5 & US-4 intersection.
- Sight distances along the roadway exceed requirements.
- The acceptable sight distances and crash experience indicate the roadway will continue to operate safely.
- The estimated number of vehicles on site is projected to be between no more than 11 to 14 vehicles. The planned 14 parking spaces is adequate to handle projected demands.

Based on the analysis conducted for this report, the proposed project is not expected to impact the condition or capacity of the affected roads and associated infrastructure. The proposed project will not cause or exacerbate any unreasonable congestion or unsafe conditions on the

local roadway network and will not unnecessarily or unreasonably endanger the public's investment in any local roads, highways, or related infrastructure.

Proposed Project

The project is located at 608 Main Street in White River Junction, Vermont in the Hartford Growth Center. The existing site is the former home of the 25,000 Gifts store and, more recently, the Listen Furniture store. The project proposes to convert the former retail space into a 20-bed emergency shelter. The site will be accessed from a narrowed curb cut on US-5 directly across from Woodstock Road (US-4).

The site plan dated 23 August 2023 in Figure 1 illustrates the proposed project including the renovated building along with the updated parking lot, sidewalks, and driveway. The site plan dated 23 August 2023 in Figure 2 illustrates how the access will be adapted when the VTrans roundabout project at the intersection of US-5 & US-4 is complete.

FIGURE 1: EXCERPT OF 8/23/2023 SITE PLAN (STUDIO NEXUS, ENGINEERING VENTURES, & PARK ARCHITECTURE)

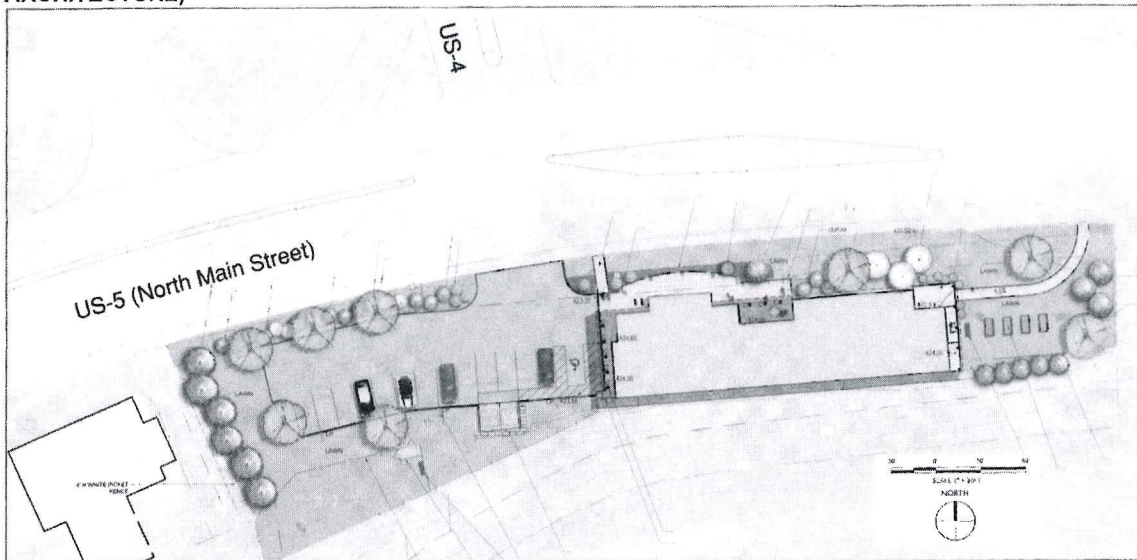
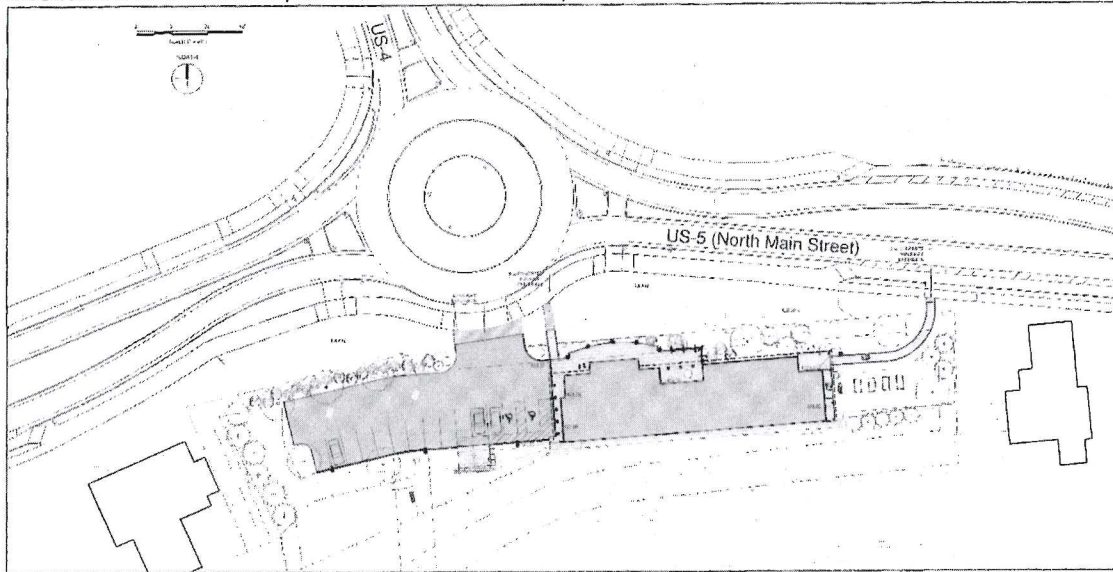


FIGURE 2: EXCERPT OF 8/23/2023 SITE PLAN SHOWING ROUNDABOUT CONNECTION (STUDIO NEXUS, ENGINEERING VENTURES, & PARK ARCHITECTURE)



Existing Transportation Network

The proposed project is located on US-5 directly across from the intersection with US-4 (Woodstock Road). US-5 is a state-controlled highway classified as a major collector. The roadway has two travel lanes in each direction, approximately 12' wide, with narrow shoulders. Northbound US-5 has a 12' wide left turn lane, and southbound US-5 has a right-turn slip lane. US-4 also has a right-turn slip lane as it approaches US-5. The speed limit along US-5 is posted at 40 mph proximate to the driveway. US-5 slopes downward from east to west, with a 7.7 percent downgrade, according to the route log.

An automated traffic recorder, station Y232 located approximately 900 feet east of the site on US-5, was last counted over 7 days in 2018. The 2022 AADT was reported as 8,139 vehicles per day (vpd), grown annually from the 2018 count. An automatic traffic recorder (Y223), approximately 2000 feet southwest of the driveway, observed traffic volumes over six consecutive days in May 2016. The online transportation data management system shows a projected 2022 AADT of 7,716 vpd grown annually from that count.

There is a sidewalk along the south/east side of US-5 proximate to the project driveway, extending from Sykes Avenue to Downtown White River Junction. A stop for the Advance Transit Orange Route, which runs at 30-minute headways, is approximately 2000' east of the project site, accessible via the sidewalk. A drop-off-only stop for the Advance Transit Yellow and Orange Routes, which run on 30-minute headways, is approximately 2000' southwest of the project site, accessible via the sidewalk. Long-distance transit service is accessible via the sidewalk approximately 3000' south of the project at the bus station on Sykes Avenue.

Trip Generation

Base Trip Generation

Trip generation refers to the number of vehicle trips originating at or destined for a particular land use development. The proposed project will generate trip ends from the land use being developed: an emergency shelter.

Data from the Institute of Transportation Engineers (ITE) can be applied to estimate trip generation associated with the existing and proposed land uses. WCG consulted the ITE Trip Generation Manual, 11th Edition to estimate base vehicle trips. Base vehicle trips are the total estimated vehicle trips prior to any reductions associated with internal capture, pass-by, or transportation demand management (TDM) features.

The most applicable land use relevant to the existing site is ITE Land Use Code (LUC) 890 Furniture Store, described as:

A furniture store is a full-service retail facility that specializes in the sale of furniture and often carpeting. A furniture store is generally large and may include storage areas. The site in the database include both traditional retail furniture stores and warehouse stores with showrooms. Although some home accessories may be sold, a furniture store primarily focuses on the sale of pre-assembled furniture.

Table 1 documents the estimated base vehicle trip generation using the land use described above.

TABLE 1: ESTIMATED BASE VEHICLE TRIP GENERATION OF THE EXISTING SITE

Existing Trip Gen				AM Peak Hour			PM Peak Hour		
				Base			Base		
ITE LUC	Description	Size	Unit	Enter	Exit	Total	Enter	Exit	Total
890	Furniture Store	3.86	KSF	1	0	1	1	1	2

The most applicable land use relevant to the proposed site is ITE Land Use Code (LUC) 223 Affordable Housing, described as:

Affordable housing includes all multifamily housing that is rented at below market rate to households that include at least one employed member. Eligibility to live in affordable housing can be a function of limited household income and resident age.

Table 2 documents the estimated ITE base vehicle trip generation for the proposed emergency shelter using the Affordable Housing land use.

TABLE 2: ESTIMATED BASE VEHICLE TRIP GENERATION OF THE PROPOSED SITE

Proposed Build				AM Peak Hour			PM Peak Hour		
ITE LUC	Description	Size	Unit	Enter	Exit	Total	Enter	Exit	Total
223	Affordable Housing	20	bedrooms	3	6	9	3	2	5

While LUC 223, Affordable Housing, is the most applicable land use in the ITE data set, it reflects permanent housing and is likely to overestimate the traffic generated by the site, as the

number of trips generated by a household correlates with income, with lower incomes correlated with lower trip generation rates.¹ As such, the estimated number of trips in Table 2 provides an upper estimate of the amount of traffic likely to be generated by the site. Using the ratios between Permanent Supportive Housing and Affordable Housing trip generation rates provided by LA DOT², the Haven emergency shelter is estimated to generate approximately 2 AM peak hour and 2 PM peak hour trips.

Discussions with the Haven indicate they anticipate 4-5 guests out of 20 would bring a vehicle. Few would arrive or depart during the peak hours. The Haven anticipates guest arrivals between 5:00 PM and 7:00 PM and departures before 7:30 AM. In addition, approximately 2-3 staff and up to 2 volunteers will be on site at any given time. Their shifts will run approximately 4:00 PM to 12:30 AM and 12:00 AM to 8:30 AM. This data indicates all guest vehicles will leave before the AM peak hour, and no more than half would arrive during the PM peak hour. Staff are projected to arrive before the PM peak hour and depart after the AM peak hour. As many as 3-4 additional vehicles may be on site due to outside service providers, which are typically onsite in the evening between 6:00 PM and 8:00 PM. Given these times, trips from service providers are also likely to occur outside peak hours. This site-specific analysis indicates 0 trips would occur during the AM peak hour and 2 trips would arrive during the PM peak hour.

Table 3 illustrates the results from the 3 methods of estimating trip generation for the site. The site-specific estimates align fairly closely with the LA DOT estimates, suggesting the future trip generation will be close to these. Since the LA DOT estimate is in the middle of the 3 methods, they are used throughout the rest of the report.

TABLE 3: TRIP GENERATION ESTIMATES FROM THREE SOURCES: ITE TRIP GENERATION, LA DOT, SITE-SPECIFIC ESTIMATES

Proposed Build				AM Peak Hour			PM Peak Hour		
ITE LUC	Description	Size	Unit	Enter	Exit	Total	Enter	Exit	Total
223	Affordable Housing	20	bedrooms	3	6	9	3	2	5
	LA DOT Permanent Supportive			1	1	2	1	1	2
	Site Specific Calculation			0	0	0	2	0	2

Net New Trip Generation

The resulting net base trip generation for the site is the net difference between that from the existing site and the primary trips from the proposed project. Table 4 documents the resulting net new trip generation.

¹ https://nhts.ornl.gov/assets/2017_nhts_summary_travel_trends.pdf

² LA Dot Transportation Assessment Guidelines 2020 for example show trip generation rates for 'Permanent Supportive' housing is approximately 15% in the AM peak hour and 34% of that for Affordable Family Housing (which is comparable to the ITE LU 223).
https://ladot.lacity.org/sites/default/files/documents/2020-transportation-assessment-guidelines_final_2020.07.27.pdf

TABLE 4: ESTIMATED NET NEW VEHICLE TRIP GENERATION OF THE PROPOSED SITE

	AM Peak Hour			PM Peak Hour		
	Enter	Exit	Total	Enter	Exit	Total
Estimated Base Trip Generation, Existing Site	1	0	1	1	1	2
Estimated Base Trip Generation, Proposed Site	1	1	2	1	1	2
Net Change, Existing → Proposed	0	1	1	0	0	0

As shown in Table 4, the proposed project is anticipated to result in an increase of 1 trip in the AM peak hour and no change in the number of trips during the PM peak hour.

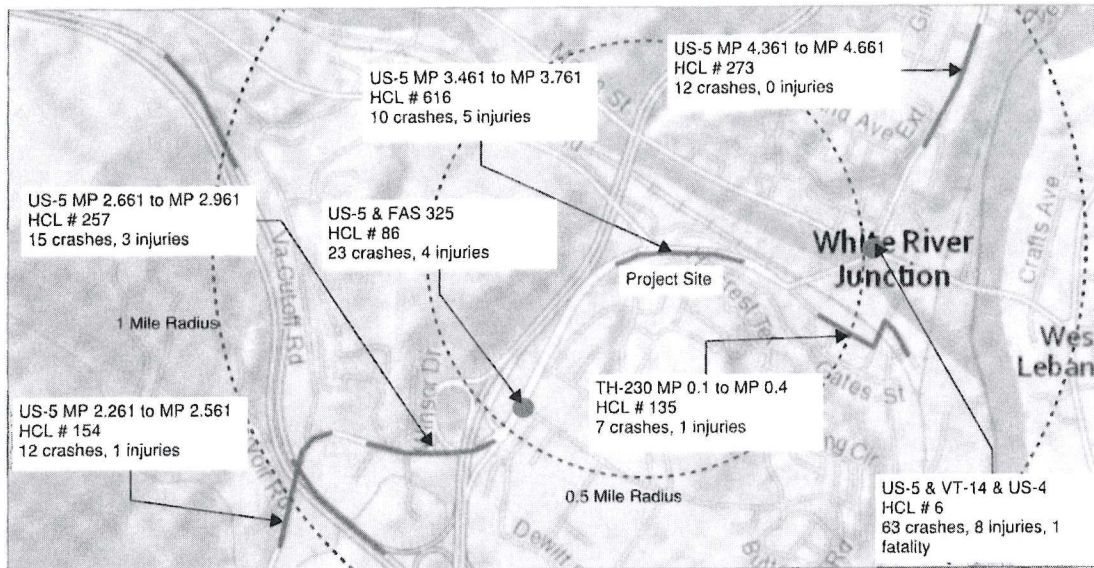
Given the site's proposed design with access to a sidewalk network and transit service, some access to the site by alternative modes is anticipated. Using VTrans TDM Measure Guidelines, and considering the project has access to 30-minute headway transit in a designated growth center, a number of adjustments to trip generation could be made to account for alternative modes. A 4% reduction in trip generation could be applied due to the design of the site supporting transit and walk access, a 0.5% reduction could be applied due to the presence of bike racks, and 1% due to the presence of showers on site. However, given that the peak hour trip generation is projected to be so low, and that trips should be rounded up to the nearest whole number, the resulting number of trips for the purpose of these calculations is not likely to change.

VTrans guidelines specify that a traffic study should be considered if the proposed development will generate 75 or more peak hour trips.³ The estimated new external vehicle trip generation is negligible compared to the peak hour threshold meriting further evaluation.

Crash Review

WCG reviewed the most recent high crash location (HCL) report prepared by VTrans using 2012-2016 crash data. According to the HCL report, there are two HCL segments within 0.5 miles of the project site – along US-5 proximate to the site and along North Main Street in downtown White River Junction. There is also an HCL intersection at the US-5 & Sykes Avenue intersection. The HCL proximate to the site includes the roundabout planned for the US-5 & US-4 intersection, and the HCL at the US-5 & Sykes Avenue intersection has been addressed through the recent completion of a roundabout at that location. The HCL along North Main Street no longer would qualify as an HCL as only 3 crashes were reported in the most recent 5 years currently available (2018-2022). Four additional HCLs are located between 0.5 and 1 mile from the project site. (Figure 3).

³ Vermont Agency of Transportation, Policy and Planning Division, Development Review and Permitting Services, *Traffic Impact Study Guidelines* (April 2019).

FIGURE 3: NEAREST HCL SEGMENTS AND INTERSECTIONS RELATIVE TO THE PROJECT SITE

WCG reviewed all reported crashes in the online database along US-5 within the stopping sight distance of the driveway in the most recent complete 5 years. Ten property-damage only and two injury crashes were reported in this period (2018-2022). Eight of the crashes appear to be intersection-related and will be mitigated by the planned roundabout at the US-5 & US-4 intersection.

Given the existing operations and crash experience, the proposed project is not expected to cause or worsen unsafe conditions.

Sight Distance

As defined in the 2018 publication *A Policy on Geometric Design of Highways and Streets*, from the American Association of State Highway and Transportation Officials (AASHTO), sight distance is the "the length of roadway ahead that is visible to the driver."⁴ Sight distances of sufficient length are necessary at all points along a roadway to ensure vehicles can safely stop or avoid colliding with potential obstructions or other vehicles on the roadway.

Standard practice in assessing intersection safety and operations involves measuring two separate sight distances – **stopping sight distance** and **intersection sight distance**.

Stopping sight distance (SSD) is the visible distance along a roadway between an advancing motorist and a potential obstacle in the roadway. It is measured from a point representing the

⁴ American Association of State Highway and Transportation Officials, *A Policy on Geometric Design of Highways and Streets*, Seventh Edition (Washington D.C.: American Association of State Highway and Transportation Officials, 2018). Page 3-2.

approaching driver's eye and a point representing an obstacle in the roadway.⁵ Stopping sight distances of adequate length are needed along all roadways, both at and away from intersections, so that drivers travelling at design speeds can react to potential obstacles and safely brake to avoid collisions. Design minimum stopping sight distances are calculated based on factors such as design speed, response times, and grades as reported in the *2018 Policy on Geometric Design of Highways and Streets*.⁶

Intersection sight distance (ISD) is the distance available along the major road travelled way corresponding with the maximum visibility between an advancing motorist on the major road and an entering motorist on an intersecting minor road. It is measured between a point representing the advancing driver's eye above the major road and a point representing the entering driver's eye above the intersecting road.⁷

The *2018 Policy on Geometric Design of Highways and Streets* states that the available intersection sight distance should be at least equal to the required stopping sight distance along the major road.

"Sight distance is also provided at intersections to allow the drivers of stopped vehicles a sufficient view of the intersecting highway to decide when to enter the intersecting highway or to cross it. If the available sight distance for an entering or crossing vehicle is at least equal to the appropriate stopping sight distance for the major road, then drivers have sufficient sight distance to anticipate and avoid collisions."

However, when possible, it is desirable to have intersection sight distances that exceed the design minimum stopping sight distances to offer improved operations, such that major road traffic need not decelerate to accommodate entering traffic.

"However, in some cases a major-road vehicle may need to stop or slow to accommodate the maneuver by a minor road vehicle. To enhance traffic operations, intersection sight distances that exceed stopping sight distances are desirable along the major road."

Based on the posted speed limit of 40 mph and the downgrade approaching the driveway from the southwest (~7.7%), the design minimum stopping sight distance is 355 feet approaching from the south. Given the upgrade of approximately 7.7% approaching from the northeast, the

⁵ As noted in the *2018 Policy on Geometric Design of Highways and Streets* (page 3-15), the height of the driver's eye is assumed to be 3.5' above the road surface and the height of a potential obstacle is 2.0' above the road surface.

⁶ American Association of State Highway and Transportation Officials, *A Policy on Geometric Design of Highways and Streets*, Seventh Edition (Washington D.C.: American Association of State Highway and Transportation Officials, 2018). Page 3-5 to 3-6.

⁷ As noted in the *2018 Policy on Geometric Design of Highways and Streets* (page 3-16), the height of the driver's eye of the approaching vehicle is assumed to be 3.5' above the road surface of the major road and the height of the driver's eye of the entering vehicle is assumed to 3.5' above the minor road surface. The decision point offset from the travel way varies with sight conditions (page 9-38); in this case we assume the decision point is 15-feet from the travel way.

stopping sight distance is 270 feet. The target minimum intersection sight distance for turning traffic at the proposed driveways is 385 feet to the left and 445 feet to the right.

ISD and SSD were measured at the proposed driveway. The resulting ISD and SSD observations are detailed in the following pictures and tables.

FIGURE 4: DRIVER'S PERSPECTIVE TO THE LEFT (SOUTH) AND RIGHT (NORTH) FROM THE PROPOSED SITE DRIVEWAY

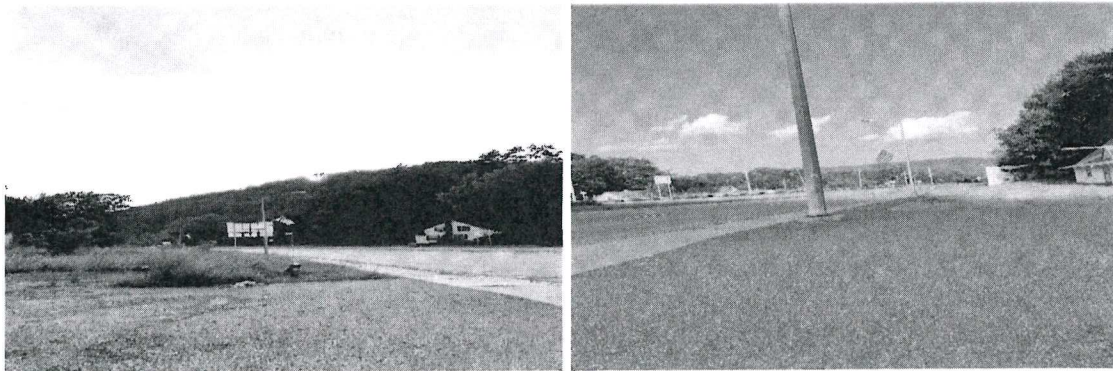


TABLE 5: REQUIRED AND MEASURED SIGHT DISTANCES AT THE EXISTING SITE DRIVEWAY

	Required Minimum	Design Target	Measured
Stopping Sight Distance	from north: 280' from south: 355'	n/a	>500' (met) 400' (met)
Intersection Sight Distance	right, to north: 280' left, to south: 355'	right, to north: 445' left, to south: 385'	right, to north: >500' (met) left, to south: 400' (met)

The observed intersection and stopping sight distances at the existing site driveway exceed required and preferred minimum distances.

Parking

As noted above, approximately Discussions with the Haven indicate they anticipate 4-5 guests out of 20 would bring a vehicle. In addition, approximately 2-3 staff and up to 2 volunteers will be on site at any given time. As many as 3-4 additional vehicles may be on site due to outside service providers. The resulting estimated number of vehicles on site is projected to be between no more than 11 to 14 vehicles. The planned 14 parking spaces on site is adequate to handle projected demands.

Memorandum

To: Michael Redmond, Upper Valley Haven
Cc: Craftstudies Inc., Kim Butler, Doug Sonsalla, Jim Wasser, Adam Morse, Paul Simon, and Chris Holzwarth
From: Jo-Ann Ells, Hartford Zoning Administrator
Date: October 19, 2023
Re: Proposed Emergency Shelter, 608 North Main Street, Lot 45-0003-000

Please submit a response to the following comments/questions on your application for an Emergency Shelter to my office before **9:00 a.m., Thursday, October 26, 2023**. If you are unable to meet this deadline, please contact me as soon as possible to discuss the deadline to have your application considered at the next round of Public Hearings.

Prior to the Planning Commission Hearing, you will receive an agenda, draft Findings of Fact, and additional staff comments if there are any. Please feel free to contact me at any time during this process.

1. Please confirm that you understand that you retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.

To determine what State Environmental Permits may be required for your project, The Vermont Agency of Natural Resources (ANR) recommends that you use ANR's Permit Navigator Tool by going to the VT Department of Environmental Conservation website [Welcome to DEC | Department of Environmental Conservation \(vermont.gov\)](#) and going to the "Permit Navigator Tool" [Permit Navigator \(force.com\)](#)

If further assistance is needed, please contact the Community Assistance Specialist for our area:

Rick Oberkirch, Community Assistance Specialist
802-282-6488
Rick.Oberkirch@vermont.gov

2. Please contact Tom Peltier, Fire Marshal, to discuss obtaining a Public Building permit. tpeltier@hartford-vt.org (295-3232)
3. Please acknowledge that you understand that you need to obtain an allocation and application for connection for the water and sewer service before a Zoning Permit will be issued.
4. If you have not done so already, I encourage you to talk to Hartford's Environmental Sustainability Coordinator, Dana Clawson, about energy efficiency options for your project. (dclawson@hartford-vt.org)
5. Have you considered providing an electric vehicle charging station(s) or installing the conduit for a future installation?
6. Please Amend Kim Butler's letter of October 16, 2023 as follows:
 - Change the reference to the IC (Industrial Commercial) zoning district to HCR (Highway Commercial/Residential).
 - Include the statutory definition of Emergency Shelter and a description of how the application meets the definition.
7. Have you considered a waste receptacle for the pet run area?
8. Please review the details of the photometric plan for accuracy (I talked to Doug about this).
9. Please confirm that all proposed plantings are native/non-invasive.
10. Please include a detail for the proposed retaining wall in the civil plan set.
11. Are you proposing any signage for the project?
12. Please acknowledge that during construction of the proposed project erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control* published by the Vermont Department of Environmental Conservation will be followed.
13. Please acknowledge that you understand the following:

Before you commence construction, you need to schedule a preconstruction meeting with the Department of Public Works (DPW). You need to contact the DPW at least two weeks before you want to hold this meeting.

If this meeting results in any revisions to the approved plans, you must contact me to discuss amending your permit.

14. Please acknowledge that you understand that once the project is complete and before I can issue a Certificate of Occupancy you need to:

- Submit written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact
- Submit verification that the water and sewer have been inspected and approved by the Department of Public Works
- Submit acceptable records drawing to the Department of Public Works
- Submit a PDF of the record drawing to the Zoning Administrator
- Record an Energy Code Certificate in the Land Records if required by the State of Vermont

Please acknowledge that you understand these requirements.

15. Please email me a copy of all application materials, revised as necessary, including your response to this memo and the attached application form.

16. Please submit the application fee (\$626.90) and eight copies of all application materials, revised as necessary, including your response to this memo and the attached application form. (Please fold the plan set.)



Dartmouth Health
Psychiatry
Addiction Treatment Program

November 3, 2023

John Reid, Chair
Hartford Planning Commission
Hartford Town Hall
171 Bridge St.
Hartford, VT 05001

Re: Haven Shelter Project

Dear Mr. Reid and the Hartford Planning Commission:

We write to express our unequivocal support of the Haven Shelter Project.

We are clinical leaders of the Dartmouth-Hitchcock Medical Center's Addiction Treatment Program (ATP), with services that include the Moms in Recovery Program, the Doorway at Dartmouth Hitchcock, and our Intensive Outpatient Program (IOP). We serve hundreds of unique individuals each month with a wide range of substance use disorders and financial resources.

In our experience, safe shelter is an essential component of the treatment of individuals suffering from substance use disorders. Without this, achieving anything close to remission is impossible. Without a safe place to sleep, people will continue cycles of substance use, with severe consequences that include high utilization of emergency services and the criminal justice system, and they will be at a high risk of death.

Each of us can cite numerous examples of homeless individuals who struggled substantially with addiction who were able to turn their lives around if they were fortunate enough to secure a stable living environment.

Our clinic has collaborated with the Haven for years and have the utmost respect for their organization. They have stocked our community food shelf, enabling us to provide nutritious meals to our patients with food insecurity. We refer our patients in need of shelter to the Haven. However, they do not have sufficient space to accommodate our referrals. We believe this proposed project is of the utmost necessity and will help us to better serve our patients and the community.



We humbly request that this commission approves the Haven Shelter Project proposal

Sincerely,



Teri LaRock, LICSW
Clinical Director, Moms in Recovery Program
Dartmouth-Hitchcock Medical Center
Teri.B.LaRock@hitchcock.org



Melissa Baughman, MA, MLADC, LCMHC
Clinical Director, Addiction Treatment Program
Dartmouth-Hitchcock Medical Center
Melissa.A.Baughman@hitchcock.org



Luke Archibald, MD
Director of Addiction Services, Department of Psychiatry
Dartmouth-Hitchcock Medical Center
Luke.J.Archibald@hitchcock.org