

Development Application



Required for all applications, Zoning, Building and Public Works.

Applicant Information							
Project Address	1 West Street			Lot size?	.72 Acres	Detached, Single Family?	Y / N
Applicant Name	Vermont College of Fine Arts						
Address	36 College St.			City	Montpelier	State	VT ZIP 05602
Phone	802-917-3933			Email	Katie.gustafson@vcfa.edu		
Is the Applicant the Owner of the property?				(Y) / N			
If No, fill out below.							
Owner Name							
Address		City		State		Zip	
Phone		Email					
Mail all permit materials to: Owner or Applicant (circle one)							

Project Information (See staff for assistance if necessary)			
Zoning District:	MUR	Neighborhood:	College Hill - East State St.
Design Control District:	yes	River Hazard Area:	no
National Register of Historic	no	Existing Use of Property:	dormitory + cafeteria
<input type="checkbox"/> New Principal Building <input type="checkbox"/> Major Renovation* to existing principal building. <input checked="" type="checkbox"/> New Tenant or Use <input type="checkbox"/> Accessory structure > 2000ft ² <input type="checkbox"/> Accessory structure taller than 24ft <input type="checkbox"/> Construction Cost Estimate: _____ <input type="checkbox"/> Additional impervious surface created?		<input type="checkbox"/> Parking spaces added. How many? _____ <input type="checkbox"/> Are new lots being created? _____ <input type="checkbox"/> Any work within the City Right of Way? Y/N <input type="checkbox"/> Additional bedrooms? Y/N <input type="checkbox"/> Any change in the water or sewer service? Y/N <input type="checkbox"/> Other activity, describe below. <input type="checkbox"/> Fill or excavation will affect the property? How much material will be added/removed?	

*Extensive alteration work on exterior shell of the building, and may include additional work on primary structural components, mechanical, electric and plumbing systems, and/or site work. Typically, the extent and nature of the work is such that the building cannot be used for its intended purpose while the work in in progress.

Project description
A local company, GTC, is looking for commercial kitchen space in order to produce meals for the elderly and homeless populations in Vermont. GTC's funding is through federal Covid relief funds.

Site plan

Is a site plan attached showing existing and proposed conditions? Y / N

The minimum requirements for a site plan are; property lines, street, existing and proposed structures, setbacks from property lines of proposed structures, applicant's name, date, scale and north arrow. (See "green sheet" for features required if applicable.)

Project information

Does your project involve new construction, addition, alteration, renovation or repair to a structure?

Y / N

If yes, you may have to record a Vermont Residential/Commercial Energy Standards (RBES or CBES) Certificate in the Land Records prior to receiving your Certificate of Compliance/Occupancy. Contact Energy Code Assistance Center at (855) 887-0673 or online at http://publicservice.vermont.gov/topics/energy_efficiency/rbes.

Disclaimer and Signature

The undersigned hereby request(s) a permit for land development as described above and certifies that the information presented is true and correct to the best of my knowledge. I understand that the permit runs with the land and that compliance is ultimately the property owner's responsibility. I understand that if more information becomes available to staff additional review and fees may be required. I also understand that this permit, if issued, will be deemed null and void in the event any material information upon which it is based is found to be incorrect or misrepresented.

(Property Owner) printed:

Signature:

Date:

(Applicant) printed: Katie Gustafson

Signature: 

Date: 12-11-2020

This application is for Local City of Montpelier Permits. Your project may also require State permits. We recommend that you contact the following State agencies early in your project planning: (brochures available in the Planning Department)

Department of Environmental Conservation (DEC) – (802) 505-5367

Vermont Department of Labor – (802) 828-4000

For Office Use Only

Attachments Required	Fees	Fees received
Building Basic		
Building Major		
Zoning Admin.		
River Hazard		
Waiver/Variance		
Conditional Use		
Site Plan		
Sign		
Public Works		
Design Review		

Check #
Amount received:
Date received:
Received by



Check #
Amount received:
Date received:
Received by

Check #
Amount received:
Date received:
Received by

Dewey Hall – Site, Parking, and Landscaping plan

Dewey Hall is located at 1 West Street, and is on the corners of First Avenue and Ridge Street. There are 4 individual neighbors that abut the lot and front on Tracy Street there are 4 individual neighbors across Ridge Street, there is 1 neighbor across First Avenue, and the VCFA green is across West Street.



 <p>NORTH</p>	 <p>Scale in Feet</p>	<p>Map Index</p> <table border="1"> <tr> <td>18</td> <td>19</td> </tr> <tr> <td>18</td> <td>19</td> </tr> <tr> <td>23</td> <td>24</td> </tr> </table>	18	19	18	19	23	24	<p>PROPERTY MAP OF MONTPELIER VERMONT</p>	<p>APRIL 2014 MAP 18 South East</p>
18	19									
18	19									
23	24									

There are 8 parking space located in a parking lot behind this building. There will be parking lot spaces available for the Food Service Contractor to use.

There is an 8ft fence that runs along the parking lot and a row of 20ft evergreen trees that separate the neighbor's lots from the parking lot and building.



Zoning Permit Attachment



Applicant Information	
Project Address	Date
Applicant Name	

Purpose of Application	Fill out sections below.
<input type="checkbox"/> New Structure or addition	Sections 1. And 2.
<input checked="" type="checkbox"/> Change of Use	Sections 5. And 6.
<input type="checkbox"/> Design Review	Section 7.
<input type="checkbox"/> Boundary Line Adjustment	Section 3.
<input type="checkbox"/> Home Business	Sections 5. And 6.
<input type="checkbox"/> Demolition	Section 4.
<input type="checkbox"/> Excavation or Fill	Section 2.

1. Dimensions §3002	
Dwelling Unit(s)	Existing? _____ New? _____ Proposed lot total? _____
Lot Frontage	
Lot Coverage	Footprint
Setbacks	Front: _____ Side (R): _____ Side (L): _____ Rear: _____
Height	

2. Environmental factors (§3005, §3006 & §3007) A site plan will be required.	
Does the property contain any mapped Wetlands, Vernal pools or Riparian Areas?	
Does the subject property have any slopes greater than 10%?	
If yes above, what is the area of disturbance?	

3. Lot Lines (§3510)				
Proposed	Acres	Frontage	Coverage	Setbacks (front/side left/side right/rear)
Lot 1 (applicant)				
Lot 2				

4. Demolition (§3004)	
Is the structure a contributing structure on the National Register of Historic Places?	
Attach a demolition and site remediation plan. (§3004.C)	

5. Parking (§3011)

Existing spaces: 8

Proposed spaces total: 8

6. Uses (figure 2-15 Use Table)

Current Uses	Gross floor area	Proposed Uses (Include current uses remaining.)	Gross floor area
Dormitory	28,794 sqft	Food Service Contractor	1500 sqft
Cafeteria	2000 sqft	(to co-exist with existing Academic Institution uses)	
Commercial Kitchen	1500 sqft		

7. Design Review (§2201)

Include; Elevation drawings or photographs of existing and proposed, cut sheets, colors, and site showing location of proposed changes.

Additional information if helpful

Attach a narrative if necessary:

All activities approved by this zoning permit must be completed within 2 years of issuance.

All actions or determinations made by the Administrative Officer regarding this zoning permit application may be appealed by you or an interested person to the Development Review Board during a 15-day appeal period.

If Development Review Board approval is required, actions by the DRB may be appealed by you or an interested person to the Environmental Court during a 30-day appeal period, which begins upon the date their decision, is issued. State law requires that the permit cannot take effect until all appeal periods have concluded without appeal. If appealed, the permit does not take effect until the appeal has been resolved. Any activity subject to this permit commenced before the effective date is solely at the applicant's risk.

For staff use only:

Proposed:

- FAR (gross floor area/total lot area); _____ (For non-residential uses.)
- Residential density subject district; _____ (For residential uses.)
- Major/Minor
- Slope
- Buffer zones

Request for a Conditional Use Review



APPLICANT INFORMATION

Project E911 address 1 West Street Application Date: 12/11/2020

Applicant Name Vermont College of Fine Arts

This request must accompany a Development Application. Is Development Application attached? Y / N

Request must contain a brief description of subject property and project. Is description on Development App.? Yes

All land development listed as a conditional use in Part 2 of these regulations must conform to the following standards:

1) Capacity of Community Facilities and Utilities please see attached

The applicant must demonstrate that the proposed development will not cause a disproportionate or unreasonable burden on the city's ability to provide community facilities and utilities including; *(attach documentation if necessary)*

- a. Local schools.
- b. Police, fire protection and ambulance services.
- c. Street infrastructure and maintenance.
- d. Parks and recreation facilities.
- e. Water supply, sewage disposal and stormwater systems and infrastructure.

2) Traffic please see attached

The applicant must demonstrate: *(attach documentation if necessary)*

- a. That the volume, type and timing of traffic generated by the proposed development will not be substantially greater than what would normally occur at nearby uses or at other uses permitted in the neighborhood.
- b. That the traffic generated by the proposed development will not unreasonably and disproportionately contribute to a reduced level of service for affected streets and intersections, and for all modes of travel.
- c. That reasonable measures have been taken to minimize and/or mitigate the amount of vehicular traffic generated by the proposed development.

3) Character of the Neighborhood(attach documentation if necessary) *please see attached*

To be compatible with and enhance neighborhood character, proposed development must be located and designed in accordance with the following:

a. **Architectural Compatibility.** New development must be architecturally compatible with the neighborhood through relationships of scale, massing, siting, detail and materials. Please explain how this will be met.

b. **Yards, Lot Coverage and Landscaping.** New development must maintain a sense of open space that is appropriate to the neighborhood by balancing the size of the building's footprint with the mass of the structure and the size of the lot. Please explain how this will be met.

c. **Lighting and Noise.** New development must not generate a substantially greater amount of outdoor lighting or noise than other uses already established in the neighborhood or than what would be typical of the uses permitted in the district. Please explain how this will be met.

4) Performance Standards intended to protect neighborhood character and quality of life. Will the project contribute any of the following to the neighborhood? Please explain. *(attach documentation if necessary) please see attached*

a. **Noise**

b. **Glare**

c. **Odors**

d. **Vibration**

e. **Electrical or Radio Interference**

f. **Waste Storage**

g. **Particulate Matter and Airborne Solids**

h. **Flammable, Toxic or Hazardous Substances and Wastes**



Dewey Hall - Request for Conditional Use

Capacity of Community Facilities and Utilities

The addition of a Food Service Contractor in Dewey Hall on the VCFA campus will not add a disproportionate or unreasonable burden on the local schools, emergency services providers, street infrastructure and maintenance, parks and recreation facilities or water supply, sewage disposal and storm water systems or infrastructure. The Dewey kitchen was built for a capacity to feed upwards to 400+ students. The college currently has an enrollment of 372 students but each program has a different semester calendar and are not on campus at the same time of year. The largest program currently is approximately 180 students and faculty. As a result the kitchen has excess capacity. Street traffic will increase modestly, but only related out-going food deliveries which are made by vans, not large delivery trucks and therefore will not create undo stress on street infrastructure. Water and sewage disposal will increase modestly but not beyond the capacity of the building's kitchen.

Traffic

Food deliveries for the Food Service Contractor will correspond with current food deliveries made for the college which occur approximately 2-3 times a week. Outgoing food deliveries will be made by vans and will occur 2-3 times a day. All deliveries will occur during the hours of 7am-5pm.

Character of the Neighborhood

There is no new construction associated with this request for conditional use. There will be minimal lighting and noise associated with the Food Service Provider which will relate to the outgoing food deliveries which will occur with vans and are estimated to be 2-3 times a day. Approximately 3 more vehicles will be in the parking lot for brief periods of time each day.

Performance Standards

The project noise will be contained within the building. There will be minimal additional noise from approximately 3 additional vehicles in the parking lot for brief periods of time each day.

There will be no glare created by the project.

There will be food cooking odors associated with the project similar in nature to the food cooking odors associated with the meals prepared for the college's students.

There will be waste associated with the project similar in nature to the waste associated with the meals prepared for the college's students: trash, recycling and compost.

There will be no: vibration, electrical or radio interference, particulate matter and airborne solids, flammable, toxic or hazardous substances or wastes created by the project.



Zoning and Building Fee Schedule

All fees are non-refundable except when an application is withdrawn prior to any review by the Zoning Administrator, Building Inspector or Development Review Board. A withdrawal request must be made in writing. Please make checks payable to the City of Montpelier. For questions about the fee's or permit process contact the Planning Department at 802-223-9506.

APPLICATION FEES

BUILDING PERMIT FEES

- Single Family, single unit \$ _____
- Commercial \$ _____
- Fire & Life Safety Inspection
- Elevators and sprinklers added to existing
- Handicapped accessibility improvements, existing buildings
- Energy efficiency improvements, existing buildings

A	B	C	D	Total	
\$10					+ \$3.50 per \$1000
\$10					+ \$8.50 per \$1000
\$125					
\$0					
\$0					
\$0					

Circle all fees that apply and add up column totals

ZONING PERMIT FEES

NEW CONSTRUCTION

- Single-Family Dwelling
- Two-Family Dwelling
- Multi-Family Dwelling # Units _____
- Non Residential Building / Addition # ft² _____
- Residential Building Addition # ft² _____
- Accessory Building (garage, shed) # ft² _____
- Accessory Apartment
- Porch/Deck/Fence/Pool/Ramp/Demolition/Excavation/Fill USE

\$200					
\$400					
\$200 per unit					
\$50					+ \$15 per 100 sf (as total sf of all floors)
\$50					+ \$10 per 100 sf for any size over 500 sf
\$50					+ \$10 per 100 sf for any size over 500 sf
\$100					
\$50					

- Establish new use
- Change of use
- Establish home occupation

* \$50				50	(\$0 if in conjunction with above)
* \$50					(\$0 if in conjunction with above)
\$50					

OTHER

- Boundary Line Adjustment (BLA)
- Minor Site Plan (Administrative Amendment)
- Sign(s) # Signs _____
- Design Review

\$100					
\$100					
\$50					+ \$10.00 per additional sign
	\$25				
	\$25				
	\$50				(cost includes Certificate of Compliance)
	\$75				(cost includes Certificate of Compliance)

RIVER HAZARD AREA

- River Hazard Area Non-substantial Improvement
- River Hazard Area Residential Accessory
- River Hazard Area New Construction/Substantial Improvement

				\$100	100
				\$50	
				\$50	50
				\$50	
				\$50	
				\$25	
				\$100/Lot	

REVIEW FEES

- Development Review Board Base Fee
- Appeal of the Zoning Administrator's Determination
- Conditional Use
- Variance
- Major Site Plan
- Design Review (appeal)
- Subdivision/PUD (sketch)
- Subdivision/PUD (Preliminary and Final) # Lots _____

				\$30	30	*increased 11/2019
				\$120	120	*increased 11/2019
				\$25		*increased 11/2019
				\$100	100	
				\$450		Total

RECORDING FEES

- Permit Recording Fee
- Decision Recording Fee
- Final Plat Recording Fee

ADDITIONAL FEES

- After-the-fact Zoning Permit Application

→Total of Columns A + B + C + D = \$ TOTAL PERMIT APPLICATION FEE←

Address of project	41 College (Dewey)
Date	12/10/20
Calculated by	MSC
Amount received	
Check number	