

EXHIBIT A1

TOWN OF WATERBURY ZONING PERMIT APPLICATION

Date:	<u>03-23-2021</u>	Application #:	<u>019-21</u>
Fees Paid:	<u>200</u>	+ \$15 recording fee =	<u>215.-</u>
Parcel ID #:	<u>100-2802</u>		
Tax Map #:	<u>13-143.000</u>		

Please provide all of the information requested in this application.

Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process of this application. Based upon the nature of the project you may need to submit additional information. For instructions on how to fill out this form please refer to the *Zoning Permit Application Instructions & Fee Schedule* available on the municipal website or at the municipal offices. Submit one copy of the completed application and a check payable to the *Town of Waterbury* according to the zoning fee schedule. For questions about the permit process, please contact the Zoning Administrator at 802-244-1018.

CONTACT INFORMATION

APPLICANT

Name: LJBC Associates LLC
 Mailing Address: 979 W. Woodstock Road
Woodstock, VT 05091
 Home Phone : _____
 Work/Cell Phone: 802-457-3658
 Email: patrick@woodstockfarmersmarket.com
rob.k@woodstockfarmersmarket.com

PROPERTY OWNER (if different from Applicant)

Name: _____
 Mailing Address: _____
 Home Phone : _____
 Work/Cell Phone: _____
 Email: _____

PROJECT DESCRIPTION

Physical location of project (E911 address): 2802 Waterbury-Stowe Rd

Lot size: 3.5± Ac Zoning District: Route 100

Existing Use: Comm/retail Proposed Use: Comm/retail

Brief description of project: Expansion to the existing parking lot serving the Woodstock Farmers Market property by 5,000± sq ft. Proposed parking would extend to the South, within an area currently maintained as lawn, but lays within a class 2 wetland and associated buffer. Town zoning requirements preclude closer expansion to Route 100.

Cost of project: \$ _____ Estimated start date: _____

Water system: On Site Waste water system: On Site

EXISTING

Square footage: _____ Height: _____
 Number of bedrooms/baths: _____
 # of parking spaces: _____
 Setbacks: front: _____
 sides: _____ / _____ rear: _____

PROPOSED

Square footage: _____ Height: _____
 Number of bedrooms/bath: _____
 # of parking spaces: _____
 Setbacks: front: _____
 sides: _____ / _____ rear: _____

ADDITIONAL MUNICIPAL PERMITS REQUIRED:

- Curb Cut / Access permit
- E911 Address Request
- Water & Sewer Allocation
- none of the above

[Additional State Permits may also be required]

CHECK ALL THAT APPLY:

NEW CONSTRUCTION

- Single-Family Dwelling
- Two-Family Dwelling
- Multi-Family Dwelling
- Commercial / Industrial Building
- Residential Building Addition
- Comm./ Industrial Building Addition
- Accessory Structure (garage, shed)
- Accessory Apartment
- Porch / Deck / Fence / Pool / Ramp
- Development in SFHA (including repairs and renovation)
- Other _____

USE

- Establish new use
- Change existing use
- Expand existing use
- Establish home occupation

OTHER

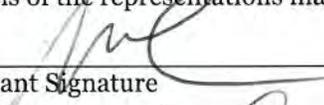
- Subdivision (# of Lots: _____)
- Boundary Line Adjustment (BLA)
- Planned Unit Development (PUD)
- Parking Lot
- Soil/sand/gravel/mineral extraction
- Other _____

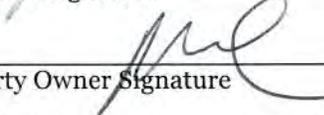
SKETCH PLAN Please include a sketch of your project, drawn to scale, with all required measurements - see *Zoning Permit Application Instructions*. You may use the space below or attach separate sheets. For plans larger than 11"x17" please provide a digital copy (pdf. file format) in addition to a paper copy.

EXHIBIT A2

**SEE ATTACHED
SITE PLAN**

SIGNATURES The undersigned hereby applies for a Zoning Permit for the use described in this application to be issued on the basis of the representations made herein all of which the applicant swears to be complete and true.

 Patrick Crowl 3.22.21
Applicant Signature date

 Patrick Crowl 3.22.21
Property Owner Signature date

CONTACT Zoning Administrator Phone: (802) 244-1018
Mailing Address: Waterbury Municipal Offices, 28 North Main Street, Suite 1, Waterbury, VT 05676
Municipal Website: www.waterburyvt.com

OFFICE USE ONLY

Zoning District/Overlay: _____
Review type: Administrative DRB Public Warning Required: Yes No
DRB Referral Issued (effective 15-days later): _____
DRB Mtg Date: _____ Decision Date: _____
Date Permit issued (effective 16-days later): _____
Final Plat due (for Subdivision only): _____
Remarks & Conditions: _____

Authorized signature: _____ Date: _____

REVIEW/APPLICATIONS:
 Conditional Use Waiver
 Site Plan
 Variance
Subdivision:
 Subdv. BLA PUD
Overlay:
 DDR SFHA RHS CMP
 Sign
 Other _____
 n/a

EXHIBIT **A3**

Date: _____ Application #: _____
Fees Paid: _____ (**\$15 recording fee already paid**)
Parcel ID #: _____
Tax Map #: _____

TOWN OF WATERBURY SITE PLAN REVIEW INFORMATION

This Site Plan Review information sheet supplements the Zoning Permit Application. Please provide all of the information requested on both forms. Read the Zoning Regulations and familiarize yourself with the requirements. Failure to provide all the required information will delay the process. Submit one copy of the completed forms and a check payable to the **Town of Waterbury** according to the zoning fee schedule. For questions about the permit process please contact the Zoning Administrator at 802-244-1018.

PROJECT DESCRIPTION

Brief description of project: Expansion to the existing parking lot serving the Woodstock Farmers Market property by 5,000± Sq ft. Proposed parking would extend to the South, within an area currently maintained as lawn, but lays within a class 2 wetland and associated buffer. Town zoning requirements preclude closer expansion to Route 100.

SITE PLAN REVIEW CRITERIA

Please utilize the check list to ensure your proposal addresses each relevant Site Plan Review criteria:

- Adequacy of traffic access
- Adequacy of circulation and parking
- Adequacy of landscaping and screening (including exterior lighting)
- Requirements for the Route 100 Zoning District
- Special considerations for projects bordering Route 2, Route 100, or Interstate 89

SITE PLAN SUBMISSION REQUIREMENTS

Before an application for site plan review is considered complete, the applicant shall file a site plan, clearly drawn to the largest practical scale, showing the following:

- Location and dimensions of lot lines, names of adjacent landowners, all easements, utilities, and existing and proposed structures.
- All access to public streets or roads, parking and service areas, pedestrian walkways, curbs and stormwater drainage.
- Pedestrian and vehicular circulation, including parking lot layout, entrances to structures, signs, and lighting.
- Building elevations and footprints.
- Detailed site grading and landscaping, indicating existing and proposed trees, shrubs, and ground cover.
- Two copies of all plans.
- For plans larger than 11"x17" please submit a digital plan set in addition to the paper copy (pdf. file format).**

CONTACT Zoning Administrator Phone: (802) 244-1018
Mailing Address: Waterbury Municipal Offices, 28 North Main Street, Suite 1, Waterbury, VT 05676
Municipal Website: www.waterburyvt.com

Site Plan Review**Response to Criteria of Article III Section 301(f)**

Below please find the responses to the site plan review criteria of section 301(f) per the enclosed Town & Village of Waterbury Site Plan Review Application for the above referenced project:

(1) Adequacy of traffic access.

- (A) Traffic flows at the intersection of driveways or access roads with public roads and at other affected streets and intersections. – **N/A, existing access utilized**
- (B) Location of driveway entrances and exits so as to have sufficient sight distances. – **N/A, existing access utilized**
- (C) The need for turning lanes, traffic-control devices, or special provisions for emergency vehicles. – **N/A, existing access utilized**
- (D) Pedestrian safety and convenience. – **N/A, all pedestrian travel is internal to the site**

(2) Adequacy of circulation and parking. Considerations shall include:

- (A) Assurance that the criteria of Section 414 of this bylaw are met – **Parking spaces have been designed to meet all criteria of Section 414**
- (B) The need for additional off-street spaces beyond the number required in Section 414. – **The number of parking spaces is greater than the minimum required (12 required, 32 proposed)**
- (C) The adequacy of surfacing and provisions for the runoff and discharge of stormwater. – **The expanded parking surface will be gravel to match the existing parking on-site, there will be no change to the nature of existing runoff that sheds to the south.**
- (D) The provision of appropriate buffer space and landscaping to insulate parking areas from adjoining properties and public streets. – **Landscaping has been shown on Sheet C-1 to adequately shield the parking areas from adjoining properties and meet the requirements of Section 414.**
- (E) Placement of trees and shrubs around the periphery of parking lots and in the interior so as to break up large parking areas. Large parking lots of 20 or more spaces shall include at least 1 tree for every 8 spaces. – **Screening trees will be as shown on Sheet C-1. 32 parking spots requires (4) trees, the proposed plan calls for 3 additional trees for a total of (8).**
- (F) The adequacy of parking, loading, refuse, and service areas. – **The proposed expansion improves the parking, loading/unloading, and service for the site. All refuse areas will be screened or located behind the building.**
- (G) Provisions for clearing snow for maintaining parking areas. – **Adequate area exists on site to manage snow clearing and maintenance.**

(3) Adequacy of landscaping and screening. Considerations shall include:

- (A) Adequacy of landscaping, screening, and setbacks with regard to achieving maximum compatibility with and protection for adjacent properties and public roads. – **All landscaping, screening, and setback requirements have been met.**
- (B) Preservation of attractive or functional existing vegetation. – **The area being converted is currently maintained lawn, additional vegetation and distinctive features will be installed to screen the parking area and prevent future encroachment into the adjacent wetland/buffer.**
- (C) The adequacy of landscaping materials to meet seasonal, soil, and topographical conditions. – **Landscaping materials will be consistent with existing plantings and vegetation on-site.**
- (D) Reduction of lighting and glare to the necessary minimum, including provision of appropriate landscaping to reduce the impact of lighting and glare on adjacent properties. – **No new lighting proposed.**
- (E) Screening of unloading zones, trash bins, storage, and other service areas. – **Storage and refuse areas will be screened.**
- (F) The need for landscaping buffers, fences, or berms to reduce noise. – **No increased noise will be associated with the proposed expansion.**

March 22, 2021

#019-21 LJBC 3/22/21

Dina Bookmyer-Baker
Waterbury Zoning Administrator
28 North Main St, Suite 1
Waterbury, VT 05676

RE: Parking Lot Expansion in Route 100 District
LJBC Associates LLC Property (Woodstock Farmer's Market), Waterbury-Stowe Rd, Waterbury
McCain Project No. 98005D

Dear Dina,

Enclosed please find the following documents for the above referenced project:

- A fee check in the amount of \$215.00 (two hundred and fifteen dollars)
- Zoning Permit Application;
- Site Plan Application;
- Site Plan Review Criteria Responses;
- A copy of the fee schedule;
- A list of adjoining landowners.
- Site Plan, Sheet C-1, dated March 18, 2021

This application is for review of expanding the existing parking lot serving the Woodstock Farmer's Market property at 2802 Waterbury-Stowe Road. The proposed expansion will include approximately 5,000 square feet of additional parking to better serve the previously permitted uses on the property. The proposed parking would extend to the South, within an area currently maintained as lawn, but that lies within a class 2 wetland and associated buffer. Town zoning requirements preclude expanding the parking closer to Route 100. The proposed configuration and expansion into the wetland/buffer will allow for significantly improved traffic circulation on the property, thereby improving the overall safety of the site. This is particularly true with delivery vehicles that need to perform multi-point turnarounds within the existing parking area. The expanded area will be a gravel surface, screened with trees, and the limits of disturbance permanently demarcated to prevent future encroachment into the wetland and/or associated buffer. As there is no change in use to the proposed property, the project does not cause any nonconformance with Section 705 of the Zoning Regulations, and all special considerations outlined in Section 301(j) have been addressed on the enclosed Site Plan.

Please let me know when the date for the hearing has been determined so that we can notify the adjoiners. Feel free to call with any questions or if you need any additional information.

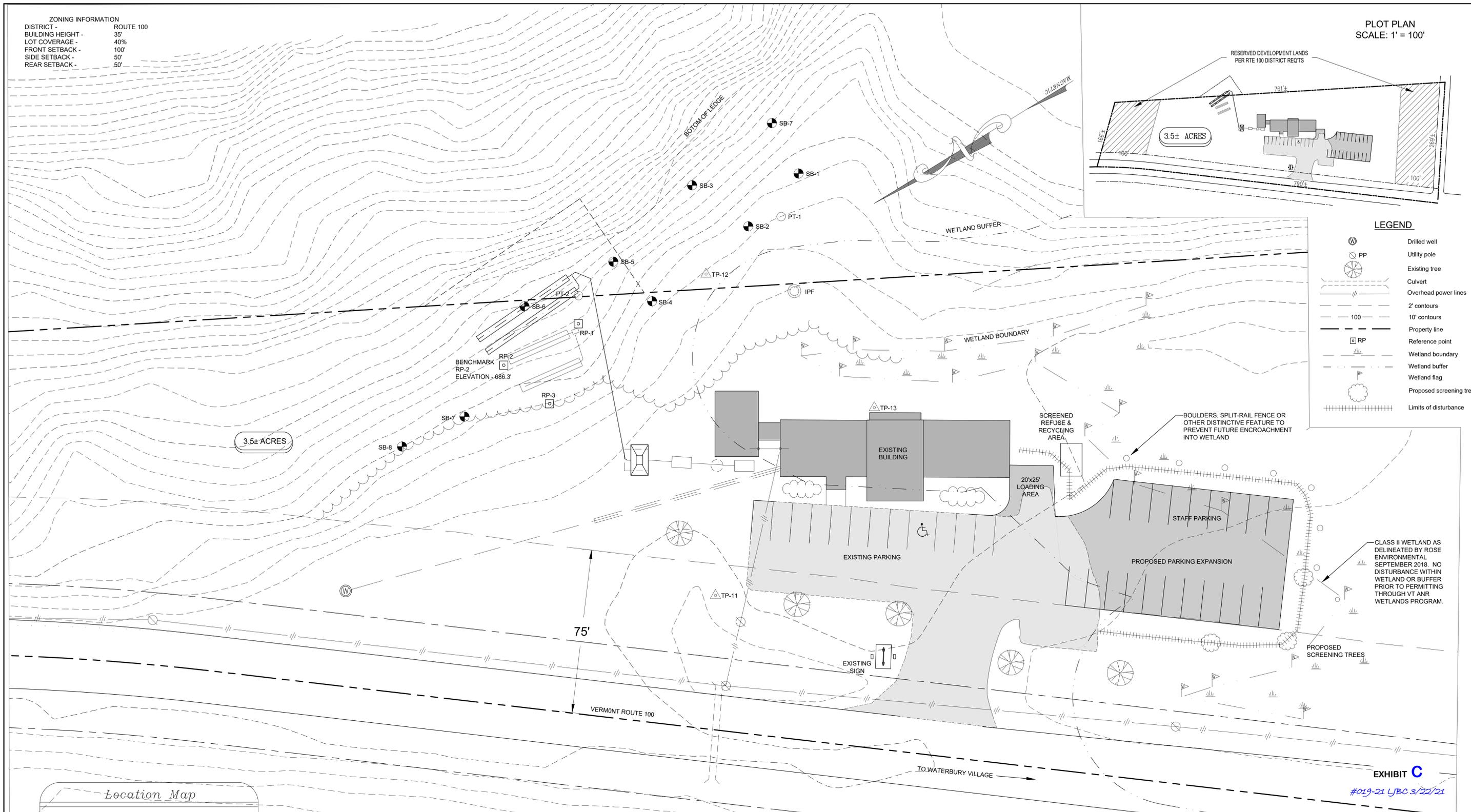
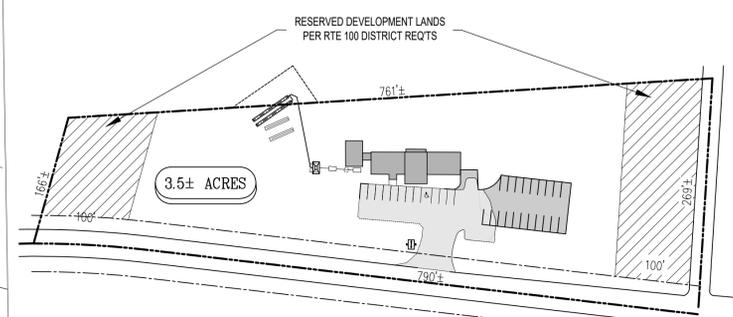
Sincerely,
McCain Consulting, Inc.



George N. McCain Jr., P.E.
Enc.

ZONING INFORMATION
 DISTRICT - ROUTE 100
 BUILDING HEIGHT - 35'
 LOT COVERAGE - 40%
 FRONT SETBACK - 100'
 SIDE SETBACK - 50'
 REAR SETBACK - 50'

PLOT PLAN
 SCALE: 1" = 100'

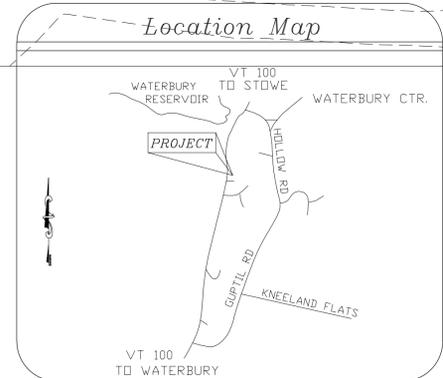


LEGEND

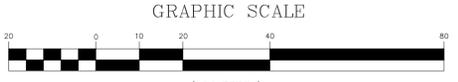
	Drilled well
	Utility pole
	Existing tree
	Culvert
	Overhead power lines
	2' contours
	10' contours
	Property line
	Reference point
	Wetland boundary
	Wetland buffer
	Wetland flag
	Proposed screening trees
	Limits of disturbance

CLASS II WETLAND AS DELINEATED BY ROSE ENVIRONMENTAL SEPTEMBER 2018. NO DISTURBANCE WITHIN WETLAND OR BUFFER PRIOR TO PERMITTING THROUGH VT ANR WETLANDS PROGRAM.

EXHIBIT C
 #019-21 UBC 3/22/21



NOTE:
 CONTRACTOR TO CONTACT DIG-SAFE AND VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.



GRAPHIC SCALE
 (IN FEET)
 1 inch = 20 ft.
 Topography by VCGI LIDAR Contours
 Contour Interval 2'

OWNER OF RECORD: LBC ASSOCIATES LLC
 ACREAGE: 3.5±
 SPAN: 696-221-11899
 PARCEL NO.: 100-2802
 911 ADDRESS: 2802 WATERBURY STOWE ROAD
 BOOK/PAGE: 435/21-23
 ZONING DISTRICT: ROUTE 100

THE CONTRACTOR SHALL REVIEW ALL CONSTRUCTION ACTIVITIES, COMPONENT LOCATIONS, SPECIFICATIONS, AND DETAILS PRIOR TO COMMENCEMENT OF SITE WORK AND SHALL NOTIFY MCCAIN CONSULTING OF ANY ISSUES OR DISCREPANCIES THAT ARISE FROM THAT REVIEW.

THIS IS NOT A SURVEY. THIS PLAN DOES NOT MEET THE REQUIREMENTS OF 27 VSA SEC. 1403 FOR THE FILING OF SURVEY PLATS.

PRELIMINARY
 NOT FOR CONSTRUCTION

ENGINEER:
 GEORGE N. McCAIN Jr., P.E.
 VT P.E. 92506

SITE PLAN
WOODSTOCK FARMERS MARKET
PROPOSED PARKING EXPANSION

ROUTE 100 WATERBURY, VT

SCALE : 1" = 20'
 DESIGNED BY: GMJr PROJECT : #98005D
 DRAWN BY: WDB
 CHECKED BY: GMJr

McCAIN CONSULTING, INC.
 93 SOUTH MAIN STREET
 WATERBURY, VERMONT 05676

DATE: MARCH 18, 2021 SHEET C-1



2802 Waterbury-Stowe Rd, WFM

Waterbury, VT

1 inch = 100 Feet



EXHIBIT D

#019-21 (Staff)

March 22, 2021



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

EXHIBIT **E**

#019-21 LJBC
Abut-ltr & Mail-certs

**NOTICE OF PUBLIC HEARING
WATERBURY DEVELOPMENT REVIEW BOARD
Wednesday, April 21, 2021**

Date mailed certified: Monday April 5th, 2021

FROM: LJBC Associates LLC
979 W. Woodstock Road
Woodstock, VT 05091

on behalf of:
Woodstock Farmers' Market
2802 Waterbury-Stowe Road
Waterbury Center, VT 05677

TO: Adjoining Landowners

Adjoining landowners are hereby notified: The Waterbury Development Review Board will convene a Public Hearing at **6:30 p.m. on Wednesday, April 21, 2021**, via ZOOM and conference call. Connection details will be provided on the DRB agenda published on www.waterburyvt.com prior to the meeting. The Board will act on the following:

#019-21: LJBC Associates LLC (owner/applicant)
Site Plan review to expand the existing parking lot for Woodstock Farmers' Market at 2802 Waterbury-Stowe Road. (RT100 zoning district)

This notice is being sent to you as an adjacent property owner to the project described above. You should receive this notice not less than 10 days prior to the date of the public hearing above.

Although you are not required to attend this hearing, your participation in the local regulatory proceeding is a prerequisite to the right to appeal any resulting decision or action of the Development Review Board, as set forth in 24 V.S.A. § 4471. 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.

This application and all supporting materials are on file at the Waterbury Municipal Offices. Please call or email the Zoning Administrator, Dina Bookmyer-Baker, at 802-244-1018 or dbookmyerbaker@waterburyvt.com to make arrangements to review the file. The municipal offices are currently closed to the public except by appointment only.

Dear Neighbor:

Just wanted to introduce myself again and wanted to let you know that we are planning a parking lot expansion down at the Market. We had this planned last year but since we shut down for a year due to Covid, the process got delayed. Please review the plans if you wish online, and if you have any questions, please give me or Andy Landry our Waterbury GM a call.

As you may know, its current configuration is tough for larger trucks and our own staff to pull in safely and unload. And in the winter, the softness of the lawn area prevents us from much parking on the grass at all.

It's a pretty humble project and we think it fits right in with the property size and its' setbacks from Route 100.

Happy Spring and hope everyone is staying safe.

Patrick Crowl

Owner, Woodstock Farmers' Market

Woodstock: 802-457-3658 ext 228; Waterbury 802-241-2400

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
 \$ _____

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postmark Here
APR 05 2021

USPS

Jason & Kobie Woodard
 PO Box 190
 Waterbury Center, VT 05677

Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Adult Signature Restricted Delivery \$ _____

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APR 05 2021

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Jason & Kobie Woodard
 PO Box 190
 Waterbury Center, VT 05677

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postmark Here
APR 05 2021

USPS

Green Mountain Power Corp.
 Att: Property Tax Admin
 2154 Post Road
 Rutland, VT 05701-6200

Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postmark Here
APR 05 2021

USPS

Group Five Investments, LLC
 75 South Winooski Ave.
 Burlington, VT 05401

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

EXHIBIT E3

#019-21 LYBC

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Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postmark Here
APR 05 2021

USPS

Vermont State Agency of Natural Resources
 103 South Main Street
 Waterbury, VT 05676

Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

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APR 05 2021

USPS

Scott Carpenter
 71 McNeil Road
 Waterbury Center, VT 05677

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions