

HARTFORD PLANNING COMMISSION
October 7, 2024
Meeting Notice and Agenda

The Hartford Planning Commission will meet on Monday, October 7, 2024, 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
[Join the meeting now](#)
Meeting ID: 232 187 724 120
Passcode: uA8xHn
Dial in by phone
[+1 802-377-3677,,6077573#](#)
1 802 377 3677
Phone conference ID: 607 757 3#

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. Minutes. 3. Administrative Permits. 4. Act 250 Applications. 5. Town Plan Steering Committee update. 6. Regional Planning Commission update. 7. Climate Action Plan update. 8. Availability for the next Public Hearing.

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

1. Application #24-13 by Good Neighbor Health Clinic (owner) and Elizabeth Austin (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for the installation of a “Harm Reduction Vending Machine,” lot 45-0118-000, 70 North Main Street, White River Junction, in the CB zoning district.
2. Application #24-14 by Andrew and Shyla Stewart (owners/applicants) for approval of the subdivision of lot 04-0012-000 into two lots, Jericho Street and Newton Lane, Hartford, in RL-5, RL-10, and Rural Lands zoning districts.

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
October 7, 2024**

1. Public Comment
2. Minutes, September 5, 2024
3. Administrative Permits
 - Riverwalk, Corner of Maple St. & Prospect St., fencing, smoking shelter, EV charger
 - Wilder School, Norwich Ave., sheds & playground equipment
 - High School, Highland Ave., Football field netting
4. Act 250 Applications
 - Quechee Fire Station, Willard Rd., addition
 - Jasmin Auto, Jasmin Lane, Parking
5. Town Plan Steering Committee update (Bruce)
6. Regional Planning Commission update (Bruce)
7. Climate Action Plan update (John R.)
8. Availability for the next Public Hearing. (**Wednesday**, November 13, 2024)

**DRAFT
Minutes
Hartford Planning Commission
September 5, 2024**

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

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

Absent: Dillon Bianchi

Bruce Riddle read the hybrid meeting script, and took a roll call.

Administrative Matters

1. Public Comment

None

2. Minutes

Colin Butler moved to approve the minutes of July 29, 2024 with several corrections. Bruce Riddle seconded, and the motion passed unanimously.

3. Telecommunications Tower Replacement, 1032 Bliss Road

The Commission reviewed a July 29, 2024 memo from Jo-Ann Ells regarding an Advance Notice for the replacement of a monopole and associated equipment at an existing telecommunications facility located at 1032 Bliss Road by SBA Towers X, LLC.

Bruce Riddle moved to authorize staff to write a memo to the applicant outlining the concerns listed on page 5 of the memo for the Chair's signature. Colin Butler seconded, and the motion passed unanimously.

4. Administrative Permits

Jo-Ann Ells noted that an administrative permit had been issued for a deck at Snow Village Condominiums on Williams Lane.

5. Act 250 Applications

None

2. 09-05-24

6. Town Plan Steering Committee update
None

7. Regional Planning Commission update
None

8. Climate Action Plan update

John Reid shared that the Climate Action Committee has been working with a group that is helping towns draft hazard mitigation plans at no expense to the towns. He asked if anyone was interested in participating. Colin Butler stated that he'd like to participate.

John Reid let the Commission know about a recent Styrofoam collection event that took place at Masoma Bank. He reported it was extremely successful and involved multiple towns. He noted the group is looking for a hub in the area because now they have to transport the collection the Gilford, NH. Colin Butler noted its difficult for many people to store Styrofoam at home.

9. Availability for the next Public Hearing (October 7th)

Bruce Riddle is not available for the Commission's Hearing in October. Toby Dayman might not be available.

Public Hearing

1. Application #24-11 by 12 Tremont Street, LLC (owner) and Tim Sidore (applicant) for Final Approval of a Planned Development under the Subdivision Regulations and section 260-47 of the Hartford Zoning Regulations for a Multi-Unit Dwelling, lot 09-0072-000, 1200 Christian Street, Hartford, in a R-3 zoning district.

2. Application #24-12 by 12 Tremont Street, LLC (owner) and Tim Sidore (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations to convert an existing structure into a Multi-Unit Dwelling, lot 09-0072-000, 1200 Christian Street, Hartford, in a Planned Development.

Tim Sidore, Jim Wasser, Adam Morse and Corely Mack were present.

It was noted that the Public Hearings were opened in July.

John Reid noted that he intended to have Bruce Riddle Chair the meeting as he was not at the July meeting.

John Reid administered the oath.

John Reid requested that public comment be limited to comments not previously

submitted.

Bruce Riddle noted applications #11-24 and #12-24 would be discussed simultaneously, but action on each application would occur separately.

Bruce Riddle asked if the Commission has any comments on the traffic study.

It was noted that the applicant would need to demonstrate how they would comply with the recommendations of the study before a Zoning Permit is issued should the application be approved.

Colin Butler commented on Justin Barwood's email of September 3, 2024 and thanked him for his recommendations.

John Reid asked if the proposed lighting was sufficient for the proposed parallel parking spaces along the north side for the lot. Adam Morse noted a photometric plan was submitted to the Commission. He stated that building mounted lights and a pole light would adequately light the area.

Toby Dayman asked for confirmation that the mature trees along Christian Street would remain. Jim Wasser confirmed.

Dylan Kreis asked if a 4-way stop as suggested by Justin Barwood was considered in the traffic study. Corey Mack explained that the traffic volumes would not warrant a 4-way stop.

Bruce Riddle asked for new public comment.

Jeff Arnold expressed concern with the proposed density, the density bonus, and reduced parking. He suggested the project be limited to 28 units, and that the mature trees along Christian Street remain.

Dan Loskutoff expressed concern with the lack of sidewalks in the area and increase in pedestrian traffic.

Jeff Arnold questioned how monitoring of the project for compliance with Affordable Housing Rules would occur. It was noted that this would be with input from the Town's Attorney before a Zoning Permit is issued and that compliance would need to be demonstrated on an annual basis.

Sue Loskutoff asked that the Commissioners help the public understand their thoughts on the project before a Decision is made.

Scott Hausler expressed concern with the lack of parking for visitors, lack of sidewalks and crosswalks in the area, increase in vehicular traffic, and lack of housing for families in the project.

Mark Detzer stated that he was happy that the building is not being demolished and noted that he supports housing on the property. He expressed concerns with how quickly the project is being heard/decided. He echoed Sue Loskutoff's request for Commissioners to comment individually on the project. He expressed concern with the possibility of parking on the street, which would require enforcement by the Police Department, and lack of sidewalks and crosswalks in the area.

Mark Detzer questioned if the project was the best for the neighborhood given the number of proposed dwelling units.

Mark Detzer stated that he would like to hear each Commissioner's thoughts on the application.

Jenn Horn questioned if the project met the requirement of creating "A more desirable environment than would be possible through the strict application of other sections of these regulations" as outlined in the Planned Development criteria. She requested that incomes be reviewed annually to ensure affordability requirements are being met, and questioned the process of enforcement if a violation is discovered.

Jenn Horn asked the Commissioners to explain the justification for a reduction in parking.

Bruce Riddle noted that while he would like to see larger units, he understands that currently the cost of construction is a barrier. He stated that he believes the project is better than having no project at all and noted the prior testimony from the applicant's architect regarding the difficulty the existing layout of the building poses for redevelopment.

Susan Goodwin expressed concern with density and parking and asked the Commissioners to individually comment on the project.

Ann Kerrigan noted that she believed there are parking problems in the town and hoped that the Commission would require more parking for the project.

Mark Okrant voiced concern with parking and the ability of the applicant to limit one vehicle per unit.

Tim Sidore explained that the lease will limit one vehicle parked on site per unit. He noted that visitor parking will be by a first come basis in designated parking spaces.

John Reid commented that the availability of bike racks and a car share program may reduce the number of parking spaces that are needed.

Tim Sidore commented that the small size of the units may discourage residents from having a lot of visitors.

John Reid asked if there was a mechanism to deal with the possibility that overflow parking becomes an issue. Jo-Ann Ells stated that the Commission could require deferred parking. It was noted that the Commission could reduce the number of units by denying the density bonus in the Planned Development application.

Tim Sidore stated that his company is committed to providing affordable housing and added that the project is funded with private dollars.

Colin Butler noted that he would like to see additional parking spaces provided.

Colin Butler noted that the unknown cost to residents to rent the car share car was a concern.

Colin Butler noted that while there are both attractive and unattractive parts of the application, he believes it is a good reuse of the property, and he supports the project.

John Heath noted that it is unfortunate that the project is so far from public transit. He stated that while he understands residents would be allowed one car on site, he would like to see more parking spaces provided.

John Heath questioned impact on the wetlands. Adam Morse stated that a State Wetlands Permit would be required.

The Commission discussed their thoughts on the need for additional parking spaces and if required if the spaces could be deferred until it is determined by Commission that they are needed.

Tim Sidore expressed concern that requiring more parking spaces could make the project impossible to do. It was noted that excavation, fill, and possibly a retaining wall would be needed for additional parking spaces.

Tim Sidore stated that he preferred to defer the parking spaces if more spaces are required.

Dylan Kreis noted that while there seemed to be general support from everyone for the project, he was concerned with the distance to public transit and services, and preferred that additional parking space be constructed and not deferred.

Tim expressed concern with addressing a problem that has not occurred.

Bruce Riddle moved to close the Public Hearings on both applications. John Reid seconded, and the Public Hearings were closed.

Colin Butler moved to approve application #24-11 on the condition that the applicant submits a plan for review and approval by the Chair showing seven deferred parking

spaces. John Heath seconded, and the motion passed 5-1 with Dylan Kreis opposed. Dylan Kreis stated that he opposed approving the application as he did not believe the application met the requirements of Sections 200-2 H or 200-2 J of the Subdivision Regulations.

John Reid moved to approve application #24-12 on the condition that the applicant submits a plan for review and approval by the Chair showing seven deferred parking spaces. Colin Butler seconded, and the motion passed 5-1 with Dylan Kreis opposed. Dylan Kreis stated that he opposed approving the application as he did not believe the application met the requirements of Sections 260-45 C 2 or 260-45 C 4 of the Zoning Regulations.

Adjournment

At 8:17 p.m., Bruce Riddle moved to adjourn. Colin Butler seconded, and the Hearing was adjourned.

Respectively Submitted,

Toby Dayman, Clerk

Planning Commission Terms

Bruce Riddle 02-07-25
Dillon Bianchi 09-05-25
Dylan Kreis 6-26-26
John Reid 02-05-27
John Heath 03-11-27
Toby Dayman 06-24-27
Colin Butler 06-24-27

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

HARTFORD PLANNING COMMISSION

**Application #24-13 by Good Neighbor Health Clinic and Elizabeth Austin
for Site Development Plan Approval
for the installation of a “Harm Reduction Vending Machine”
lot 45-0118-000, 70 North Main Street
White River Junction, in the CB zoning district**

This decision pertains to application #24-13 by Good Neighbor Health Clinic (owner) and Elizabeth Austin (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for the installation of a “Harm Reduction Vending Machine,” lot 45-0118-000, 70 North Main Street, White River Junction, in the CB 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 October 7, 2024, the Hartford Planning Commission makes the following Findings of Fact:

General Information

1. The owner of record of lot 45-0118-000 is The Good Neighbor Health Clinic who acquired the lot on 12-19-24. The deed is filed in volume 507, page 329 of the Hartford Land Records.
2. The lot is located at 70 North Main Street in White River Junction.
3. The lot is developed with the Good Neighbor Health Clinic.
4. The lot is approximately 0.13 acres.
5. The lot is class one (1).
6. The lot is in a CB zoning district.

This Application

7. According to the applicant, “the mission of Good Neighbor Health Clinic is to promote the health of the people in the Greater Upper Valley who are in need and do not have the means to pay, by providing free medical and dental care, mentoring aspiring health professionals, and advocating for improved access to dental and health care.”
8. The applicant proposes to install a “Harm Reduction Vending Machine,” (vending machine) near the back entrance to the building.

According to the applicant, items vending machine will be accessible 24/7 free of charge and would include such items as “sunblock, personal hygiene items such as soap, premade oral health care kits including toothbrushes, toothpaste and floss, sexual health items including but not limited to condoms and pregnancy tests, syringe disposal containers, gun locks, xylazine test strips, fentanyl tests strips, and first aid packaged kits for basic wounds, and clean supply gauze and wraps. Additionally, Narcan (Naloxone) would be stocked for access.”

9. Security cameras will be in place prior to installation of the vending machine.
10. There is a light at the rear entrance to the building. No changes to existing lighting are proposed.
11. The applicant understands that they retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.
12. The applicant understands that a zoning permit is required before the vending machine is installed. The applicant further understands that the issuance of the zoning permit only authorizes the construction of the project in compliance with the Findings, Conclusions of Law, Approved Plans, Exhibits and Conditions as specified herein.
13. The applicants understand 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. The Planning Commission may grant one six (6) month extension to both time periods providing application is made prior to the expiration of these time periods.
14. The applicant understands that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project. 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 #24-13 by Good Neighbor Health Clinic (owner) and Elizabeth Austin (applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for the installation of a “Harm Reduction Vending Machine,” lot 45-0118-000, 70 North Main Street, White River Junction, in the CB zoning district **on the condition:**

- 1. Before a Zoning Permit is issued, the applicant submits written verification from the Fire Marshal confirming they have received acceptable information regarding ADA access to the vending machine.**
- 2. Before a Certificate of Occupancy is issued, the applicant submits written verification certifying that the project was constructed in compliance with the approved plan and Findings of Fact.**

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 applicant is 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 October 2024.

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. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost

5. 24-13

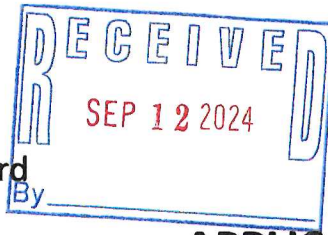
because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #24-13
2. Site Plan entitled "Good Neighbor Health Clinic," received September 12, 2024
3. Site Plan from 2001
4. Applicant's response to memo from Jo-Ann Ells' 09-06-24 memo received September 12, 2024
5. Letter from Elizabeth Austin dated received September 12, 2024
6. Document entitled "Site Plan Requirements" dated received September 12, 2024
7. Document entitled "What is Harm Reduction?" dated received September 12, 2024
8. Intelligent Dispensing Solutions brochure dated received September 12, 2024
9. Memo from Jo-Ann Ells dated September 6, 2024
10. Photographs received September 12, 2024
11. Letter from Michael Redmond Executive Director, Upper Valley Haven dated June 27, 2024



Town of Hartford



Planning Commission App # 24-13
Zoning Board of Adjustment App # NA

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) Elizabeth Austin, on behalf of
Good Neighbor Health Clinic 70 N Main St. White River Jct. VT 05001
Deed Recorded Book _____ Page _____ (Available at Town Clerk's Office)
Telephone: Work 802 295 1808 Cell 603 677-6322 Email Address: elizabeth@gnhclhc.
2. NAME & ADDRESS OF APPLICANTS(S) _____

Telephone: Work _____ Cell _____ Email Address: _____
3. NAME & ADDRESS OF APPLICANTS' CONSULTANT _____

Telephone: Work _____ Cell _____ Email Address: _____
4. PROJECT LOCATION _____
5. PRESENT USE OF PROPERTY _____
6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)

7. PROJECT SIZE IN SQ. FT OR ACREAGE _____
Lot Width _____ Lot Depth _____
8. IS PROJECT ON TOWN WATER/SEWER? Yes _____ No ☒ If Yes, estimated
Water Consumption/day _____ Amount of Sewer Flow Projected _____
Size of Closest Lines Above (water) _____ (sewer) _____
9. DESCRIBE LANDSCAPING PLAN _____

10. IF A BUSINESS - Present # of Employees 11
Proposed Days & Hours of Operation 8:30 AM - 4:30 PM
Will you use the landfill & recycling center? Yes ☒ No ☒
The main waste by-product of your business is: water

11. IF A RESTAURANT - Present seating N/A Proposed N/A
12. PARKING SPACES - Number to be provided N/A
13. SIGNAGE - Free Standing N/A Attached to building
14. FENCING - Location N/A Height N/A
15. NEAREST WATER SUPPLY FOR FIREPROTECTION back of building
16. ESTIMATED VALUE OF PROPOSED WORK \$12,000
17. IS THERE AN EXISTING DRIVEWAY? N/A
18. IF A SUBDIVISION - Number of New Lots to be Created N/A
- Do you request that the Town consider taking over maintenance of - Roads N/A
- Or Park/Open Space N/A

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).

[Signature] 8/9/2024
Applicant's Signature Date

[Signature] 8/9/2024
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:		

DRAWING TITLE

Site Plan

SCALE 1/8" = 1'-0"

Site plan prepared by Mariah Niemi:
70 North Main Street, White River
Junction, Vermont 05001

Good Neighbor Health Clinic

SEP 12 2024

By

Loading/delivery area

Harm Reduction Vending
Machine Placement

Property lines

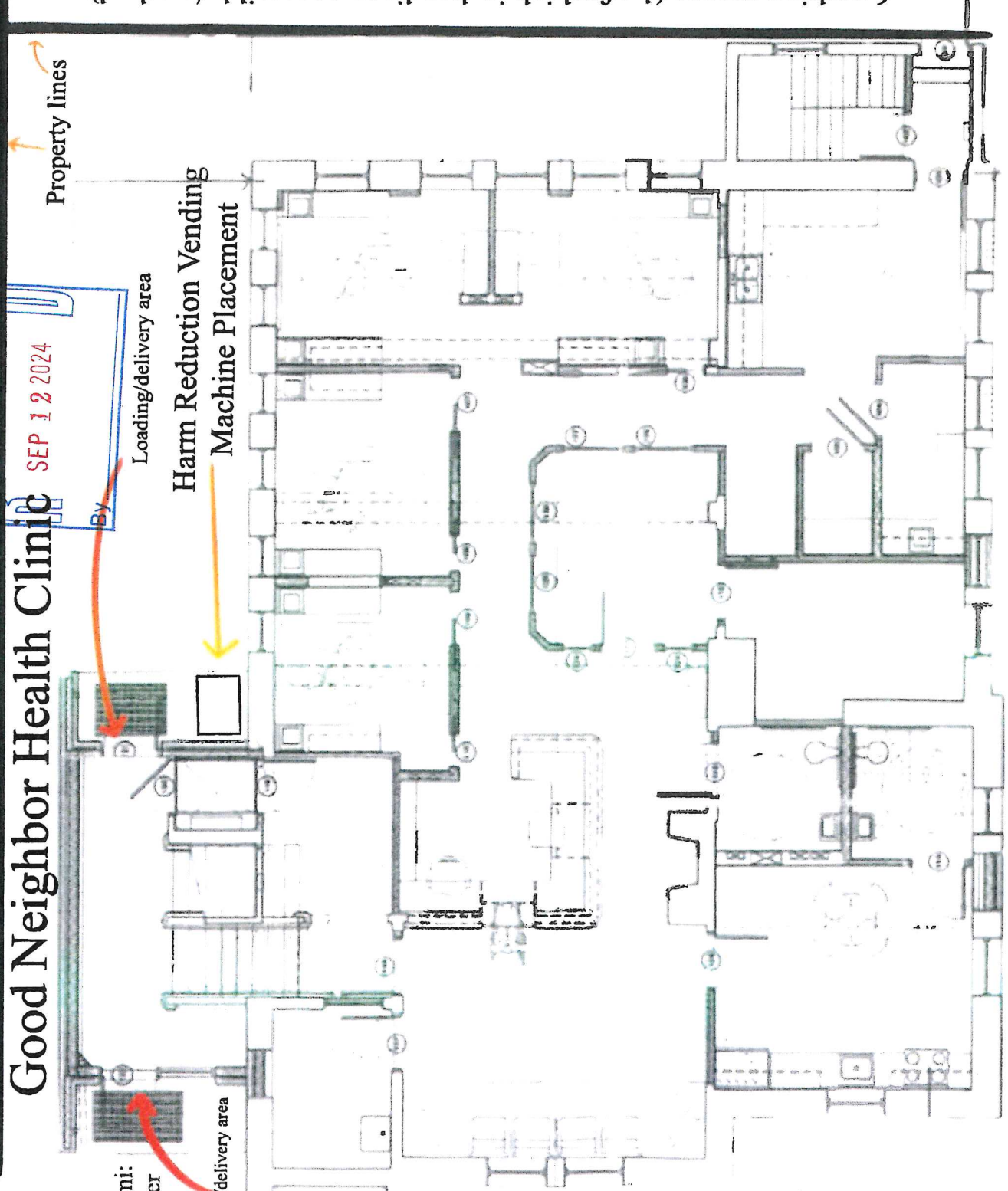
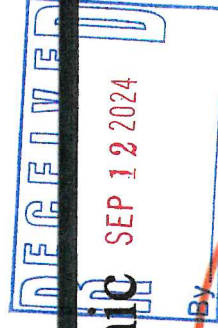
Loading/delivery area

The height of the
machine: 72 inches.
The width: 45 inches.
The depth: 40 inches.

In the scale this should be
equivalent to a height of 3/4
of an inch. The width: 15/32
of an inch. And the depth
17/24 of absolutely inch.

North

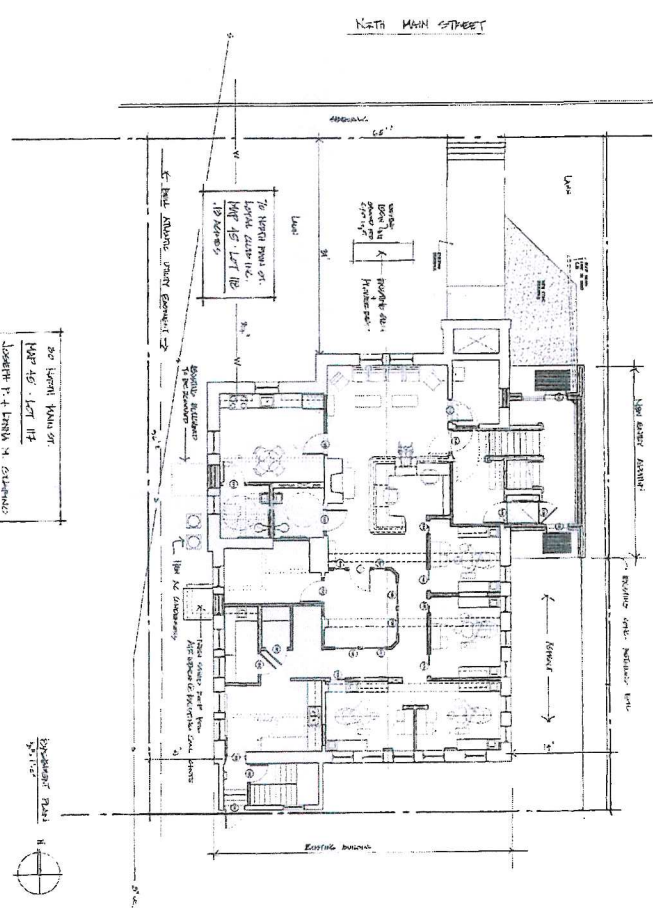
6 parking spaces (1 of which is handicap accessible/marked)



50-51 NORTH MAIN STREET
 MAP 45- LOT 111
 LOT 111, 112 & 113
 50-51 NORTH MAIN OF
 VERMONT, 05401

71 NORTH MAIN ST
 MAP 45- LOT 112
 LOT 112, 113 & 114
 71 NORTH MAIN OF
 VERMONT, 05401

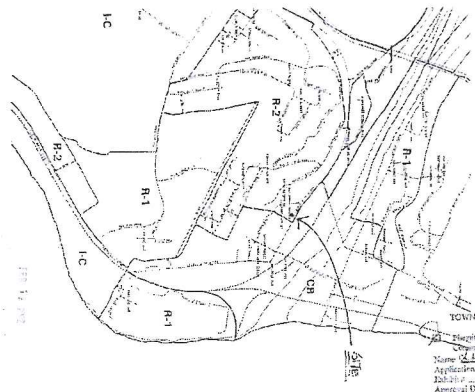
50 NORTH MAIN STREET
 MAP 45- LOT 111
 LOT 111, 112 & 113
 50 NORTH MAIN OF
 VERMONT, 05401



50 NORTH MAIN ST
 MAP 45- LOT 111
 LOT 111, 112 & 113
 50 NORTH MAIN OF
 VERMONT, 05401

50 NORTH MAIN ST
 MAP 45- LOT 111
 LOT 111, 112 & 113
 50 NORTH MAIN OF
 VERMONT, 05401

2001



50 NORTH MAIN ST
 MAP 45- LOT 111
 LOT 111, 112 & 113
 50 NORTH MAIN OF
 VERMONT, 05401

PROJECT NO: *** DATE: 12/17/01	DRAWING TITLE: BASEMENT PLAN SCALE: 1/8" = 1'-0"	PROJECT: GOOD NEIGHOR HEALTH CLINIC & RED LOGAN DENTAL CLINIC - RENOVATION OF GATES LIBRARY	PROJECT LOCATION: NORTH MAIN STREET WHITE RIVER JCT., VERMONT	THE CARRAGE HOUSE P.O. BOX 630 6 SOUTH PARK STREET LEWISBURG, VT 05466 TEL: (802) 443-3778 FAX: (802) 222-5551 e-mail: csh@vax.southwest-ortho.com	BANWELL ARCHITECTS
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Applicant's
response to
memo from
J. Ellis dated
9-6-24

We have contacted the Fire Marshal, Tom Peltier, to discuss the following:

- Accessibility routes
- ADA compliance
- Exterior lighting

Please include the outcome of this discussion in your response to this memo and amend your application materials if necessary.

His comments were as follows.

- **Accessibility routes**
 - Existing conditions are sufficient to meet compliance
- **ADA compliance**
 - Please confirm that your plans meet compliance with the ADA code requirements

228 Depositories, Vending Machines, Change Machines, Mail Boxes, and Fuel Dispensers

228.1 General. Where provided, at least one of each type of depository, vending machine, change machine, and fuel dispenser shall comply with 309. (Please see the attached for more information)

- **Exterior lighting**
 - Existing conditions are sufficient to meet compliance

Tom can be contacted at:
tpeltier@hartford-vt.org or 802-299-7013

We have also reached out to Jeff McMahon, Community Assistance Specialist, regarding having this machine at GNHC as we are hoping to install the harm reduction vending machine.

His response to our questions was the following response:

Hi Mariah and Elizabeth,

That is a bit out of my area of expertise but you'll want to contact the Health Dept.

It looks like this type of vending machine was out for bidding in the spring?

I found this [information sheet](#) and it does have a contact for:

Danielle Tucker

Vermont Department of Health,

Division of Emergency Preparedness, Response, & Injury Prevention

280 State Drive

Waterbury, VT 05671-8330

danielle.tucker@vermont.gov

If you've already gone that route and you are looking for permitting assistance for the actual install of the vending machines, unless it will be in a new stand alone building or being permanently installed I think there won't be much permitting.

Vermont now uses the Permit Navigator to advise on environmental permitting. It requires a location of the project and the answers to a series of questions it will then provide a results page indicating permits likely needed and provides contact information to those programs for you to contact.

Again I doubt there will be much in the way of environmental permitting.

You'll want to check w/ the town as well.

Please let me know if you have further questions.

Thank you,

Jeff McMahon, Community Assistance Specialist

Vermont Agency of Natural Resources | Department of Environmental Conservation

Environmental Compliance Division | Environmental Assistance

Essex Regional Office

111 West St, Essex Junction, VT 05452

802-477-2241 cell

jeff.mcmahon@vermont.gov

<https://dec.vermont.gov/assistance/community>

We were able to reach out to this other individual as well. Ms. Tucker let us know that she was not the appropriate party to discuss this information. However, she also send us along the information for Stephanie Busch.

Mariah,

I am not the person who is handling the Public Health Vending Machines, but I will refer you to Stephanie Busch, who I have cc'd.

Best,
Danielle

Shortly after, we received a message from Stephanie and we are in the process of scheduling a time to further discuss this initiative with the state of Vermont.

Thank you for reaching out!

Mariah, can we set up some time to chat?

Stephanie

Thanks Danielle for forwarding this.

Stephanie Busch, MPH, AEMT, CPST | she, her, hers (why?)

If you are requesting assistance with naloxone/Narcan supply or training, please include naloxone@vermont.gov. If you are an established organization with our program and are looking to request additional naloxone/Narcan, please fill out our [Naloxone Request Form \(sgiz.mobi\)](#).



Good Neighbor Health Clinic
Red Logan Dental Clinic

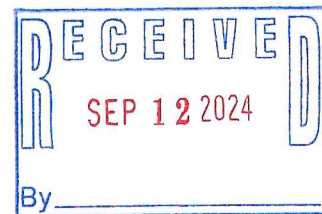
PO Box 1250, White River Junction, VT 05001

*A community where people have
access to the health resources they
need to reach their potential for mental,
physical, and social well-being.*

TOWN OF HARTFORD PROPOSAL FOR HARM REDUCTION VENDING MACHINE INSTALLATION AT GOOD NEIGHBOR HEALTH CLINIC

*A community where people have access to the health resources they need to reach their potential for
mental, physical, and social well-being.*

171 Bridge Street
Hartford Town Hall
White River Junction, VT 05001

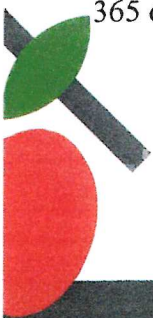


Dear John Reid, Chair of the Planning Commission,

My name is Elizabeth R. Austin, I am the Executive Director of the Good Neighbor Health Clinic (GNHC) located at 70 North Main Street White River Junction Vermont. I am writing to present a proposal for the installation of a harm reduction vending machine at our clinic, aiming to enhance community health services in response to the increasing needs we have observed.

In the past year, GNHC has witnessed a rising demand for essential health supplies among our community members, including personal care items, oral hygiene products, and critical medical supplies. This need has been compounded by financial hardships and ongoing staffing challenges. The mission of Good Neighbor Health Clinic is to promote the health of people in the Greater Upper Valley who are in need and do not have the means to pay, by providing free medical and dental care, mentoring aspiring healthcare professionals, and advocating for improved access to dental and health care.

Our medical clinic's normal hours of operation are from 8:00 AM to 4:00 PM Monday through Friday, with evening clinics scheduled sometimes until 8:00 PM to offer greater opportunity to those who may be unable to attend primary care appointments during normal operating hours. Our dental clinic runs from 9:00-4:00 PM Monday through Thursday. We aim to meet needs in a broader capacity through the installation of a harm reduction vending machine (located outside the back entrance of our clinic), making medical supplies and services accessible for free to those in our community, regardless of their ability to pay for products. The goal of this initiative is to permanently offer items that address community needs 24 hours a day, 7 days a week, 365 days a year, for everyone to access.





Good Neighbor Health Clinic Red Logan Dental Clinic

PO Box 1250, White River Junction, VT 05001

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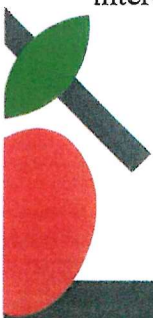
The machine would be from IDS Solutions, Hardware System SD5000R (outdoor temperature-controlled model) purchased with grant funds, stocked with supplies from our partnerships, and funded with grant money and donations of products to disperse to the community.

The machine itself would offer 24/7 access to supplies for infectious disease prevention, Narcan, and other harm reduction supplies. This system will be bolted to the ground, and security cameras will be in place prior to the installation. The supplies will be displayed through a transparent window to facilitate easy identification, particularly benefiting non-English speakers. Inventory types would include: sunblock, personal hygiene items such as soap, premade oral health kits including toothbrushes, toothpaste, and floss, sexual health items including but not limited to condoms and pregnancy tests, syringe disposal containers, gun locks, xylazine test strips, fentanyl test strips, and first aid packaged kits for basic wounds and clean supply gauze and wraps. Additionally, Narcan (Naloxone) would be stocked for access (<https://narcen.com/opioid-education>).

Furthermore, real-time inventory management, utilizing IDS's advanced data system, will enable us to maintain optimal stock levels and adjust inventory as required to meet demand. This project offers a low-barrier access point for services while offering the option of anonymity for those who need supplies but may not be ready to seek services. Each packet of supplies will include how to use them, in both English and Spanish. We expect to go through certain supplies faster, and our goals are to make all inventory items available and consistent for those seeking them.

Operational procedures will include daily checks, weekly audits, and clear signage to ensure the safety and proper use of the vending machine. These measures are integral to our commitment to community safety and respect.

Our goals to complete this project align with the mission, vision, and values of our organization. We hope that the installation of the SD5000R vending machine outside the back entrance of our clinic will offer a partial solution to the issues around health service supplies we have seen in the past year. This initiative not only meets immediate needs but also supports ongoing improvements in public health practices. We are proud to be able to offer options to members of our community in a thoughtful way and hope that this will allow us to shed light on the ways public health continues to change and how we might be able to change our approaches to make smaller differences that can be helpful long term. I would be happy to report on our work if the town is interested as of Autumn 2025 to allow for installation and a year of data collection.





Good Neighbor Health Clinic
Red Logan Dental Clinic

PO Box 1250, White River Junction, VT 05001

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Thank you for considering this proposal, which reflects our dedication to enhancing community health services.

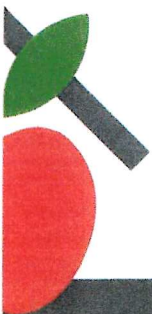
Respectfully submitted,

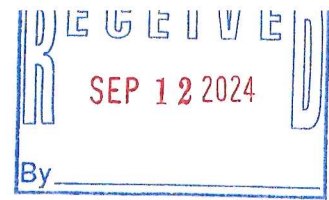
Elizabeth R. Austin, MHA

Executive Director

Good Neighbor Health Clinic

70 North Main Street White River Junction, VT 05501





Site Plan Requirements

Business Name: Good Neighbor Health Clinic Address: 70 North Main Street,
White River Junction, Vermont 05001

Name of who prepared the plan: Mariah Niemi, on behalf of GNHC

Address: 70 North Main Street, White River Junction, Vermont 05001

Parcel Map 45 - Lot # 118, Acreage 0.13.

We are within Zoning District: CB, Central Business District

The machine will be set back a few inches from our building. This will be roughly be ten feet, eight inches or so set back from the closest property line.

There will not be any permanent structures or buildings included in this Harm Reduction Vending Machine. It will be a temporary fixture.

There will be no fencing or anything built around the vending machine.

We do not know of any deed restrictions that would be affected by this proposed vending machine.

This will not impede any driveways, internal streets, or be in any other business' right of way.

This will not be in the way of any above-ground or underground equipment.

There are no additional structures that will be built.

This will not include any plantings or landscaping additions otherwise.

There is no above-ground equipment that would interfere with this project.

This will simply be a vending machine installed out back behind our clinic.

We have had meetings with individuals from the Hartford police as well as the fire department to look at where we are planning on placing the machine and they have all agreed the placement would work well.

Abutting businesses include:

Body & Soles Healing, Reflexology, Craniosacral, 58 North Main Street, White River Junction, Vermont 05001, (802) 299-5907.

Consolidated Communications, 119 Gates Street, White River Junction, Vermont 05001, (844) 968-7224.

Corey Unger Massage Therapy, 58 North Main Street, White River Junction, Vermont 05001, (802) 295-1690.

Hartford Restorative Justice Center, 58 North Main Street #102, White River Junction, Vermont 05001, (802) 291-7173.

Lagasse appraisal, 58 South Main Street, Suite 202, White River Junction, Vermont 05001, (802) 291-3088.

OODLES, 85 North Main Street, White River Junction, Vermont 05001, (802) 296-6636.

POST, 58 North Main Street, White River Junction, Vermont 05001, (802) 356-2898.

RIO BLANCO SALON, 40 currier St, White River Junction, Vermont, 05001, (802) 369-2131.

River City Machine, 71 North Main Street, White River Junction, Vermont 05001, (802) 295-5788.

Standard Tattoo Company, 59 North Main Street, White River Junction, Vermont 05001, No phone number at this time.

The Writer's Center, 58 North Main Street, White River Junction, Vermont 05001, (802) 356-2315.

TouchChi Advanced Bodywork and Massage, 58 North Main Street, White River Junction, Vermont 05001, (802) 478-0295.

Upper Valley Yoga, 58 North Main Street, White River Junction, Vermont 05001, (802) 785-4052.

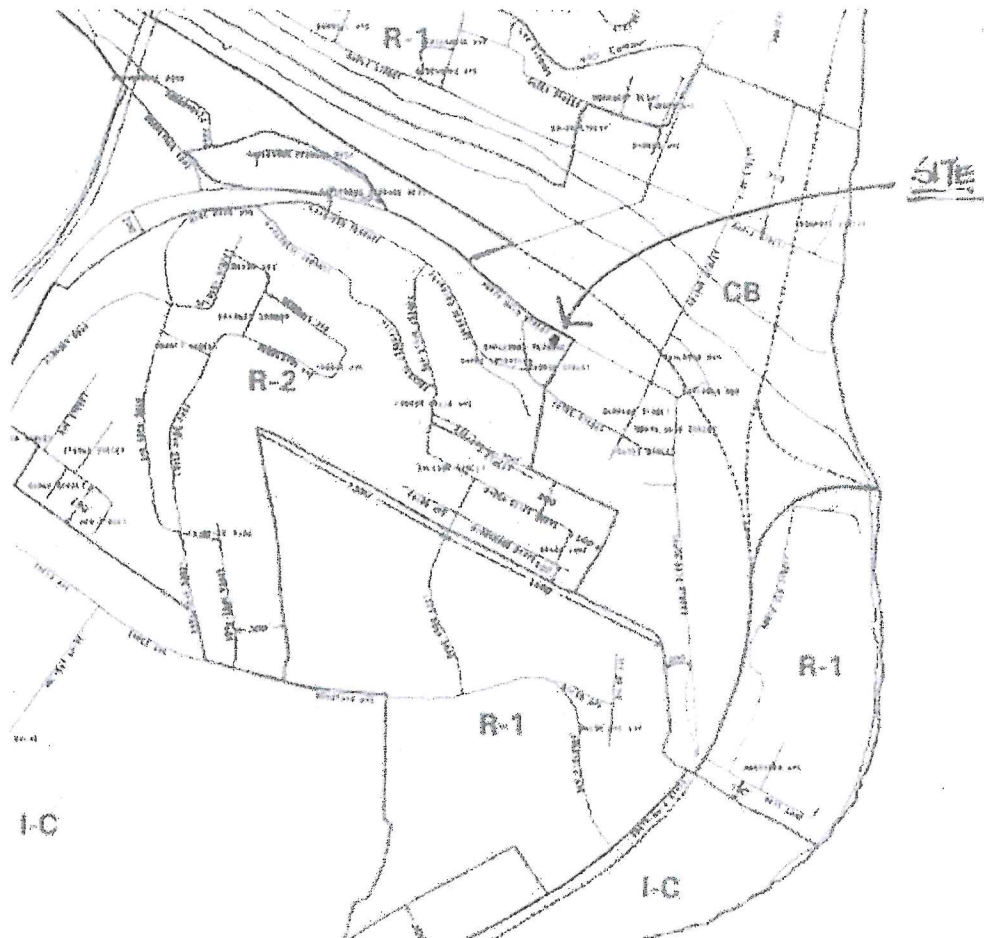
Village Apartments, 151 Gates Street, White River Junction, Vermont 05001, (802) 23-0291.

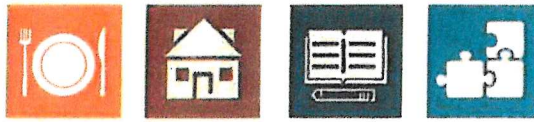
Whitney Pension Associates Inc., 80 North Main Street, White River Junction, Vermont 05001, (802) 296-6500.

Wolf Tree, 40 Currier Street, White River Junction, Vermont, 05001, (802) 698-8409.

Please find a site map below. Again this will be located at 70 North Main Street, White River Junction, Vermont, 05068.

This will be located behind the clinic, and will not be in any direct path or right-of-way for any abutting businesses or buildings.





FOOD | SHELTER | EDUCATION | PROBLEM SOLVING

Upper Valley Haven

June 27, 2024

John Reid, Chair, Planning Commission
Steve Lagasse, Chair, Zoning Board of Adjustment
c/o Hartford Department of Planning and Development Services
171 Bridge Street
White River Junction, VT 05001



Dear Chairs Reid and Lagasse,

I am writing in support of a proposal by the Good Neighbor Health Clinic (GNHC) to install a 24-hour harm reduction vending machine at its North Main Street location. We believe this project will significantly benefit our community.

The patients seen at GNHC are experiencing a steady increase in issues related to substance abuse and its associated health risks. These challenges require innovative and compassionate solutions to address them effectively. The proposed harm reduction vending machine will provide essential supplies such as clean syringes, naloxone (the active ingredient in Narcan, an opioid overdose reversal medication), and other health-related items at no cost to individuals whenever they are in need.

By offering these resources, GNHC will directly tackle the spread of infectious diseases and reduce the number of overdose deaths in our community. GNHC tells us that this initiative will empower individuals by giving them the opportunity to take proactive steps in managing their health without incurring a financial burden. This approach not only supports our neighbors in need but also promotes overall community well-being.

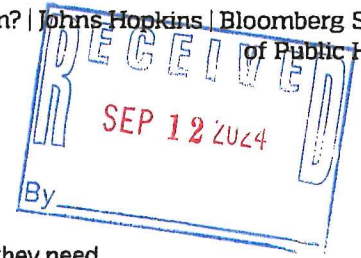
I have read articles that successful implementations in other communities have demonstrated that harm reduction measures like this can lead to significant public health improvements. By providing immediate access to critical health supplies, GNHC is not only addressing urgent health crises but also connecting individuals to further healthcare services and support systems.

To move forward with this important project, GNHC requires a letter of support from the Town of Hartford. Your endorsement will be instrumental in helping GNHC secure the necessary approvals and funding for the installation of the vending machine. This support will allow GNHC to make a meaningful difference in the lives of many individuals and pave the way for a brighter future for our entire community.

As an organization that works with many of the same patients using the GNHC clinics and with similar interest in their health and well being, we hope your committees will endorse this proposal.

Sincerely,

Michael Redmond
Executive Director



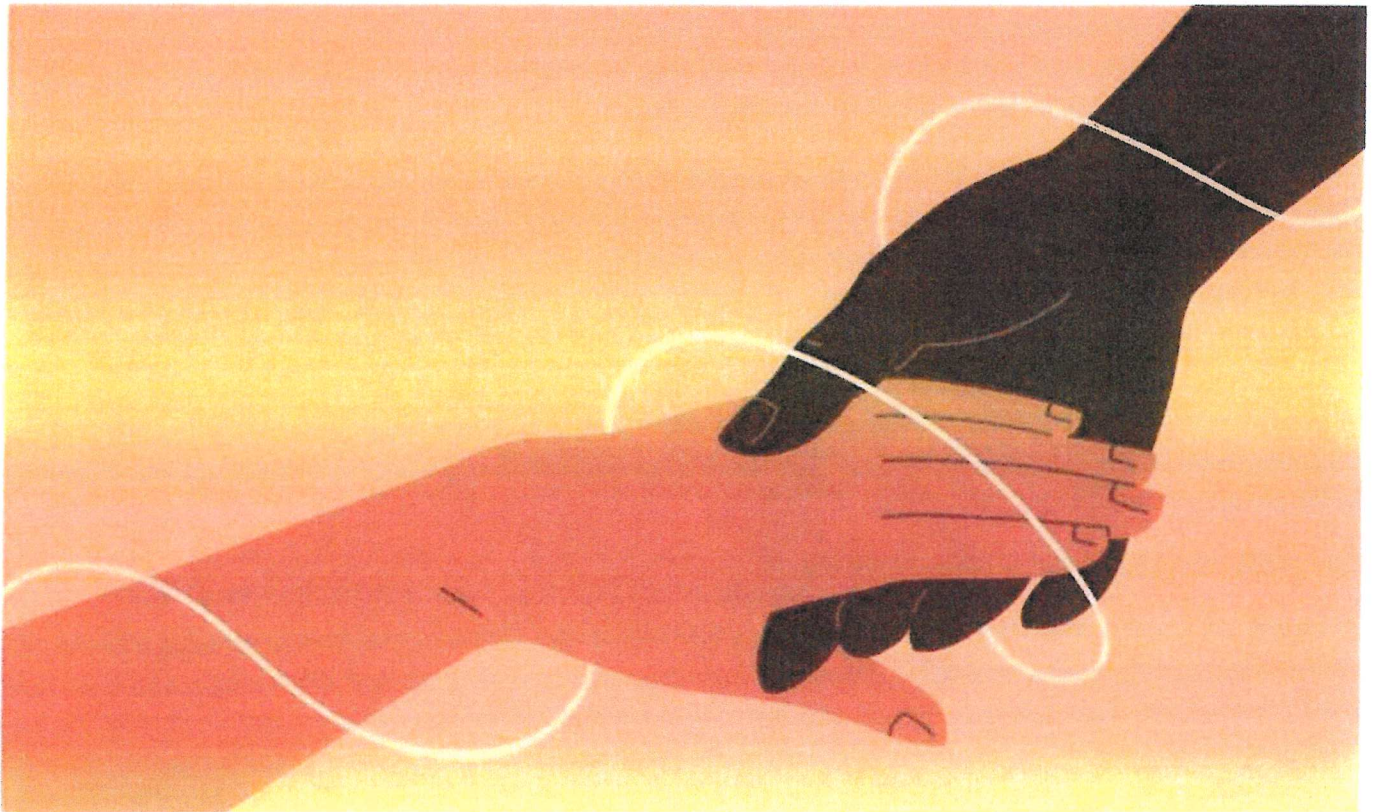
What Is Harm Reduction?

Protecting the health of people who use drugs requires providing the services and resources they need.

Published **February 16, 2022**

By Morgan Coulson, Melissa Hartman

[HEALTH POLICY](#) [INJURY PREVENTION](#) [SUBSTANCE USE DISORDER](#)



Harm reduction is exactly what it sounds like: reducing the harm associated with using drugs through a variety of public health interventions. But the concept relies on more than these tools and begins, at the most fundamental level, with recognizing that all people deserve safety and dignity. It does not treat drug use as a moral failing.

Harm reduction acknowledges that drugs are widely available in our society. It encompasses the understanding that traditional law enforcement approaches or those that require complete abstinence do not decrease demand, use, or negative health consequences of substance use.

WHAT PROBLEMS DOES HARM REDUCTION TRY TO SOLVE?

Johns Hopkins University

Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe Street, Baltimore, MD 21205
(<https://publichealth.jhu.edu>)

That's a common misconception, says [Travis Rieder, PhD, MA](https://bioethics.jhu.edu/people/profile/travis-rieder/) (<https://bioethics.jhu.edu/people/profile/travis-rieder/>), an associate research professor at the [Johns Hopkins Berman Institute of Bioethics](https://bioethics.jhu.edu/) (<https://bioethics.jhu.edu/>). "Opponents sometimes argue that giving people sterile syringes, clean pipes, naloxone, a space to use drugs under supervision, etc., incentivizes drug use or leads to drug use," he says. "But people are going to use drugs whether they have these resources or not, and so withholding them doesn't prevent that use; it just makes it more dangerous. Making an activity more dangerous doesn't stop people who are committed to engaging in that activity; it just hurts and kills more of them."

DOES HARM REDUCTION DISCOURAGE PEOPLE FROM SEEKING TREATMENT?

On the contrary, says [Susan Sherman, PhD '00, MPH](https://publichealth.jhu.edu/faculty/924/susan-gall-sherman/) (<https://publichealth.jhu.edu/faculty/924/susan-gall-sherman/>), a professor in [Health, Behavior and Society](https://publichealth.jhu.edu/departments/health-behavior-and-society/) (<https://publichealth.jhu.edu/departments/health-behavior-and-society/>). Harm reduction is "both a social movement and a way to provide services, and it includes drug treatment," she says. "[Harm reduction] is not only useful in and of itself, but it also brings people into services who may not otherwise come into services."

Rieder sees harm reduction and addiction treatment as part of the same process. "In my view of harm reduction and treatment, they can be the same thing, because making drug use safer can prevent some of the negative consequences that define an addiction," he says. "One can take the first steps of recovery while still using drugs fairly chaotically, and continue their road to recovery through small, slow steps that reduce the harms of drug use."

WHY IS THE NEED SO URGENT?

From May 2020 to April 2021, 100,000 people—29% more than May 2019 to April 2020—died of overdose, [according to the CDC](https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.html) (<https://www.cdc.gov/nchs/nvss/vsrr/drug-overdose-data.html>). The HHS has reported data trending the same way; the rate of overdose fatalities has jumped 250% since 1999.

WHY THE RECENT CONTROVERSY?

In December 2021, with support from President Biden's American Rescue Plan, SAMHSA announced its [Harm Reduction grant program](https://www.hhs.gov/about/news/2021/12/08/samhsa-announces-unprecedented-30-million-harm-reduction-grant-funding-opportunity-help-address-nations-substance-use-overdose-epidemic.html) (<https://www.hhs.gov/about/news/2021/12/08/samhsa-announces-unprecedented-30-million-harm-reduction-grant-funding-opportunity-help-address-nations-substance-use-overdose-epidemic.html>), expected to award \$30 million in funding to support harm reduction programs and providers working to make substance use safer and prevent overdose deaths.

A portion of the funding will be allocated for safe smoking kits, which the [White House](https://www.whitehouse.gov/briefing-room/press-briefings/2022/02/09/press-briefing-by-press-secretary-jen-psaki-february-9-2022/) (<https://www.whitehouse.gov/briefing-room/press-briefings/2022/02/09/press-briefing-by-press-secretary-jen-psaki-february-9-2022/>) says include alcohol swabs, lip balm, a rubber mouthpiece, and other "materials to promote hygiene and reduce the transmission of diseases like HIV and hepatitis." They do not, however, include the physical pipe itself, which has become the object of contention among opposition.

Sherman sees a parallel with previous resistance to syringe services programs. While federal [law prohibits the use of federal funding](https://www.cdc.gov/ssp/syringe-services-programs-faq.html) (<https://www.cdc.gov/ssp/syringe-services-programs-faq.html>) for syringes and clean needles in syringe services programs, "those funds can be used for all other supplies and services" at such programs, she explains. In that way, "crack pipes seem to be the 'new syringes.'"

Morgan Coulson is an editorial specialist on the Communications and Marketing team at the Johns Hopkins Bloomberg School of Public Health.

Johns Hopkins University

Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe Street, Baltimore, MD 21205
(<https://publichealth.jhu.edu>)

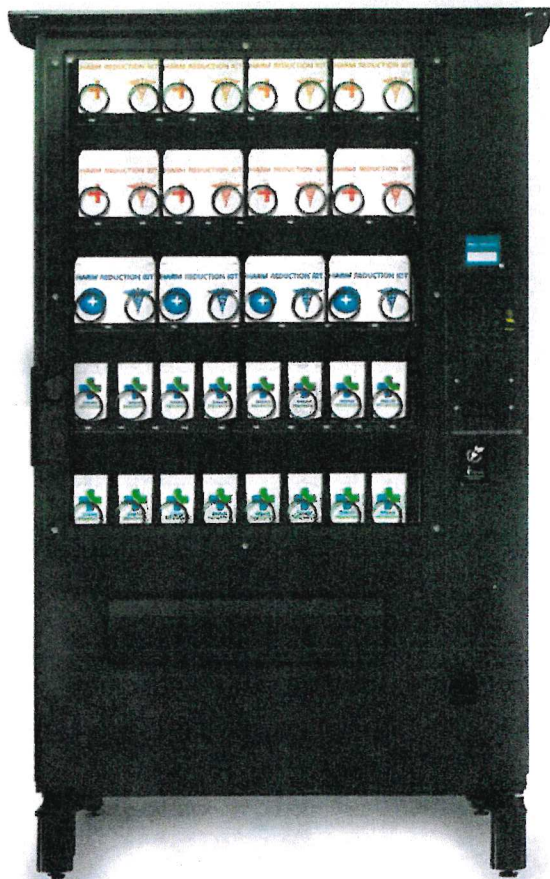


Scan to see this solution in action

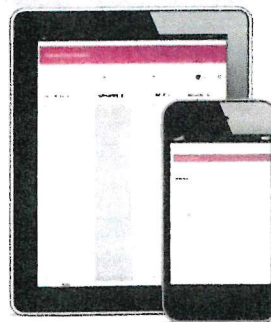


Harm Reduction Supply Dispenser

Provide convenient, secure 24/7 access to supplies for safer drug use, overdose reversal, and infectious disease prevention.



The Harm Reduction Supply Dispenser can be used to distribute Narcan®/Naloxone, Fentanyl Test Strip Kits, Safer Sex Kits, and Harm Reduction supplies.



Easily Track Usage & Inventory

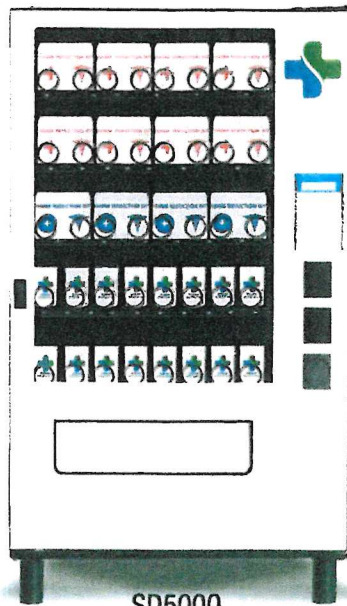
iQ Technology allows a unique code to be created for one time or multiple uses of the machine. These codes can be managed and tracked for use.

"The biggest thing I really love are the transaction reports. Those transaction reports make my reporting so much easier."

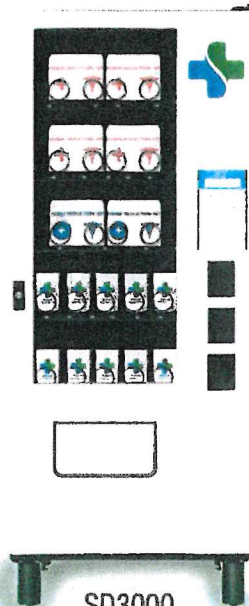
-Ray Joseph, AIDS Care Ocean State



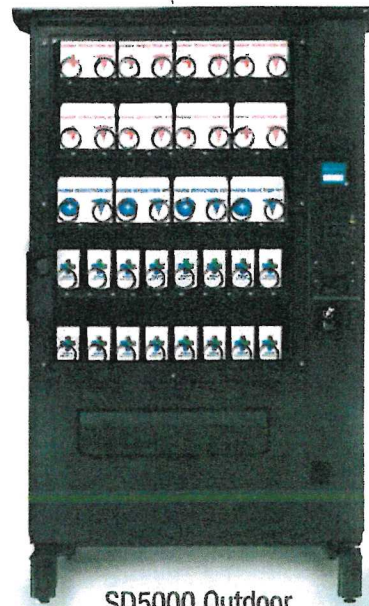
Harm Reduction Supply Dispenser



SD5000



SD3000



SD5000 Outdoor

Shown with optional custom graphics wrap.



	SD5000	SD3000	SD5000 Outdoor
Selections	Configurable up to 60 items	Configurable up to 43 items	Configurable up to 60 items
Capacity	Typical capacity 350 items, Capacity varies with tray configurations.	Typical capacity 115 items, Capacity varies with tray configurations.	Typical capacity 350 items, Capacity varies with tray configurations
Electrical Requirements	Domestic: 115 VAC/60Hz, 1.2 AMPS; International: 230 VAC/50Hz, 0.6 AMPS		Domestic: 115 VAC/60Hz, 8 AMPS; International: 230 VAC/50Hz, 4 AMPS
Height	72" (183 cm)		72" (183 cm)
Width	41" (104 cm)	29.3" (74.4 cm)	45" (114 cm)
Depth	35.2" (89.4 cm)		40" (102 cm)
Shipping Weight	628 lbs. Varies with configuration and options	445 lbs. Varies with configuration and options	830 lbs. Varies with configuration and options
Standard Features	10.1" Touch Screen Interface - Guaranteed Delivery Sensor System - LED Interior Lighting - Software Monitoring		
Options	- Badge Reader (Bar Code ID Scanner; PROX Card Reader; Magnetic Strip Card Reader depending on your interface system) - Custom Graphic Wrap - Shipping - Installation - Heated Glass (Outdoor Only)		

NOTE: Models with coils can be easily changed as required for vending different size products.

In order to bring you the best products possible, we continue to improve product design and performance and as such specifications are subject to change without notice. The manufacturer makes no warranties or representations of compliance with any local, state, national or international requirements for the operation of the equipment in any application for which it is capable of being used beyond approvals listed on the product. Any purchaser is required to make an independent analysis of the fitness and legality of the product's usage before it is deployed and must continue to monitor the potential changing nature of compliance requirements. The manufacturer expressly disclaims responsibility for compliance with any laws and affirmatively requires any buyer to make an independent analysis of the fitness and legal basis of any use or application of the subject unit.



Re-configure trays to almost any package size in the field with no need for tools.



iVend® Guaranteed Delivery System

Every item is guaranteed to dispense and every item dispensed is tracked through IQ Technology.



iQ Technology

Easily manage harm reduction supplies with iQ Technology's real-time analytics and reporting tools.

Users can access supplies using a variety of access methods including: RFID badge, magnetic strip, Proximity card reader, barcode, personal PIN, Biometrics, credit card reader (retail applications) and more.



Bar Code ID Scanner



Proximity Card Reader



Pin Number



Mag Stripe Reader

Intelligent Dispensing Solutions | 8040 University Blvd. | Des Moines, IA 50325
1-877-771-4446 | info@idsvending.com
www.idsvending.com

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Intelligent Dispensing Solutions

Memorandum



To: Elizabeth Austin and Mariah Niemi
From: Jo-Ann Ells
Date: September 6, 2024
Re: Harm Reduction Vending Machine/Good Neighbor Health Clinic

Please submit a response to the following comments/questions on your application for a Harm Reduction Vending Machine before **9:00 a.m., Thursday, September 12, 2024**. 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 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:

Jeff McMahon, Community Assistance Specialist

Jeff.McMahon@Vermont.gov or 802-477-2241

2. Please contact the Fire Marshal, Tom Peltier, to discuss the following:

- Accessibility routes
- ADA compliance
- Exterior lighting

Please include the outcome of this discussion in your response to this memo and amend your application materials if necessary.

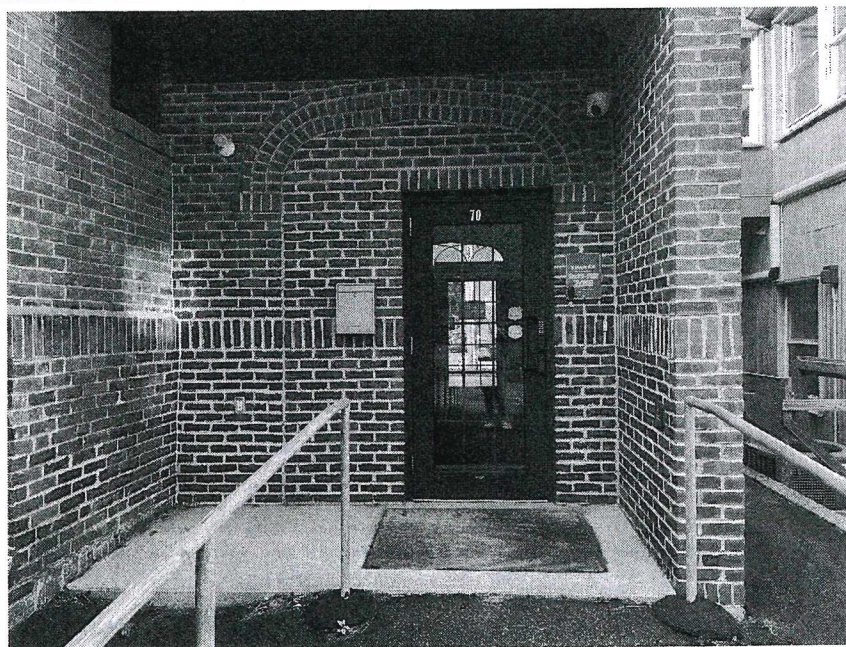
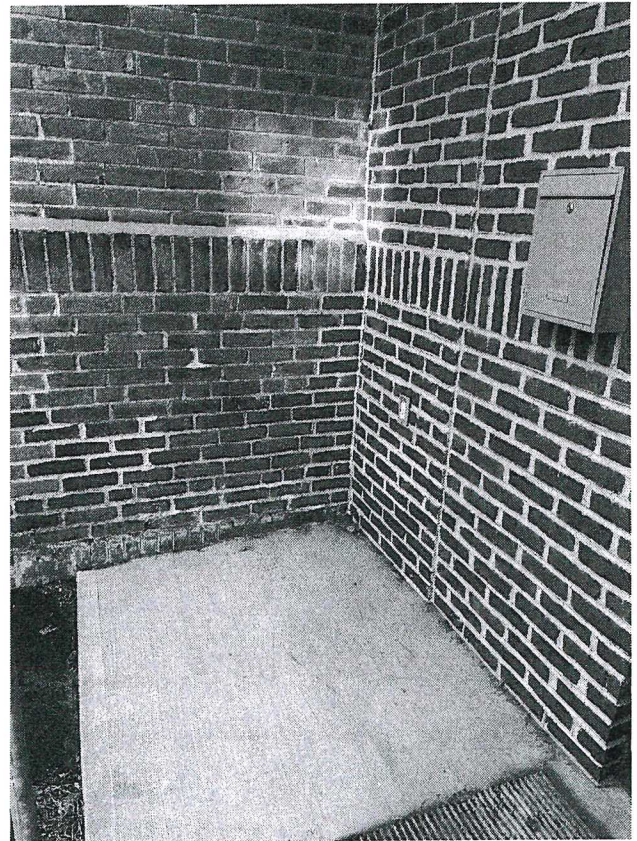
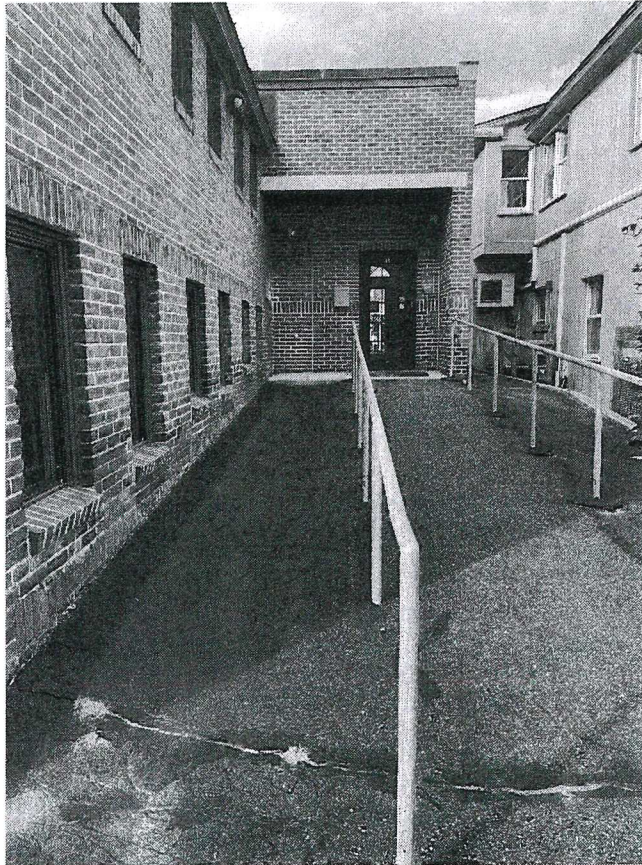
Tom can be contacted at:

tpeltier@hartford-vt.org or 802-299-7013

3. It would be helpful if you could submit some photographs of the property including where the vending machine will be placed.
4. Please submit eight copies of all application materials including your response to this memo and photographs if providing

Memo to the Town of Hartford from Good Neighbor Health Clinic

Pictures of the area



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

HARTFORD PLANNING COMMISSION

**Application #24-14 by Andrew and Shyla Stewart
for approval of the subdivision of lot 04-0012-000 into two lots
Jericho Street and Newton Lane, Hartford
in RL-5, RL-10, and Rural Lands zoning districts**

This decision pertains to application #24-14 by Andrew and Shyla Stewart (owners/applicants) for approval of the subdivision of lot 04-0012-000 into two lots, Jericho Street and Newton Lane, Hartford, in RL-5, RL-10, and Rural Lands zoning districts.

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 October 7, 2024, the Hartford Planning Commission makes the following Findings of Fact:

1. The owners of record of lot 04-0012-000 are Andrew and Shyla Stewart who acquired the lot on 10-19-16. The deed is recorded in volume 529, page 282 of the Hartford Land Records.
2. The lot is developed with a single family dwelling, barn, and pool.
3. The lot is approximately 109.8 acres.
4. The lot is class three (on-site water and septic).

This Application

5. The applicants propose to subdivide the lot into two lots.

2. 24-14

6. Minimum Area and Dimensional Standards in the RL-5 zoning district are:

Class	Area (acres)			Lot Dimensions (feet)		Setbacks (feet from property lines)		
	Per Dwelling Unit	Per Lot	Lot Size	Width	Depth	Front	Side	Rear
Any	5 acres	5 acres	1 acre	300	300	40	50	50

Minimum Area and Dimensional Standards in the RL-10 zoning district are:

Class	Area (acres)			Lot Dimensions (feet)		Setbacks (feet from property lines)		
	Per Dwelling Unit	Per Lot	Lot Size	Width	Depth	Front	Side	Rear
Any	10 acres	10 acres	1 acre	400	300	50	50	50

7. After the subdivision:

Lot 04-0012-000 will be approximately 8.8.

Lot 04-0012-003 will be approximately 101 acres.

(See exhibit #2)

8. Access to lot 04-0012-000 will remain via an existing driveway on Jericho Street.

Access to lot 04-0012-003 will be via an existing curb cut on Newton Lane currently developed with a 50' right-of-way/driveway over proposed lot 04-0012-003 benefitting existing lot 04-0002-000.

The applicants understand that they must obtain a driveway permit from the Department of Public Works before extending the driveway to proposed lot 04-0012-003.

(See exhibit #2)

9. The applicants have designated a building envelope on the survey for lot 04-0012-003 labeled "Building Envelope" and depicted with contour lines and setbacks.

(See exhibit #2)

3. 24-14

10. Proposed lot 04-0012-003 is over 500' from a municipal fire hydrant. In accordance with the Planning Commission's Fire Policy, any new dwelling on proposed lot 04-0012-003 must be equipped with a residential sprinkler system in accordance with applicable NFPA requirements.
11. The lots are in a Rural Lands Overlay District.

Section 260-21 B 4 of the Zoning Regulations requires the following for subdivisions in a Rural Lands Overlay District:

- Development envelopes and associated development shall be located down-slope of ridgelines and prominent hills in areas where ridgelines and hillsides are easily visible from existing roadways, and shall be considered relative to the availability of less visible locations on-site. Additional landscaping may be required to screen development to reduce visibility.

NA The proposed lot and associated development envelope is not located on a ridgeline or hillside.

- When locating structures, roads, driveways, utility corridors and rights-of-way, one or more of the following should be employed:
 - a) Place improvements at the wooded edge and/or nearby developed areas. If not possible, place improvements in a manner that minimizes encroachment in wooded areas and open fields.
 - b) Follow existing contours, roads, tree lines, and stone walls.
 - c) Share roads, driveways, utility corridors and rights-of-way.
 - d) Place developments and subdivisions close to roads.
 - e) Follow established settlement patterns.

According to the applicants, "Although no new structure, road, driveway or rights of way are planned, the site that has been found suitable for construction of a single family home is easily accessible from an existing right-of-way and close to Newton Lane, which borders the site. The site is surrounded on three sides, including along Newton Lane, by wooded areas. The site does not encroach on wooded areas and is at an extreme edge of a large (roughly 15 acre) meadow."

- Locate development such that it will not conflict with existing agricultural uses in the area, and provide adequate buffers between potentially conflicting uses.

According to the applicants, "The meadow to the west of the potential home site is not used for agricultural purposes but could be a potential hay field."

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- Create an efficient use of land that results in cluster development, small networks of utilities and roads, and large sections of unfragmented land.

According to the applicants, “only a single house site is indicated, and no roads, utilities, or construction is planned.”

(See exhibit #5)

12. The applicants obtained a soils and site evaluation in order to identify a potential wastewater site. (See exhibit #6)

The applicants understand that a Water Supply and Wastewater Disposal Permit from the State of Vermont is required for development of proposed lot 04-0012-003.

13. The applicants have requested a waiver under §200-30 of the Subdivision Regulations from submitting a full boundary survey for proposed lot 04-0012-003 given the size (101+/- acres) of the proposed lot. The sides and front boundaries surrounding the proposed building envelope have been surveyed. (See exhibit #2)
14. The application is a “One-step” application under section 203-C 2 of the Subdivision Regulations.
15. The applicants understand that they retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.
16. The applicants understand that a Mylar must be properly endorsed and recorded within 180 days of this decision and that a zoning permit must be obtained, or the decision will be void.

CONCLUSIONS OF LAW

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed subdivision meets the requirements of the Town of Hartford Subdivision Regulations including:

Section 200-2 Hartford Subdivision Regulations:

- A. To guide future development in accordance with the Hartford Master Plan (the Plan), Zoning Regulations, Flood Hazard Area Regulations, Capital Budget and Program, and all other Town adopted bylaws, ordinances, regulations, plans, policies, and procedures.
- B. To promote a desirable relationship to the landform, its topography and geology, natural drainage and surface water runoff, surface water, and groundwater.
- C. To conserve natural resources and fragile features such as prime agricultural soils, wetlands, streams, ponds, steep slopes, ridgelines, important wildlife habitat and

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connectivity, and scenic views.

- D. To minimize the fragmentation of productive resource lands, including farm and forest land, and to promote their continued use and availability for agriculture, forestry, and wildlife.
- E. To maintain Hartford's historic settlement pattern, defined by compact villages surrounded by rural countryside.
- F. To encourage variety, innovation, flexibility, and greater efficiency in residential development including clustering of lots, in accordance with the provisions of 24 V.S.A. §4417 (Planned Unit Development).
- G. To establish standards of subdivision design including, but not limited to, provisions for pedestrian and vehicular traffic, surface water runoff, surface water, and suitable building sites for the land use contemplated.
- H. To ensure development does not exceed the ability of the Town to provide public services and facilities, and that these facilities and services are available and will have sufficient capacity to serve any proposed subdivision. Such facilities and services include, but are not limited to: parks, recreation areas, schools, police and fire protection, libraries, water and wastewater facilities, roads, and public parking.
- I. To provide adequate utilities such as water, wastewater, electricity, telephone, and broadband.
- J. To provide the most efficient relationship between land use and the circulation of traffic throughout the Town, encourage access management, and avoid undue traffic congestion and overburdening of roads, highways, and intersections.
- K. To promote the conservation of energy and use of renewable energy resources.
- L. To encourage variety in the type, size, and cost of housing to meet the needs of Hartford's diverse population.

DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law hereby approves application #24-14 by Andrew and Shyla Stewart (owners/applicants) for approval of the subdivision of lot 04-0012-000 into two lots, Jericho Street and Newton Lane, Hartford, in RL-5, RL-10, and Rural Lands zoning districts **on the condition that:**

- **Before a zoning permit is issued to finalize this Decision, the survey is amended to include the 50' right-of-way benefitting lot 04-0002-000.**

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- **Before a zoning permit is issued to finalize this Decision, the applicants' surveyor submits a letter to the Zoning Administrator certifying that the monuments have been set according to the locations identified on the approved survey plat.**
- **Before a Zoning Permit is issued for construction on lot 04-0012-003, the applicants submit a driveway permit to the Zoning Administrator.**
- **Any new dwelling on lot 04-0012-003 must be equipped with a residential sprinkler system in accordance with applicable NFPA requirements.**

Plans for the sprinkler system must be submitted to the Hartford Fire Department for review and approval for any new dwelling before installation commences.

- **Before a Certificate of Occupancy is issued for any dwelling on lot 04-0012-003, the sprinkler system must be inspected and approved by the Hartford Fire Department and written verification of the approval must be submitted to the Zoning Administrator.**

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 applicant is 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 October 2024.

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. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost

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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 #24-14
2. Survey entitled “Subdivision Survey, Andrew Stewart & Shyla Nelson, 1427 Jericho Street, Hartford, VT,” prepared by LATITUDES Land Surveying
3. Memo from Jo-Ann Ells dated September 9, 2024 with applicants’ responses in red
4. Project Narrative dated September 10, 2024
5. Document entitled “Overlay Districts, §260-21 Hartford Zoning Regulations”
6. Letter from Peter Goulizan dated August 19, 2024



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)** Andrew and Shyla Stewart

Deed Recorded Book _____ Page _____ (Available at Town Clerk's Office)

Telephone: Work _____ Cell _____ Email Address: _____

2. **NAME & ADDRESS OF APPLICANTS(S)** _____

Telephone: Work _____ Cell _____ Email Address: _____

3. **NAME & ADDRESS OF APPLICANTS' CONSULTANT** _____

Telephone: Work _____ Cell _____ Email Address: _____

4. **PROJECT LOCATION** _____

5. **PRESENT USE OF PROPERTY** _____

6. **BRIEFLY DESCRIBE PROJECT** (in addition, a detailed narrative must be submitted)

7. **PROJECT SIZE IN SQ. FT OR ACREAGE** _____

Lot Width _____ Lot Depth _____

8. **IS PROJECT ON TOWN WATER/SEWER?** Yes _____ No _____ If Yes, estimated

Water Consumption/day _____ Amount of Sewer Flow Projected _____

Size of Closest Lines Above (water) _____ (sewer) _____

9. **DESCRIBE LANDSCAPING PLAN** _____

10. **IF A BUSINESS** - Present # of Employees _____

Proposed Days & Hours of Operation _____

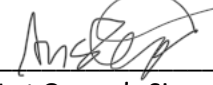
Will you use the landfill & recycling center? Yes _____ No _____

The main waste by-product of your business is: _____

11. **IF A RESTAURANT** - Present seating _____ Proposed _____
12. **PARKING SPACES** - Number to be provided _____
13. **SIGNAGE** - Free Standing _____ Attached _____
14. **FENCING** – Location _____ Height _____
15. **NEAREST WATER SUPPLY FOR FIREPROTECTION** _____
16. **ESTIMATED VALUE OF PROPOSED WORK** _____
17. **IS THERE AN EXISTING DRIVEWAY?** _____
18. **IF A SUBDIVISION** - Number of New Lots to be Created _____
- Do you request that the Town consider taking over maintenance of – Roads _____
- Or Park/Open Space _____

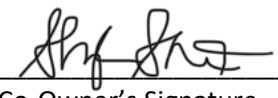
I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

Applicant's Signature Date



Lot Owner's Signature Date

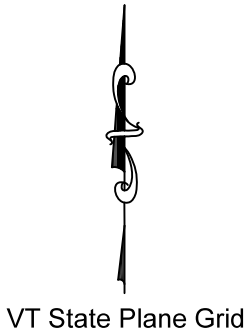
Co-Applicant's Signature Date



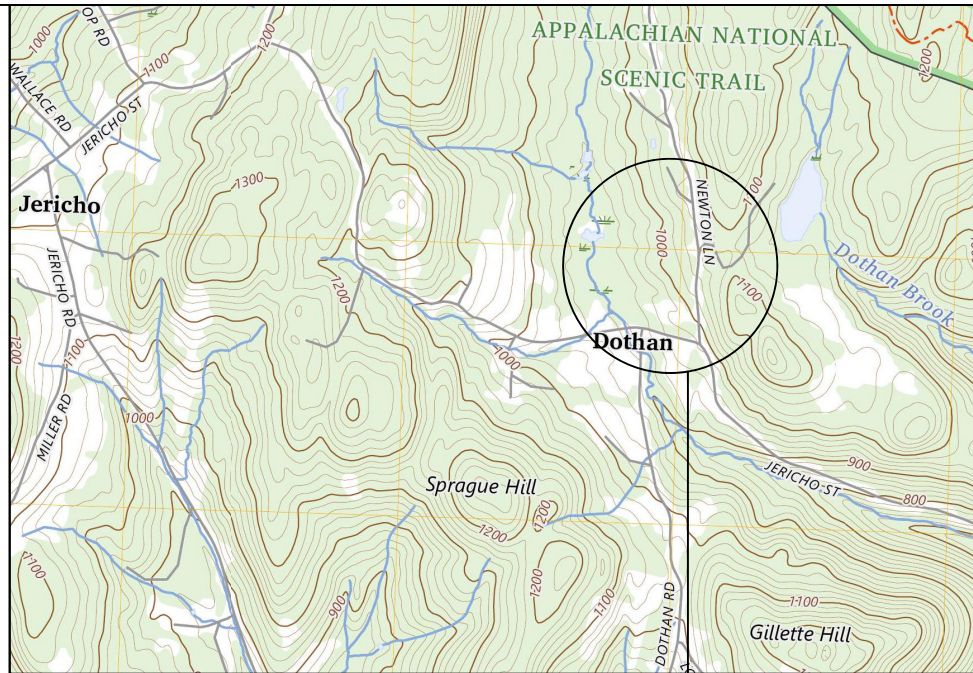
Co-Owner's Signature Date

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:		



Graphic Scale



Location

Andrew Stewart
Shyla Nelson
Tax Parcel 4-0012-003
Remaining Lands Hartford 101 +/- Acres
Remaining Lands Norwich 9 +/- Acres

Andrew Stewart
Shyla Nelson
Tax Parcel 4-12-2
7.9 Acres

Andrew Stewart
Shyla Nelson
Tax Parcel 4-0012-000
8.8 Acres

- Notes
1. The purpose of this subdivision plat is to depict the subdivision of parcel 4-12-3 from parcel 4-12.
 2. This plat is based on records researched in the Town of Hartford, VT land records and a closed loop traverse. Accuracy of measurements meet the VT standards for an urban survey.
 3. Distances are shown to the hundredth of a foot and bearings are shown to the nearest second for mathematical closure purposes only.
 4. Bearings shown are in reference to Vermont State Plane North established using dual frequency survey grade GPS observations on site.
 5. An attempt has been made to identify or delineate easements, rights of way, lease lands, encroachments, etc. observed in the field or found in the land records. Additional encumbrances may exist that are not shown on this plat.
 6. Monuments set are 5/8" rebar with aluminum caps "Latitudes Land Survey VT 59685 NH 1005" set in reference to existing grade as noted on plat.

This plat is approved subject to the Findings of Fact, Conclusions of Law, and Decision for this Subdivision a copy of which is on file in the Hartford Department of Planning and Development Services.

Approval No. _____ Hartford Planning Commission
Date _____ By _____
Chair/Vice Chair

Legend

- △ Calculated Point
- Stone Bound
- Rebar Found
- Boundary Line
- - - Subdivision Line
- Pipe Found
- Monument Set
- x - Barbwire Fence Fragment On Ground
- ⊗ Barbwire Fence Fragment In Tree
- POB Point of Beginning

Subdivision Survey
Andrew Stewart &
Shyla Nelson
1427 Jericho Street, Hartford, VT

LATITUDES Land Surveying
129B Spruce Street, Burlington, VT
latitudeslandsurveying.com

Date
9/6/2024
Scale
1"=100'
Project
#24102

This plat is my faithful representation of record evidence, parol evidence, physical site conditions at the time of survey and all other specific evidence referred to in the notes section and on the plat herein. This plat meets the requirements of VT statute title 27, chapter 17, section 1403.

Draft For Permitting
Nathan O. Yager VT LLS # 59685
Date 9/6/2024



Memorandum

To: Andy and Shyla Stewart **RESPONSES BELOW**
Cc: Nate Yager
From: Jo-Ann Ells
Date: September 9, 2024
Re: Subdivision/Lot 04-0012-000

Please submit a response to the following comments/questions on your application for a subdivision before **9:00 a.m., Monday, September 16, 2024**. 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:

Jeff McMahon, Community Assistance Specialist
Jeff.McMahon@Vermont.gov
802-477-2241

Understood.

2. You will need to obtain a driveway permit from the Department of Public Works before a Zoning Permit is issued authorizing any construction on the new 101+ acre lot.

Please acknowledge your understanding. **Acknowledged and understood.**

3. Before the subdivision plat is recorded, your surveyor will need to submit a letter certifying that the monuments have been set according to the locations identified on the approved survey plat.

Please acknowledge your understanding. **Acknowledged and understood.**

4. The proposed lot is over 500' from a fire hydrant. In accordance with the Planning Commission's Fire Policy, the Fire Chief recommends that any new dwelling be equipped with a residential sprinkler system in accordance with applicable NFPA requirements.

It will be recommended that any approval will require that:

- Plans for the sprinkler system be submitted to the Hartford Fire Department for review and approval before commencing installation.
- The sprinkler system be inspected by the Hartford Fire Department before a Certificate of Occupancy will be issued for the dwelling.

Please acknowledge your understanding. **Acknowledged and understood.**

5. Please amend the survey plat such that:

- The lot number for the 8.8 acre parcel is "04-0012-000" and the lot number for the 101+ acre parcel is "04-0012-003."
- The contoured area for lot 04-0012-003 is labeled "building envelope."

Done and attached.

6. Please correct the acreage in item #6 on the application form. **Done and attached.**
7. Please change "planned boundary adjustment" to "planned subdivision" in the first sentence of the project narrative. **Done and attached.**
8. Please send me a single email and provide eight copies of the following revised as necessary per this memo:
 - Application form **Attached.**
 - Project narrative **Attached.**
 - Overlay District form **Attached.**
 - Your response to this memo **Embedded above.**
 - August 19, 2024 letter regarding Soils and Septic from Pete Goulazian **Attached.**
 - Survey **Attached.**

HARTFORD SUBDIVISION, PROJECT NARRATIVE

The planned subdivision is to create a separate parcel of approximately 8.86 acres of land surrounding a house and shed located at 1427 Jericho Street in an RL-5 Hartford, Vermont zoning district. That parcel is currently part of a larger parcel consisting of approximately 109 acres in Hartford and 9 acres in Norwich. No new construction is planned for the 8.86 acre lot.

When the house and 8.86 acres become a separate lot, the remaining 101+ Hartford acres, in RL-5 and RL-10 zoning districts, would then become a separate unimproved lot consisting of roughly 15 acres of open meadow and 85 acres of forest adjacent to Newton Lane. Although no construction or other development is planned for this 101+ acre lot, test holes have been excavated at a site that would be appropriate for the construction of a residence. Pete Goulazian (Reliable Design, Woodstock, VT) a licensed septic engineer, conducted a site evaluation on August 19, 2024 and found the site suitable for a septic system as called for by Vermont wastewater disposal regulations.

The site is an open area at the northeast corner of a large meadow near wooded areas to the north, east, and south easily accessible from an existing right-of-way on our land or directly from Newton Lane. A driveway to the site would have little incline. The site is positioned within 250 feet from the right-of-way and from Newton Lane, to which the right-of-way connects. It is roughly 150 from the nearest point on a neighbor's property.

Andrew Stewart

September 10, 2024

Overlay Districts

§ 260-21 Hartford Zoning Regulations

Your property is in a:

- ☒ Rural Lands Overlay District
- ☐ Agriculture Overlay District
- ☐ Wildlife Connector Overlay District

Please outline how your project complies with the following:

- ☐ The project is exempt:

Exemptions. The following uses are exempt from the administrative review process for overlay districts. However, building/zoning permitting requirements and all other zoning regulations apply.

- Agricultural buildings.
- Residential additions with a building footprint of less than 500 square feet.
- Attached garages with a building footprint less than 500 square feet.
- Accessory structures, including pools and hot tubs, less than 250 square feet in area and less than 10 feet in height.
- Attached decks less than 500 square feet.

No new structures are planned for the 8.86 acre lot or the remaining +/- 100 acres.

☒ Rural Lands- Supplemental development standards.

All development and subdivisions should be laid out, so they integrate carefully into the natural resources while protecting and minimizing fragmentation of land, and adverse visual and environmental impacts on these natural resources. To achieve this, the following supplemental standards shall apply:

- Development envelopes and associated development shall be located down-slope of ridgelines and prominent hills in areas where ridgelines and hillsides are easily visible from existing roadways and shall be considered relative to the availability of less visible locations on-site. Additional landscaping may be required to screen development to reduce visibility.

There are no ridgelines or prominent hills or hillsides on the 8.86 acre lot or the remaining +/- 100 acres visible from existing roadways.

- When locating structures, roads, driveways, utility corridors and rights-of-way, **one or more** of the following should be employed:
 - a. Place improvements at the wooded edge and/or nearby developed areas. If not possible, place improvements in a manner that minimizes encroachment in wooded areas and open fields.
 - b. Follow existing contours, roads, tree lines, and stone walls.
 - c. Share roads, driveways, utility corridors and rights-of-way.
 - d. Place developments and subdivisions close to roads.
 - e. Follow established settlement patterns.

Although no new structure, road, driveway or rights of way are planned, the site that has been found suitable for construction of a single family home is easily accessible from an existing right-of-way and close to Newton Lane, which borders the site. The site is surrounded on three sides, including along Newton Lane, by wooded areas. The site does not encroach on wooded areas and is at an extreme edge of a large (roughly 15 acre) meadow.

- Locate development such that it will not conflict with existing agricultural uses in the area and provide adequate buffers between potentially conflicting uses.

The meadow to the west of the potential home site is not used for agricultural purposes but could be a potential hay field.

- Create an efficient use of land that results in cluster development, small networks of utilities and roads, and large sections of unfragmented land.

Only a single house site is indicated, and no roads, utilities, or construction is planned.

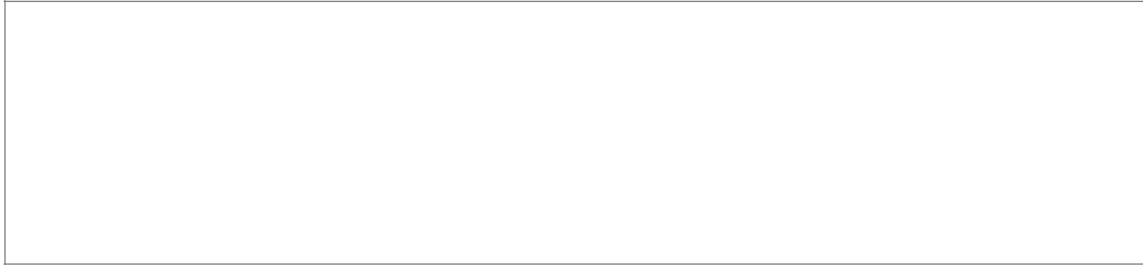
- ☐ Agriculture Overlay District.

Supplemental development standards. In addition to the general provisions for all overlay districts specified in Subsection [B](#) above, all development and subdivisions involving lands 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.

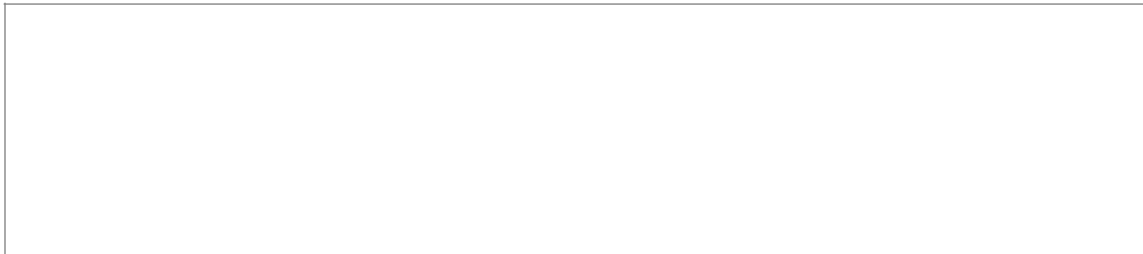
- (b) Buildings should be clustered to avoid the fragmentation of productive farmland/open land.



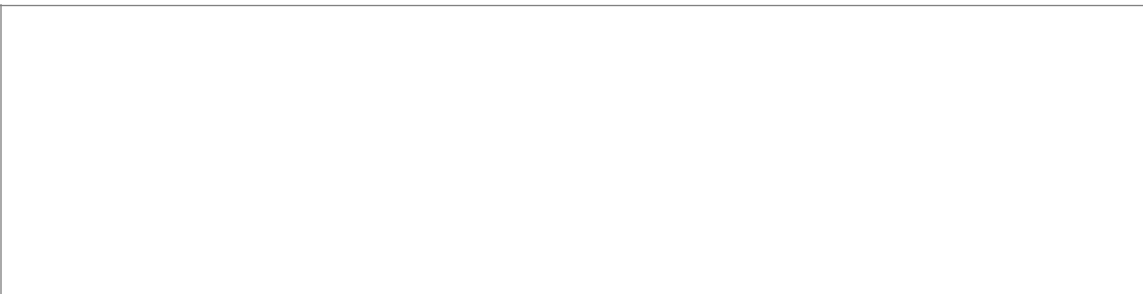
- ☐ Wildlife Connector Overlay District.

Supplemental development standards. In addition to the general provisions for all overlay districts specified in Subsection B above, all development and subdivisions involving lands in a Wildlife Connector Overlay District are subject to the following supplemental standards:

- Development will be encouraged close to roads and/or developed areas to allow sufficient wildlife corridors through the area.



- A buffer area of adequate size from the edge of development shall be established to ensure the protection of critical wildlife habitats and travel corridors.



- Written review from the Vermont Department of Fish and Wildlife regarding the impact of the proposed development on the wildlife corridor and significant wildlife habitats when requested by the Planning Commission for site development plan and subdivision applications or by the Administrative Officer

septic system & water supply
RELIABLE DESIGNS LLC
designs & permitting

August 19, 2024

Andrew Stewart
1427 Jericho St.
Hartford, VT 05001

Re: Soils & Septic Evaluation
Parcel #10398
100 acres+/-
Hartford, VT

Dear Andy:

At your request, on August 19, 2024, a soils & site evaluation was conducted on the above referenced parcel with regards to the current Vermont wastewater disposal regulations. The scope of the project was to evaluate the site and soil conditions in order to identify a potential wastewater disposal site for a future dwelling site on the northeastern portion of your property.

Three test holes were performed onsite with an excavator to examine the soil types and conditions with respect to wastewater disposal. The area tested is the old open pasture north of the currently permitted 7.85 acre Lot 2 (see attached map). The observations consistently revealed a brightly colored, well-drained fine sandy loam to a depth of 28 to 42 inches with firm glacial till below. According to the current Vermont regulations, these soil types and conditions are adequate for a mound type wastewater disposal system.

This evaluation is only with regards to the soil conditions, ground slope and setback requirements of the current Vermont Environmental Protection Rules, Chapter 1. This report does not guarantee permit approval since there are many other factors involved in wastewater disposal design. A State permit approval would require submitting full design plans with an application to the State for review. Please feel free to call me with any questions, or if I can be of any other service.

Very Truly Yours,



Pete Goulazian
System Designer BW #2356