

Exhibit A1

Date:	<u>5/27/2022</u>	Application #:	<u>058-22</u>
Fees Paid:	<u>150.- + \$15 recording fee = 165.00</u>		
Parcel ID #:	<u>948-0023.V</u>		
Tax Map #:	<u>19-297.000</u>		

TOWN OF WATERBURY ZONING PERMIT APPLICATION

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: Karen Nevin
Mailing Address: Revitalizing Waterbury
PO Box 473, Waterbury, VT 05676
Home Phone : n/a
Work/Cell Phone: 802-793-6029
Email: karen@revitalizingwaterbury.org

PROPERTY OWNER (if different from Applicant)

Name: Paul F. Steiner Trust/Waterbury Masonic
Mailing Address: Building Association, Inc.
(see attached for contact info.)
Home Phone : _____
Work/Cell Phone: _____
Email: _____

PROJECT DESCRIPTION

Physical location of project (E911 address): _____
21 & 23 Stowe Street, Waterbury, VT 05676
Lot size: approx 1700 sq f Zoning District: Downtown overlay
Existing Use: _____ Proposed Use: pedestrian alley/public space
Brief description of project: The alley project renovates and reclaims a downtown alley by creating a lively, public space and safe pedestrian walkway that is attractive and engaging for the community. This applic. specifically addresses the design of the enclosures for stairs and utilities and paver layout.

Cost of project: \$ 80,000 Estimated start date: August 1, 2022

Water system: n/a Waste water system: n/a

EXISTING

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

PROPOSED -stair enclosure

Square footage: 33' Height: 9'
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 stair and utility enclosures, paver design

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.

SEE ATTACHED PLANS Exhibit A2

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.

Karen Nui May 27, 2022
 Applicant Signature date

see attached for signatures
 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/APPLICATIONS:
Review type: <input type="checkbox"/> Administrative <input type="checkbox"/> DRB Public Warning Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Conditional Use <input type="checkbox"/> Waiver
DRB Referral Issued (effective 15-days later): _____	<input type="checkbox"/> Site Plan
DRB Mtg Date: _____ Decision Date: _____	<input type="checkbox"/> Variance
Date Permit issued (effective 16-days later): _____	Subdivision:
Final Plat due (for Subdivision only): _____	<input type="checkbox"/> Subdv. <input type="checkbox"/> BLA <input type="checkbox"/> PUD
Remarks & Conditions: _____	Overlay:
_____	<input type="checkbox"/> DDR <input type="checkbox"/> SFHA <input type="checkbox"/> RHS <input type="checkbox"/> CMP
_____	<input type="checkbox"/> Sign
_____	<input type="checkbox"/> Other _____
Authorized signature: _____ Date: _____	<input type="checkbox"/> n/a

Exhibit A3

ZONING PERMIT APPLICATION (attachment)

Stowe Street Alley Project - PROPERTY OWNERS

21 STOWE STREET

Name: Steiner Family Trust

Address: 240 Shelburne Road, Burlington, VT 05401

Phone: 802-233-2431

Email: ireneirene~~st~~ein~~er~~ mail.com

SIGNATURE:

DATE:

23 STOWE STREET

Name: Waterbury Masonic Building Association

Address: Thomas D. Nesbitt, 1400 Shaw Mansion Road, Waterbury Center, VT 05677

Email: tdnesbitt@comcast.net

SIGNATURE:

DATE:

4/20/21

Exhibit A4

ZONING PERMIT APPLICATION (attachment)

Stowe Street Alley Project - PROPERTY OWNERS

21 STOWE STREET

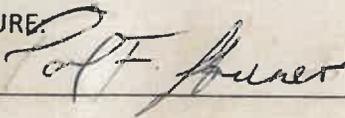
Name: Steiner Family Trust

Address: 240 Shelburne Road, Burlington, VT 05401

Phone: 802-233-2431

Email: ireneirenesteiner@gmail.com

SIGNATURE:



DATE:

10/4/2021

23 STOWE STREET

Name: Waterbury Masonic Building Association

Address: Thomas D. Nesbitt, 1400 Shaw Mansion Road, Waterbury Center, VT 05677

Email: tdnesbitt@comcast.net

SIGNATURE:

DATE:

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: The alley project renovates and reclaims a downtown alley by creating a lively, public space and safe pedestrian walkway that is attractive and engaging for the community. This application specifically addresses the design of the enclosures for the stairs and utilities and paver layout.

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

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

TOWN OF WATERBURY OVERLAY DISTRICT INFORMATION

This Overlay District 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 244-1018.

PROJECT DESCRIPTION

Brief description of project: The alley project renovates and reclaims a downtown alley by creating a lively, public space and safe pedestrian walkway that is attractive and engaging for the community. This application specifically addresses the design of the enclosures for the stairs and utilities and paver layout.

Fill out only the relevant section(s) & utilize the following checklists to ensure your plans include all the required information.

DOWNTOWN DESIGN REVIEW OVERLAY DISTRICT (DDR)

DESIGN STANDARDS:

For Historic Structures (applying to all structures listed on the National Register of Historic Places):

- Original materials or materials typical of the architectural style are preserved or replaced with like materials to the extent feasible and appropriate.
- Historic building features shall be preserved or replicated to the extent feasible and appropriate.

For projects within the Historic/Commercial Sub-District:

- New building designs shall reinforce historic streetscape patterns, including orientation and setbacks.
- New buildings shall maintain overall height, size, massing, scale, and proportions compatible with those of buildings in the vicinity.
- New additions are designed to complement and be compatible with the original structure.
- Project design reinforces a pedestrian streetscape.
- On-site utilities shall be buried and utility boxes are screened from public view if the utilities along the street serving that structure are also buried.
- Buildings, or portions thereof, having eaves heights of 20-feet or less above ground level incorporate moderately to steeply pitched roofs, unless the another roof type is appropriate.

For projects within the Mixed-Use Sub-District:

- Building sites, including road and pedestrian networks, are designed in a manner that is integrated and compatible with adjoining parcels and areas.
- A proposed project located next to or facing a historic structure incorporates similar or complementary building features.
- New buildings are oriented to front upon, and relate both functionally and visually to, primary access roads.
- On-site parking is situated to the rear or on the sides of structures, where feasible and appropriate.
- The primary facades of principal structures are clearly defined through the placement of one or more prominent entryways, pedestrian walkways, or landscaping features.
- Building facades and rooflines are designed so as to reduce the perceived mass, scale, and uniform impersonal appearance of large buildings and additions, and to provide visual interest.
- Clearly defined pedestrian walkways are provided through parking areas, between buildings, and from public sidewalks to the site.

SUBMISSION REQUIREMENTS:

- All information required under Site Plan (see Site Plan Application)
 - Proposed architectural elevations (for each exterior wall) showing door and window types and placement, and other exterior details
- A description of all materials to be used on the exterior of building
- Photos of the existing building(s) on the site and adjacent and facing parcels
- For demolition of a structure listed on the National Register of Historic Places see additional requirements within the Regulations.

Exhibit B1

Stowe Street Alley Project

PROJECT DESCRIPTION: The Stowe Street Alley project will renovate and reclaim a prominent downtown alley creating a lively, public space and safe pedestrian walkway within our paved central shopping area that is attractive and engaging for the community. The project has three phases: Phase 1 – alley surface replacement with space for art demonstrations and performances and basic landscaping; Phase 2 – streetscape such as benches, trash/recycling, lighting, security assets, and additional landscaping; Phase 3 – integrated art components, including an entrance.

PROJECT LOCATION: The Stowe Street Alley is located between 21 & 23 Stowe Street in Waterbury's historic downtown shopping district. 21 Stowe Street is owned by Paul F. Steiner and 23 Stowe Street is owned by the Waterbury Masonic Lodge Building Association. Both building owners split ownership of the alley, approximately 50% each. The alley is accessed from Stowe Street from the west and a parking lot off of Bidwell Lane to the east. Revitalizing Waterbury (RW) has an MOU providing site control of the property from both owners for the duration of the project. The current state of the alley has been neglected for years and is in terrible condition, with cracked and unsafe pavement, graffiti, overgrown and invasive weeds and trash. As we come to the end of the Main Street Reconstruction project, it has become obvious that the alley stands out as the only blighted space left in the area. Reclaiming the alley has been a goal of the community for over 20 years and the time has come to put the dreams of so many into reality. Site plans of the project and photographs of the alley's current condition are attached.

PROJECT PURPOSE AND COMMUNITY NEED: The Stowe Street Alley Project's goal is to revitalize an alley that is visible and actively used by community members and others who visits the area. The alley has great potential if it is repaired and cleaned up, becoming a new "place" that will welcome shoppers and visitors to stop, linger and enjoy the space.

Stowe Street is seen as the epicenter of our town. The Senior Center, American Legion, Masonic Lodge & Elementary School are all within a ¼ mile stretch. Independently owned shops, art galleries, cafes, breweries and restaurants can all be found on Stowe Street or nearby. This is the place where people go to shop, visit, dine and enjoy Waterbury. Stowe Street is also the home of the annual Waterbury Arts Fest in July and the River of Light Lantern Parade in December, with both events attracting over 3,000 people to town.

Reclaiming the alley will further encourage businesses to create outdoor pop-up shops, artists to show and conduct demos and diners to find a quiet spot to eat a take-out meal or wait for their restaurant reservation.

COMMUNITY IMPACT: Waterbury has a sense of renewal not seen in years. Projects completed include Main Street reconstruction, the roundabout, restoration of the State Office Complex, the new Municipal Center, Public Library and History Center, and renovation of the historic TD Bank and Stimson Graves buildings. Streetscape amenities and wayfinding signage have been installed along Main Street. This public and private investment in recent years shows that Waterbury is on the rise and growing as a destination for visitors, as well as a flourishing community. The community has invested in new public art on its streets and buildings adding to the beauty and vibrancy of the town. Examples include the

Exhibit B2

train sculpture at the entrance of town, 8 hand-forged, colorful birds for the public parking areas and a large mural depicting a phoenix recently installed at the corner of Stowe & Main Streets.

The Stowe Street Alley Project will create vibrant community space within our paved, central shopping area. With benches, plants and art, the alley will be welcoming. It will serve as a safe pass through from Bidwell Lane to Stowe Street as well as a place of respite, to stop and linger. Residents of local senior housing as well as members of the Senior Center across the street can enjoy the benches in the alley, instead of setting up a folding chair outside their building. During the summer and early fall, Makersphere plans to arrange for programming for the alley with artist demos, art shows and small performances to further make the alley a place for all. Expected attendance at these events will vary. For example, visitors will come upon artist demos or discover the art exhibits (which will be programmed to extend over a few days), spreading out any additional parking impact. Performances will be planned to take place after retail hours and will enhance the experience of visiting downtown. Though attendance may be close to 30+, parking should not be greatly impacted. Because of the location of the alley, walking and biking will be encouraged. All of this activity will positively impact local businesses, drawing new visitors and shoppers to the area as well as encourage residents to prioritize local shops and restaurants.

The alley has been used in many ways over the years. RW's Design Committee annually cleans the alley and decorates it with flower barrels. Local shops have held pop up sidewalk sales in the alley under tents. During events such as the Arts Fest, the alley is used as a staging area. Unfortunately, community usage has decreased significantly as the property has fallen into disrepair.

THE FUTURE: The Stowe Street Alley Project will bring to life a space that will truly become a place to discover, visit and linger. A major component of the project is to create a "space" for enjoying and participating in art. Makersphere will program and advertise art activities and events that will take place in the alley during the summer and fall. Other artistic design elements planned will draw people to the alley, including an interactive mural for social media promotion.

RW hopes to bring back sidewalk sales to the downtown, possibly including pop up tents in the alley that will allow shops that are not in the immediate area to have a sidewalk presence. The Masons are eager to bring some of their activities out of their building, possibly holding "meet the Mason's" events in their new alley. The hope is that other organizations in town will see the alley as a great space to create buzz and activity, including the Senior Center, Elementary School and the Rotary Club.

Once complete the revitalized Stowe Street Alley will provide a gathering space for all Waterbury populations. The senior community will benefit from a safe, outdoor space in which to gather or simply linger. Different groups can use the alley space to casually meet, either one-on-one or in small groups. There will be ample seating to gather. The Alley's welcoming space and notable proximity to our walking community will serve as a location for intergenerational groups, off-site school groups, and small business groups to casually come together. The Waterbury community will benefit from the Alley's arts-centered opportunities, promoting an enriching musical and visual culture to everyone. The Stowe Street Alley will be a culturally rich element within our evolving, culturally rich town.

PROJECT OUTREACH AND PARTNERSHIPS: The interest in this project is far reaching. Revitalizing Waterbury has brought together diverse organizations to help guarantee this project's success. Organizations include: the Waterbury Rotary Club, Makersphere, Waterbury Arts, A River Runs Through It gardening club, the Masonic Lodge, adjacent business owners and community members. Beyond the

Exhibit B3

initial group working on the project, we anticipate opportunities to partner with the Waterbury Senior Center and the Historical Society. The Waterbury Rotary Club is providing funding for the alley entrance facade as well as their extensive network of volunteers. Makersphere is helping to design the art space in the alley and will program the space once it is complete. Masonic Lodge is involved in final design review and possible additional programming of the space. Adjacent business owners and community members will be involved in final design review and volunteer labor. Revitalizing Waterbury is responsible for financial and administrative oversight and coordination of partner activities. RW's Design Committee is leading the project. The Waterbury Historical Society will assist in the preservation of the historic mural.

SITE MAINTENANCE AND MANAGEMENT: RW and the project partners will work with the property owners and the Town of Waterbury to develop a site maintenance and management plan for when the project is completed. Topics that have been identified include cleaning and trash removal, structural maintenance and repair, gardens and plantings, snow removal, security and ongoing liability insurance. Discussions include sharing responsibility for the space with other community organizations and developing a monthly maintenance schedule. RW's Design Committee has cleaned the alley in the past and expects to continue. The Site Control MOU requires RW to develop a site maintenance plan that is satisfactory for the property owners before the project is completed. Work on the site maintenance plan will begin as soon as RW has raised the funds to begin the project.

PROJECT SCOPE and BUDGET: The Stowe Street Alley Project has three phases: Phase 1 – alley surface replacement with space for art demonstrations and performances and basic landscaping; Phase 2 – installation of streetscape amenities such as benches, trash/recycling, lighting, security assets, and additional planters and landscaping; Phase 3 – integrated art components, including an entrance facade.

Phase 1 will remove the cracked pavement and any overgrown plantings or weeds currently in the alley. Once removed, a new surface will be installed, made from permeable paver blocks. A small, in-ground garden bed will be created and a structure will be built over the cellar stairway to 23 Stowe Street. The structure will be enclosed and have a locked door to provide access to the basement. It will also include a small storage space to store equipment necessary for the maintenance of the alley.

The costs required to replace the current asphalt surface of the alley include purchase of permeable paver blocks, sub-base stone, Geotech fabric and sand. Other associated costs are shipping and delivery of materials, rental of equipment and contract labor. Zoning permits and insurance will be required to conduct the project.

Phase 2 includes costs of building new raised flower planters and benches and the materials to fill them (topsoil, mulch and flowers). A trash/recycling container will be purchased that will match those purchased for Main Street), outdoor electric conduit, wiring and outlets will be installed to allow for additional lighting in the alley (in addition to current ambient lighting). A water spigot will be installed for watering and maintenance. Alleyway use and rules signage will be made.

During Phase 3 a custom alleyway entry façade from Stowe Street will be designed and built. A Call for Artists is planned to design creative streetscape amenities such as benches and planters that will delight visitors to the alley. In addition, we will preserve the current historic wall advertisement (Lee Jeans/Luce Department Store) located on the wall of 21 Stowe Street and purchase hanging flower baskets.

Exhibit B4

To date, \$40,050 has been raised, including a \$5000 pledge from the Waterbury Rotary Club for the gateway and \$500 from ARRTI towards the flowers and planting in the Alley. RW's Executive Director will provide administration and oversight. RW's Design Committee, Volunteer Corps as well as our partner organizations will provide volunteer labor. Key volunteers and community members are fulfilling roles such as engineering, legal, architectural design, landscape design, and graphic design.

REVISED TIMELINE:

December 31, 2021

- Conditional permits received
- Applications for additional grant funding submitted
- Preliminary funding completed: \$40,050 raised to date.

By February 28, 2022

- Additional grant applications and fundraising completed (additional grants not received)

By May 31, 2022

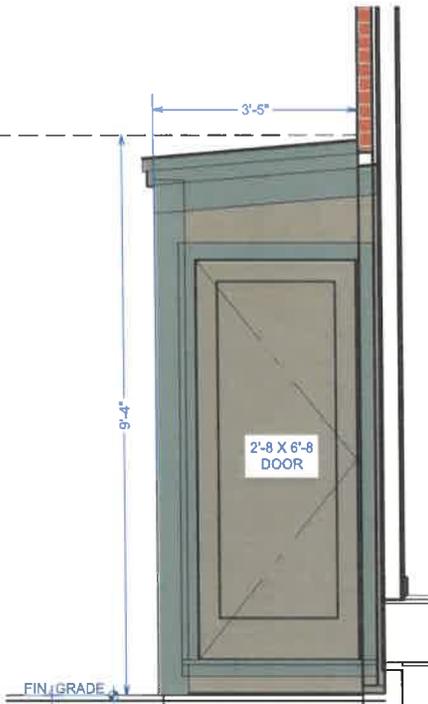
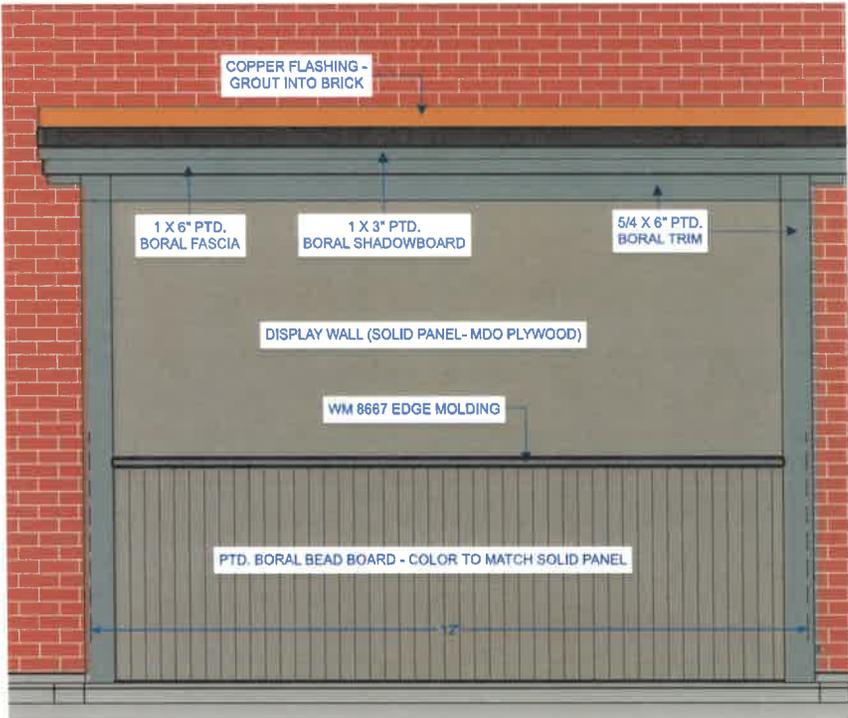
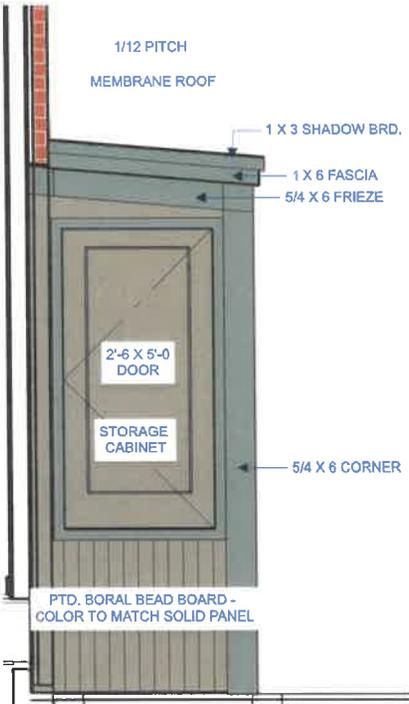
- Permit application submitted for paver design, construction cross section and stair/utility enclosures and screening.
- Launch second round of fundraising – Engraved brick fundraiser. Goal \$40,000

By July 30, 2022

- Received permits for Phase I of project
- Complete brick fundraiser.
- Finalize signed contracts for early fall start date (September 1, 2022)
- Prepare purchase contracts for Phase I. Initiate purchase order for brick pavers, earth materials, equipment rental, structures/screening
- Finish site preparation

September – October 2022 - Complete Phase I

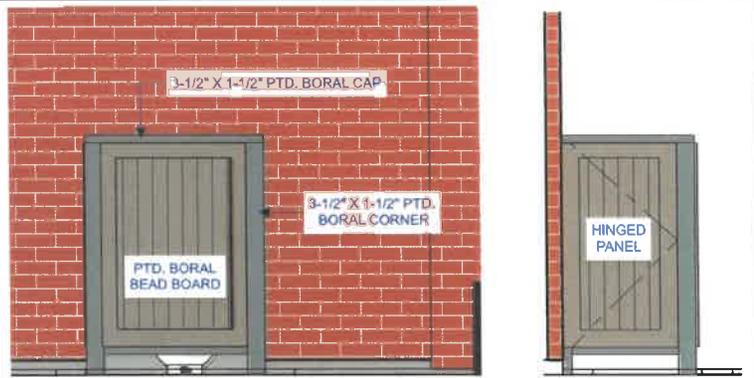
Exhibit C1



STAIR ENCLOSURE WALL ELEVATIONS
SCALE 1/2" = 1'-0"

A-501	
REVISION TABLE	REVISION BY / DESCRIPTION
NUMBER	DATE
ELEVATIONS - STAIR ENCLOSURE	
DRAWINGS PROVIDED BY: STONE STREET ALLEY PROJECT WATERBURY, VERMONT	
DATE:	5/24/2022
SCALE:	1/2" = 1'-0"
SHEET:	

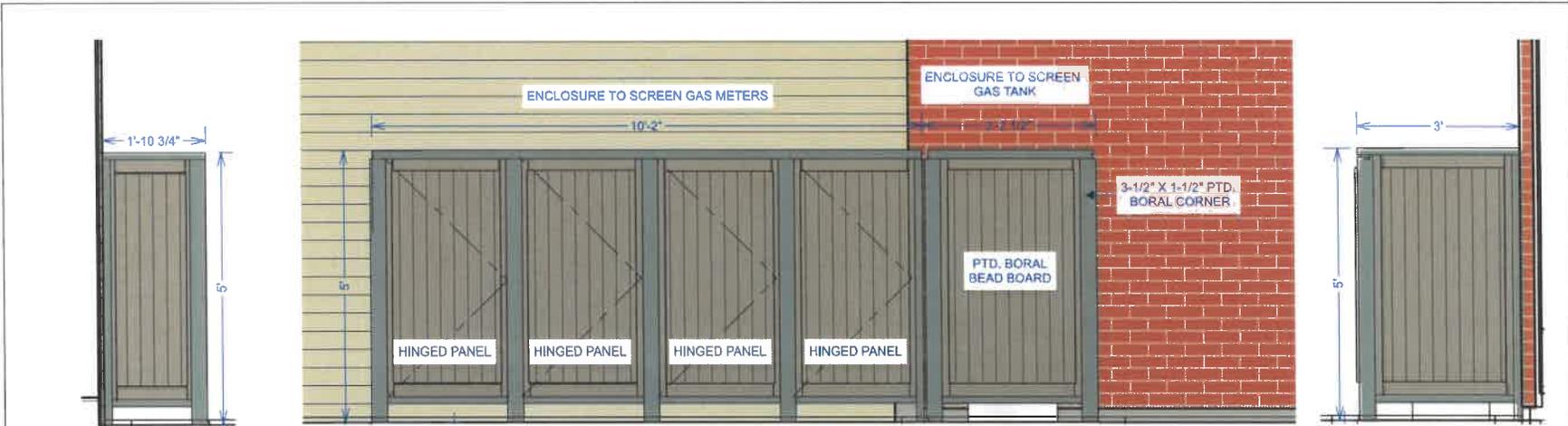
Exhibit C2



ELEVATIONS - GAS TANK ENCLOSURE
SCALE 1/2" = 1'-0"



ELEVATIONS - METER ENCLOSURE SCALE 1/2" = 1'-0"



ELEVATIONS - GAS METER & TANK ENCLOSURE SCALE 1/2" = 1'-0"

A-502

NUMBER	DATE	REVISION/DESCRIPTION

ELEVATIONS - UTILITY SCREENING ENCLOSURES

DRAWINGS PROVIDED BY:
STONE STREET ALLEY PROJECT
WATERBURY, VERMONT

DATE:
5/24/2022

SCALE:
1/2" = 1'-0"

SHEET:

Exhibit C3



NORTHEAST ELEVATION



SOUTHWEST ELEVATION

A-201

REVISION/DATE	REVISION/DESCRIPTION

WALL ELEVATIONS

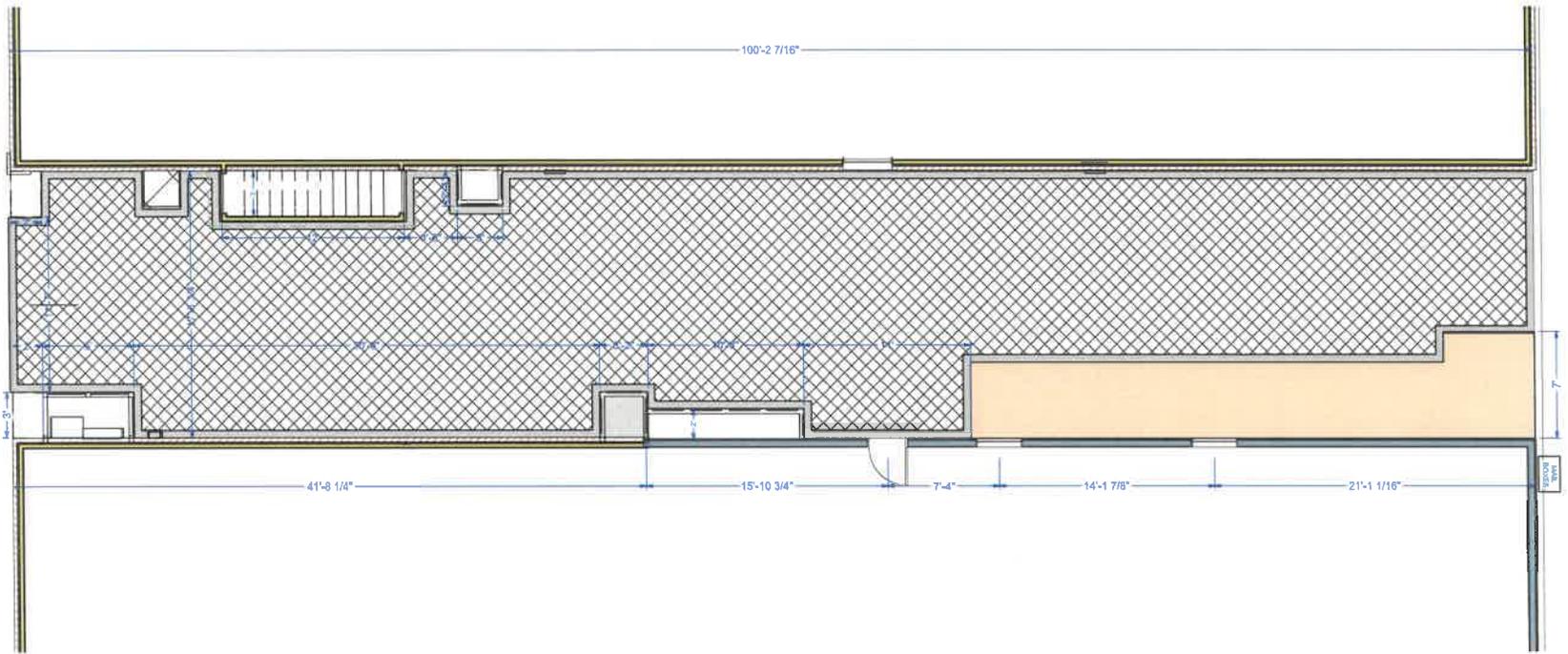
DRAWINGS PROVIDED BY:
STOKE STREET ALLEY PROJECT
WATERBURY, VERMONT

DATE:
5/24/2022

SCALE:
TO FIT

SHEET:

Exhibit D1



SP.1

REVISION DATE	DESCRIPTION

PRELIMINARY PAVING
AREA MAP

PROPOSED STONE
STREET
ALLEY SITE PLAN

DRAWINGS PROVIDED BY:
STONE STREET ALLEY PROJECT
WATERBURY, VERMONT

DATE:

5/24/2022

SCALE:

1" = 7.5'

SHEET:

P-1

Exhibit E1



3D.1

REVISION DATE	REVISION DESCRIPTION

ALLEY FROM
PARKING LOT
ENTRANCE

DRAWINGS PROVIDED BY:
STONE STREET ALLEY PROJECT
WATERBURY, VERMONT

DATE:
5/24/2022

SCALE:
NONE

SHEET:

Exhibit E2



REVISION DATE	REVISION BY	DESCRIPTION

ALLEY FROM
STOWE STREET
ENTRANCE

DRAWINGS PROVIDED BY:
STOWE STREET ALLEY PROJECT
WATERBURY, VERMONT

DATE:

5/24/2022

SCALE:

NONE

SHEET:

Exhibit F1

Current conditions of the alley

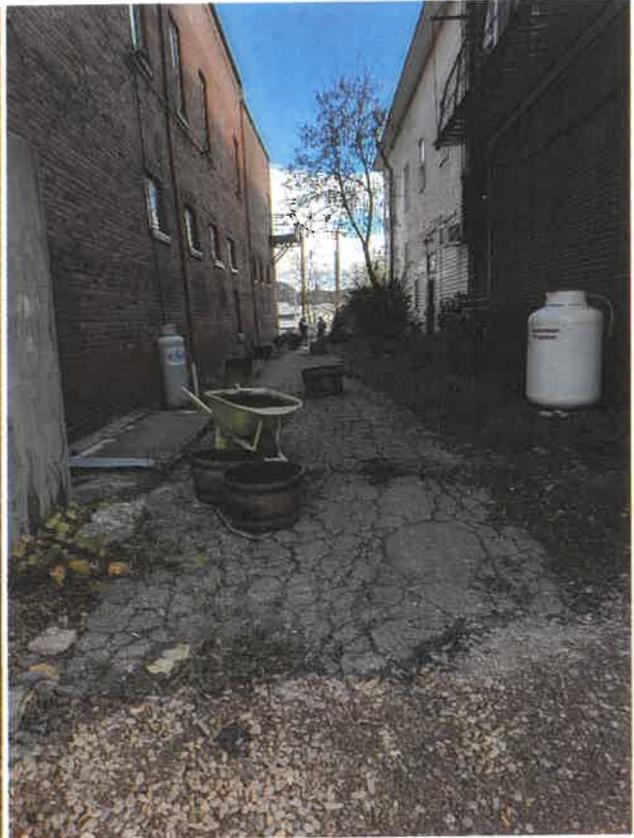


Exhibit F2

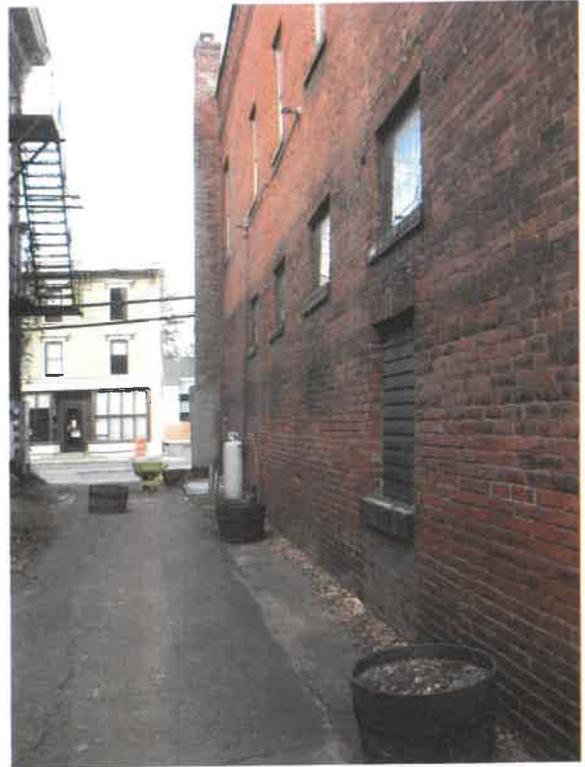


Exhibit F3





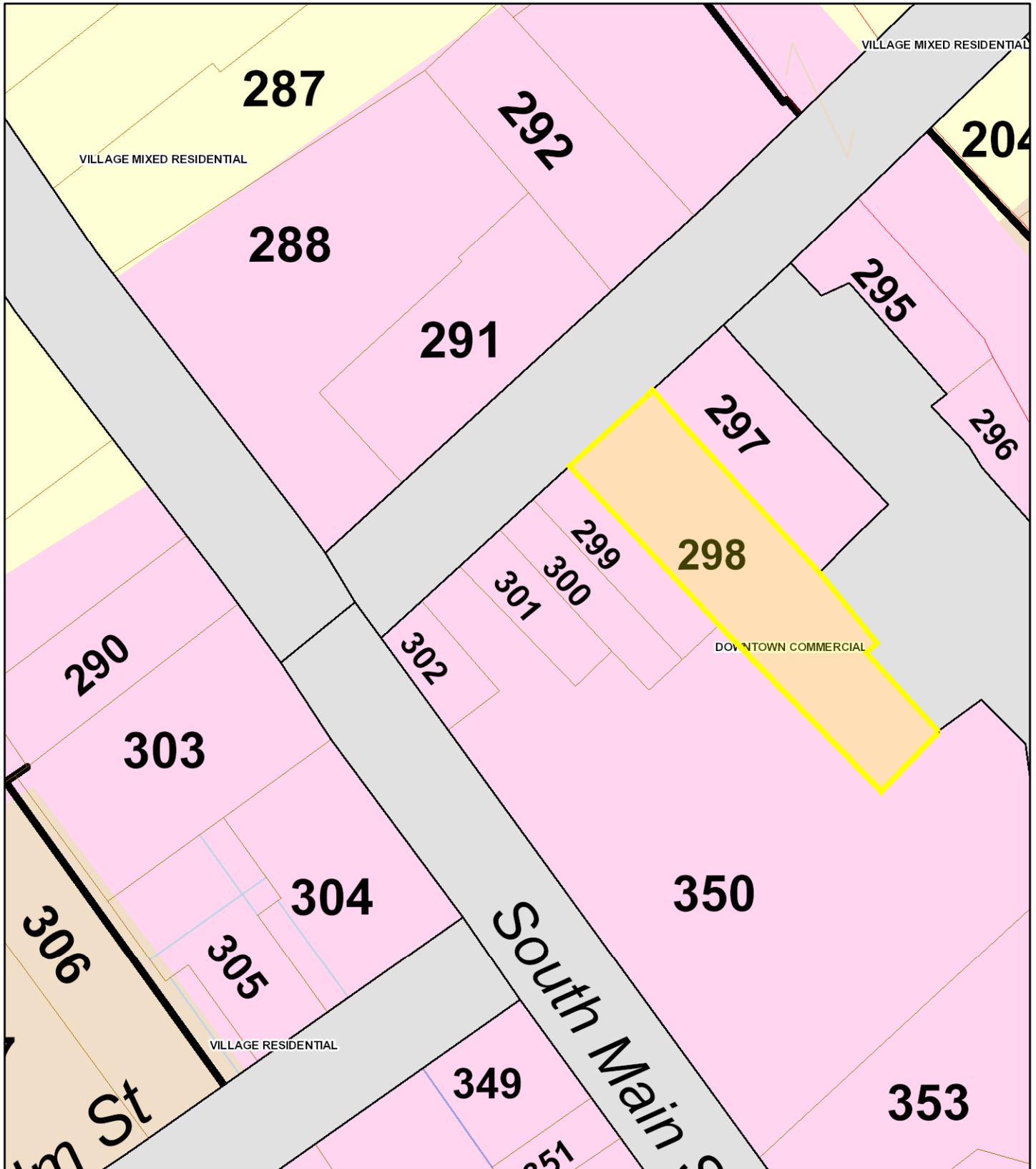
Stowe St. Alley

Waterbury, VT

1 inch = 67 Feet

Exhibit G

June 24, 2022



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.