

HARTFORD ZONING BOARD OF ADJUSTMENT

May 17, 2023

Meeting Notice and Agenda

The Hartford Zoning Board of Adjustment will meet on Wednesday, May 17, 2023, beginning at 6:30 p.m. to consider the following Applications and Administrative Matters.

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: 233 106 412 63

Passcode: BrDxxL

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

1 802 377 3677

Phone Conference ID: 672 304 770#

If you cannot access this meeting notice electronically or if you are having difficulty connecting to the meeting, please email Jo-Ann Ells at jells@hartford-vt.org

A. Public Hearings, beginning at 6:30 p.m.

1. Application #03-23 by Ke Zhang (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations to add a fourth dwelling unit to an existing multi-unit dwelling, lot 31-0098-000, 153 Christian Street, White River Junction, in VR-C and R-3 zoning districts.

B. Administrative matters: 1. Public Comment 2. Minutes. 3. Elect Officers. 4. Administrative Permits. 5. Availability for the next Public Hearing

Application materials are available at the Hartford Town Hall, Department of Planning and Development Services, 171 Bridge Street, White River Junction, Vermont (802) 295-3075. Persons wishing to appear and be heard may do so in person, or be represented by another party and/or submit 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.

Steve Lagasse, Chair

**Zoning Board of Adjustment
Administrative Agenda
May 17, 2023**

1. Public Comment

2. Minutes

April 18, 2023

3. Elect Officers

4. Administrative Permits

None

5. Availability for the next Public Hearing

**DRAFT
MINUTES
Zoning Board of Adjustment
April 18, 2023**

Present: Steve Lagasse, Chair (03-07-25), Chris Lowe, Vice Chair (03-21-25) Tom Franklin (04-04-25), Stephanie Gile (11-15-24), and Jo-Ann Ells, Zoning Administrator

Absent: Alice Maleski (03-07-25), and Lannie Collins, Selectboard Liaison

Public Hearing

Steve Lagasse opened the Hearing, read the hybrid meeting script, asked people to sign in, explained the Hearing process, administered the oath, and took a roll call.

1. Application #01-23 by Catamount Self Storage, LLC (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations for a self-storage facility, lot 08-0090-000, Route 14, White River Junction, in an IC zoning district. (Continued from March 8, 2023)

Nick Tsouknakis, Jeff Goodrich, Skip Nalette, and David Grayck were present.

Jo-Ann Ells noted that the application was continued from the Board's Hearing in March and asked the applicant to review new materials.

Jeff Goodrich noted that the following had been submitted as outlined in Jo-Ann Ells' memo of April 4, 2023:

- Revised Plans
- Self-Storage Perspective/Elevation
- RV Storage Perspective/Elevation
- Photometric and Light Specifications and Details
- Electrical, Lighting and Cameras Brochure
- Existing Conditions Worksheet
- Proposed Conditions Worksheet

He explained that a Turning Movement Plan for a Tractor Trailer was not provided as the applicant is not proposing tractor trailer access.

Chris Lowe asked that the proposed fencing be shown on all applicable sheets in exhibit #2.

Jeff Goodrich noted that the Planning Commission had requested that the proposed row of red cedars be extended to the capped rebar.

Steve Lagasse asked that the applicant make sure that the lighting fixtures are installed correctly.

Steve Lagasse asked for public comment.

Abutter Michael Lazar introduced himself. He asked why the elevation numbers on the plans for his project and this project were so different. Jeff Goodrich explained that assumed data was used for the Lazar property and State plane coordinates were used for the Catamount site.

Michael Lazar asked about the three squares in the center building as indicated on the plans.

Nick Tsouknakis stated that they were areas for a kiosk, hallway, and building/unit examples. David Grayck questioned the relevancy of the question.

Michael Lazar requested that screening be required between the facilities and submitted a warranty deed and a single page of a deed which he described as depicting the right to plant landscaping in the 50' right-of-way and suggested landscaping could alternatively be planted on the applicant's western property line.

David Grayck stated that he did not agree that landscaping could be placed in the right-of-way and noted it was his opinion that this was a property right issue which was not for the Board to decide.

Jeff Goodrich reviewed the existing stormwater system on the Lazar property and in the 50' right-of-way on, and the proposed stormwater system for the applicant's project.

Steve Lagasse asked if there was room for plantings on the western side of the applicant's lot, outside of the 50' right-of-way. Skip Nalette explained that there is approximately 1 ½' of grass in this area which is not sufficient for plantings.

Jeff Goodrich commented that Michael Lazar was not required to plant along his eastern boundary, adjacent to the right-of-way, and questioned the practicality of planting landscaping between two self-storage facilities.

Chris Lowe noted that he felt screening between identical uses and landscaping along the road was different.

Michael Lazar reviewed his stormwater system and questioned the applicant's right to connect to an existing catch basin in the 50' right-of-way that he installed. David Grayck stated that Michael Lazar's right to use the 50' right-of-way is limited, and the Zoning Board Hearing is not the appropriate forum to litigate property rights.

The Board concurred that their review authority did not include resolving property right disputes.

04-18-23

Steve Lagasse moved to close the Public Hearing. Stephanie Gile seconded, and the motion passed unanimously.

Steve Lagasse polled the Board about requiring slats in the chain link fence. The Board was split on the issue.

Jo-Ann Ells reviewed changes to the draft Findings of Fact as discussed during the Public Hearing.

Chris Lowe moved to approve the application with the changes as noted by Jo-Ann Ells. Stephanie Gile seconded, and the vote passed unanimously.

2. Application #02-23 by Chorro, LLC (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations to convert a single-unit dwelling to a two-unit dwelling, lot 45-0258-000, 261 South Main Street, White River Junction, in an CB zoning district.

Tim Sidore and Jim Wasser were present.

Jo-Ann Ells told the Board that the Planning Commission had approved the parking reduction as requested.

Jim Wasser reviewed the application.

Chris Lowe asked if angled parking spaces would work. Jim Wasser explained that there was no room without using a portion of the Town right-of-way which is not allowed.

Chris Lowe asked about exterior improvements. Jim Wasser noted that they might open up the porch. Tim Sidore added that they may update the siding.

Tom Franklin commented that it was nice to get another dwelling unit downtown.

There was no public comment.

Steve Lagasse moved to close the Public Hearing. Stephanie Gile seconded, and the motion passed unanimously.

Tom Franklin moved to approve the application. Stephanie Gile seconded, and the vote passed unanimously.

Administrative Matters

1. Minutes

04-18-23

Steve Lagasse moved to approve the minutes of March 8, 2023 as prepared. Tom Franklin seconded, and the motion passed unanimously.

2. Elect Officers

Tabled until the full Board could participate.

3. Administrative Permits

None

4. Availability for the next Public Hearing

All Board members anticipated being available for the May 17, 2023 Hearing.

5. Public comment

None

Adjournment

At 7:07 p.m., Steve Lagasse moved to adjourn. Chris Lowe seconded, and the motion passed unanimously.

Respectively Submitted,

Alice Maleski, Clerk

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

HARTFORD ZONING BOARD OF ADJUSTMENT

**Application #03-23 by Ke Zhang
for Conditional Use Approval
to add a fourth dwelling unit to an existing multi-unit dwelling
lot 31-0098-000, 153 Christian Street
White River Junction, in VR-C and R-3 zoning districts**

This decision pertains to application #03-23 by Ke Zhang (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations to add a fourth dwelling unit to an existing multi-unit dwelling, lot 31-0098-000, 153 Christian Street, White River Junction, in VR-C and R-3 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 Zoning Board of Adjustment meeting of May 17, 2023 the Hartford Zoning Board of Adjustment makes the following Findings of Fact:

General Information

1. The owner of record of lot 31-0098-000 is Ke Zhang who acquired the lot on 08-08-22. The deed is recorded in volume 604, page 156 of the Hartford Land Records.
2. The lot is approximately 0.88 acres/38,332.8 sq. ft.
3. The lot is developed with a three-unit dwelling.
4. The lot is class one; municipal water and sewer.
5. The lot is in VR-C and R-3 zoning districts.
6. The property was developed before the adoption of Zoning Regulations.

This Application

7. The applicant proposes to convert the three-unit dwelling to a four-unit dwelling.

2. #03-23

8. 0.49 acres/21,344.4 sq. ft. of the lot is in the VR-C zoning district.
0.39 acres/16,988.4 sq. ft. of the lot is in the R-3 zoning district.
9. The multi-unit dwelling is in the VR-C zoning district.
10. Density in the VR-C zoning district for a class one lot is 1 unit/3,500 sq. ft.
Six dwelling units are possible under the density allowance. $(21,344.4/3,500=6.09)$
11. Existing exterior light fixtures are located in covered entrances to the building.
The applicant understands that lighting may 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 or will be found in violation of this approval.
12. Eight parking spaces are required. $(4 \text{ units} \times 2 \text{ parking spaces} = 8 \text{ parking spaces})$
13. Eight exterior parking spaces are proposed. (See exhibit #2)
The applicant may make additional parking spaces in the existing garage available to tenants.
14. 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.
15. Trash will be stored in exterior trash bins adjacent to the garage.
16. The applicant understands that they retain the obligation to identify, apply for, and obtain relevant local and state permits for this project.
17. 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.
18. The applicant understands that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project and before the unit 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.

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 #03-23 by Ke Zhang (owner/applicant) for Conditional Use Approval under section 260-16 of the Hartford Zoning Regulations to add a fourth dwelling unit to an existing multi-unit dwelling, lot 31-0098-000, 153 Christian Street, White River Junction, in VR-C and R-3 zoning districts **on the condition that:**

1. **Before a Zoning Permit is issued the applicant provides a copy of their water and wastewater allocation to the Zoning Administrator.**

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

- **Written verification certifying that the project was constructed in compliance with the approved plans, Findings of Fact, and Zoning Permit.**
- **A copy of a recorded Energy Code Certificate if required by the State of Vermont.**

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:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ____ day of May 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 #03-23
2. Site plan prepared by Ke Zhang dated received April 26, 2023
3. Email from Ke Zhang dated April 25, 2023

5. #03-23

4. Memo from Jo-Ann Ells dated April 18, 2023

5. Letter from Ke Zhang dated April 17, 2023

6. Photograph of the property



Town of Hartford

Planning Commission App # _____
Zoning Board of Adjustment App # 1323

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) Ke Zhang

19 Currier Place, Hanover, NH 03755

Deed Recorded Book 604 Page 156 (Available at Town Clerk's Office)

Telephone: Work _____ Cell 603-286-0580 Email Address: ke.t.zhang@hotmail.com

2. NAME & ADDRESS OF APPLICANTS(S) Ke Zhang

19 Currier Place, Hanover, NH 03755

Telephone: Work _____ Cell 603-286-0580 Email Address: ke.t.zhang@hotmail.com

3. NAME & ADDRESS OF APPLICANTS' CONSULTANT N/A

Telephone: Work _____ Cell _____ Email Address: _____

4. PROJECT LOCATION 153 Christian Street, White River Junction, VT 05001

5. PRESENT USE OF PROPERTY Apartment building

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

Converting one of three of the existing apartments into two, with the goal of increasing the number of units available from three

apartments to four. Project has no site work. Plans will be included that confirms adequate area exists on site for required parking.

7. PROJECT SIZE IN SQ. FT OR ACREAGE 0.8 AC

Lot Width 213+/- Lot Depth 179+/-

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

Water Consumption/day 560gpd Amount of Sewer Flow Projected 560gpd

Size of Closest Lines Above (water) 8 (sewer) 8

9. DESCRIBE LANDSCAPING PLAN No site alterations are planned at this time. Building and parking area are currently surrounded by lawns and woods.

10. IF A BUSINESS - Present # of Employees N/A

Proposed Days & Hours of Operation N/A

Will you use the landfill & recycling center? Yes N/A No N/A

The main waste by-product of your business is: N/A

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 N/A
14. FENCING - Location N/A Height N/A
15. NEAREST WATER SUPPLY FOR FIRE PROTECTION Municipal System
16. ESTIMATED VALUE OF PROPOSED WORK No site work
17. IS THERE AN EXISTING DRIVEWAY? Yes
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] 4/17/2023
Applicant's Signature Date

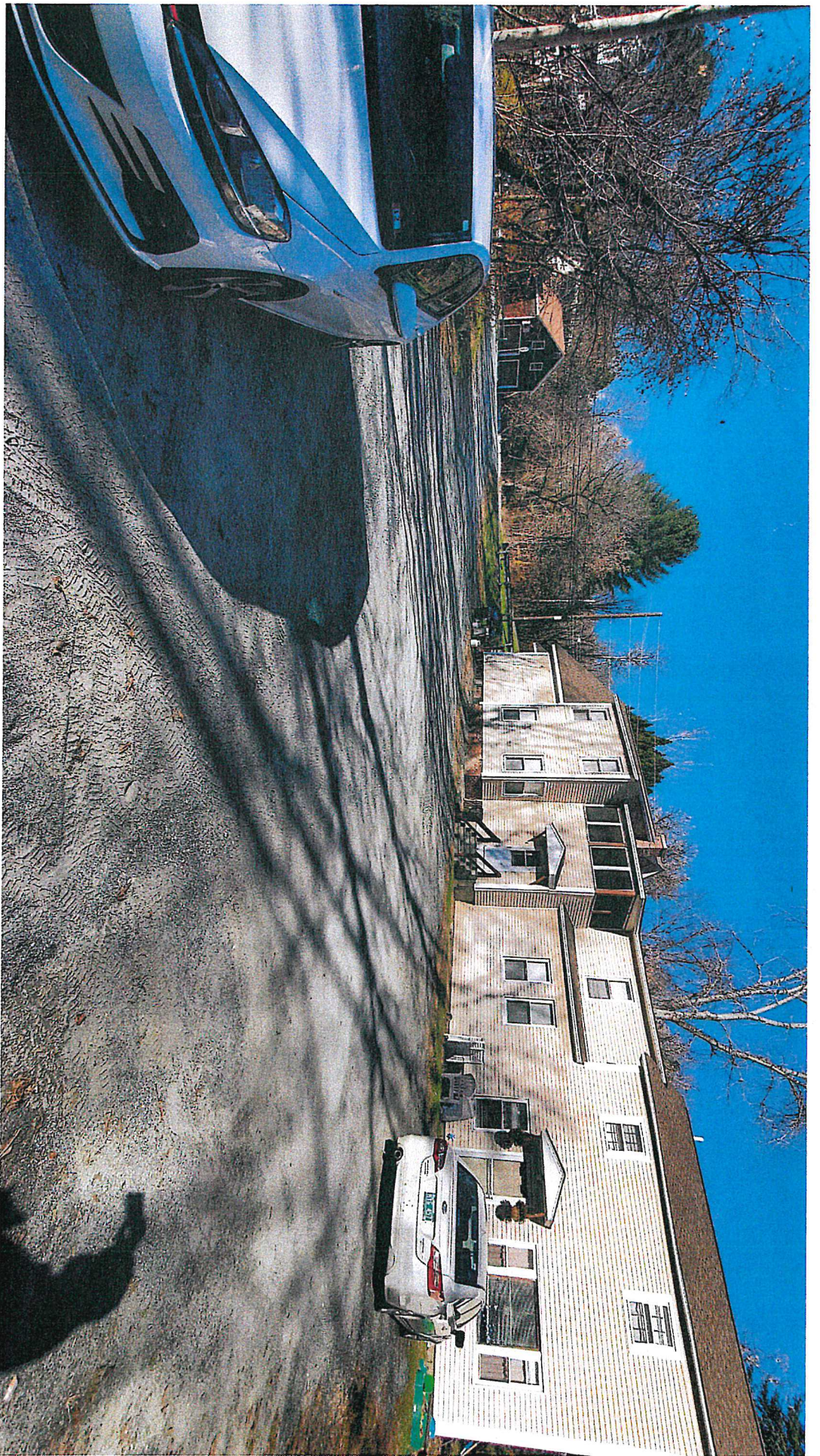
[Signature] 4/17/2023
Lot Owner's Signature Date

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. Please call 802-282-6488 to speak with the State Permit Specialist

For Office Use Only		
Map/Lot #	<u>31-98</u>	
Fee Paid \$:	<u>✓</u>	Receipt #:
PC: Site Plan <u>✓</u>	Min. Sub.	Maj. Sub.
PD	PD Amend.	Other
ZBA: Conditional Use <u>✓</u>	Variance	Appeal
Other		
Zoning District (s)	<u>VRC+ R-3</u>	Date Filed: <u>4-17-23</u>
Official Submittal Date:	<u>4-17-23</u>	



Memorandum

To: Ke Zhang
From: Jo-Ann Ells, Hartford Zoning Administrator
Date: April 18, 2023
Re: 153 Christian Street/31-0098-000

Please submit a response to the following comments/questions on your application for a fourth dwelling unit at the property referenced above to my office before **9:00 a.m., Tuesday, April 25, 2023**. If you are unable to meet this deadline, please contact me immediately to discuss the deadline to have your application considered during the next round of Public Hearings.

The completeness of your response and decision to make additional changes to your project will determine if your application will be ready for a Public Hearing. It is therefore important that you contact me with any questions you have regarding these comments. (See Application Process Policy)

Prior to the Planning Commission/Zoning Board of Adjustment Public Hearings, 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. Please call 282-6488 to speak to the Regional State Permit Specialist, Rick Oberkirch.
2. Please contact Tom Peltier, Fire Marshal, to discuss obtaining a Public Building permit. tpeltier@hartford-vt.org (295-3232).
3. A VT licensed Engineer will need to prepare an application for a wastewater and water supply allocation. Please discuss this with your Engineer.

A copy of the allocation will need to be submitted before a Zoning Permit is issued.

Please confirm your understanding.

4. Please confirm that the project is ADA compliant.
5. A 24' wide access aisle behind the parking spaces is required unless a reduction is approved based on justification from a VT licensed Engineer. Please amend the site plan accordingly, or submit justification from your Engineer for a reduced width.
6. A "Site Plan" (not a "Draft Site Sketch") needs to be prepared submitted including the following elements:
 - Name and address of the owner of record

- Name and address of abutting landowners
- Parcel size (width, depth, and area) and location
- Parcel map lot number
- Name and address of the person who prepared the plan
- Scale of the plan (including a graphic scale)
- North arrow
- Date the plan was drawn
- Site location map
- Zoning district boundary line
- Total acreage in each zoning district
- Parking spaces (9 x 18')
- Structures
- Existing and proposed plantings
- Exterior dumpsters (if proposed) including screening
- Surface water and 15' riparian buffer
- Existing and proposed exterior lighting (including type of fixture)
- Area for snow storage

Please do not include elements on the "Draft Site Sketch" that are not applicable to this project.

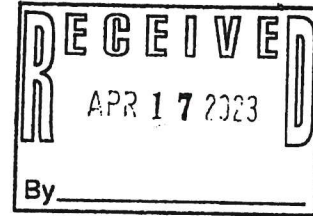
7. Will the parking spaces be designated (i.e. tire stops)?
8. Will the parking spaces be assigned to specific units?
9. Is the garage used for parking?
10. Please acknowledge that you understand that exterior lighting must not create excessive off-site or sky glow and if the Zoning Administrator determines that lighting does not meet this condition, you will be required to comply.
11. Please acknowledge that you understand that once the project is complete and before a Certificate of Occupancy will be issued you need to:
 - Submit written verification from the preparer of the site plan certifying that the project was constructed in compliance with the approved plans and Findings of Fact.
 - Record an Energy Code Certificate in the Land Records if required by the State of Vermont.

Please acknowledge that you understand these requirements.

12. Please email me a copy of all application materials, including your response to this memo, in a single email.
13. Please submit 14 copies of:
 - Site Plan
 - Photographs
 - Cover letter
 - Response to this memorandum

April 17, 2023

Jo-Ann Ells, Zoning Administrator
Hartford Planning & Zoning
Hartford Municipal Building
171 Bridge Street
White River Junction, Vt. 05001



Re: 153 Christian Street (Lot 31-98)
Site Development Plan Application

Dear Jo-Ann,

Please find enclosed please find application materials for Site Development Plan Approval for 153 Christian Street (Lot 31-98). The lot is 0.88 acres (38,332± square feet) in the R-3 and VR-C zoning districts, and the building currently has three (3) apartments. Zoning regulations require 8,000 square feet of lot per dwelling unit in the R-3 zoning district and 3,500 square feet of lot per dwelling unit in the VR-C zoning district. The applicant intends to convert interior spaces and have a total of four (4) apartments.

Zoning regulations also require two (2) parking spaces per apartment. The enclosed site sketch shows the existing parking area provides eight (8) parking spaces. The Institute of Transportation Engineers' *Parking Generation Manual* has data showing that the parking generation rate for apartment buildings is approximately 1.5 paces per dwelling unit, and demand for parking at this site will most likely not exceed this rate. This equates to six (6) spaces for the proposed total of four (4) apartments.

All work will be internal to the building and no additions are planned. Water and sewer fixtures will be connected to the existing services inside the building and said services have adequate capacity to serve the additional dwelling units. With no external site work planned, this application requests a waiver from submitting a formal site plan drawing and to rely on the attached site sketch and photographs as sufficient evidence to depict the site conditions.

Thank you for your continued assistance with the application for this project. Please contact us with any further questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Ke Zhang", written in a cursive style.

Ke Zhang
Applicant and Property Owner

Email

4-25-23

Hi Jo-Ann,

Here are my responses to your comments:

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. Please call 282-6488 to speak to the Regional State Permit Specialist, Rick Oberkirch.
 - o KZ: Yes, I understand.
2. Please contact Tom Peltier, Fire Marshal, to discuss obtaining a Public Building permit. tpeltier@hartford-vt.org (295-3232).
 - o KZ: Yes, will do.
3. A VT licensed Engineer will need to prepare an application for a wastewater and water supply allocation. Please discuss this with your Engineer.
 - a. A copy of the allocation will need to be submitted before a Zoning Permit is issued.
 - b. Please confirm your understanding.
 - KZ: Yes, I understand.
4. Please confirm that the project is ADA compliant.
 - o KZ: Yes, this project is.
5. A 24' wide access aisle behind the parking spaces is required unless a reduction is approved based on justification from a VT licensed Engineer. Please amend the site plan accordingly, or submit justification from your Engineer for a reduced width.
 - o KZ: Per our discussion, the changes in the attached site plan allow more than 24' wide access aisle behind the parking spaces.
6. A "Site Plan" (not a "Draft Site Sketch") needs to be prepared submitted including the following elements:
 - a. Name and address of the owner of record
 - b. Name and address of abutting landowners
 - c. Parcel size (width, depth, and area) and location
 - d. Parcel map lot number
 - e. Name and address of the person who prepared the plan
 - f. Scale of the plan (including a graphic scale)
 - g. North arrow
 - h. Date the plan was drawn
 - i. Site location map
 - j. Zoning district boundary line
 - k. Total acreage in each zoning district
 - l. Parking spaces (9 x 18')
 - m. Structures
 - n. Existing and proposed plantings
 - o. Exterior dumpsters (if proposed) including screening
 - p. Surface water and 15' riparian buffer

- q. Existing and proposed exterior lighting (including type of fixture)
 - r. Area for snow storage
 - KZ: Please review the attached site plan, and let me know if it meets all the requirements.
 - s. Please do not include elements on the "Draft Site Sketch" that are not applicable to this project.
 - KZ: Done.
7. Will the parking spaces be designated (i.e. tire stops)?
- o KZ: No - as we discussed, installing tire stops will create challenges for winter snow plowing in the parking lot.
8. Will the parking spaces be assigned to specific units?
- o KZ: Yes, the leases (any new lease for new tenants, or any renewed lease for existing tenants) will have language for parking space assignment.
9. Is the garage used for parking?
- o KZ: Possibly, we are going to offer the garage to tenants for a fee - I can see the possibility that tenants who don't want to deal with snow on the vehicles in winter rent the garage parking space.
10. Please acknowledge that you understand that exterior lighting must not create excessive off-site or sky glow and if the Zoning Administrator determines that lighting does not meet this condition, you will be required to comply.
- o KZ: Yes, I understand
11. Please acknowledge that you understand that once the project is complete and before a Certificate of Occupancy will be issued you need to:
- a. Submit written verification from the preparer of the site plan certifying that the project was constructed in compliance with the approved plans and Findings of Fact.
 - b. Record an Energy Code Certificate in the Land Records if required by the State of Vermont.
 - c. Please acknowledge that you understand these requirements.
 - KZ: Yes, I understand.
12. Please email me a copy of all application materials, including your response to this memo, in a single email.
- o KZ: Please see attached.
13. Please submit 14 copies of:
- a. Site Plan
 - b. Photographs
 - c. Cover letter
 - d. Response to this memorandum
 - KZ: Once you give me the ok for the site plan, I'll print out the hard copies. Thank you for your help on this application!

Best,

Ke

UTILITY POLE	0 DIE
EXISTING CAPRED REBAR	0 ECH
EXISTING 6" ROUNG CONCRETE BOUND	0 ECB
EXISTING 4"x4" CONCRETE BOUND	0 ECR
EXISTING REBAR	0 EEP
EXISTING 12IN PIPE	0 EER
SAT CAPRED REBAR (0/5")	0 SER