

**Town of Waterbury  
Development Review Board  
Application #020-25 ▪ June 18, 2025**

**Present** Board members: David Frothingham (Chair), David Rogers, Tom Kinley, Bud Wilson, Harry Shepard, Alex Tolstoi, George Lester, Monica Callan, Brooks Fortune

Staff: Mike Bishop, Zoning Administrator

**STAFF REPORT**

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Owner/Applicant:	Wesley United Methodist Church/Waterbury Common Market (owner/applicant)		
Address/Location:	57 South Main Street, Waterbury		
Zoning District(s):	Downtown		
Application #	020-25	Tax Map #	19-368.000

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**Applicant Request:**

Install a Handicap Ramp in the Downtown Design Review Overlay District

**Exhibits:**

A1-A2: Application

B1-B4: Site Plans

**Project Information:**

1. Existing conditions: The parcel is approximately 0.5 acres and is situated at 57 S Main Street within the Downtown zoning district. This multi-use property features a food shelf on the first floor, along with apartments on the second and third floors. The property is connected to municipal water and sewer services.
2. Proposed Project: The proposal is to build a ramp that is accessible for individuals in wheelchairs and those with disabilities.
3. Downtown Standards: The following standards apply in the Downtown Zoning District: Minimum Lot Size 4,000 sf, Minimum Lot Frontage 30 ft, Maximum Lot Coverage 100%, SETBACKS Minimum Front Setback 0 ft, Maximum Front Setback 10 ft, Minimum Side Setback 0 ft, Minimum Rear Setback 0 ft, BUILDINGS Minimum Lot Frontage Coverage 60%, Maximum Building Footprint 10,000 sf, Minimum Building or Structure Height 24 ft, Maximum Building or Structure Height 60 f. The lot meets the minimum lot size, but it will need to apply for a right-of-way (ROW) permit from the town.
4. Downtown Design Review Overlay District Standards, Sections 1108: Prior to granting design approval, the Board shall find that the proposed development meets the Downtown Design Review standards, where applicable.

Section 1108 Design Review Standards: Prior to granting design approval, the Development Review Board shall find that the proposed development meets the following standards, where applicable:

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

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

(2) Historic/Commercial Sub-District:

- (A) New building designs shall reinforce historic streetscape patterns, including orientation and setbacks. Building sites, including road and pedestrian networks, shall be designed in a manner that is integrated and compatible with adjoining parcels and areas.
- (B) New buildings shall maintain overall height, size, massing, scale, and proportions compatible with those of buildings in the vicinity. New buildings shall incorporate building forms, lines, roof shapes, features, and materials compatible with those of buildings in the vicinity, but are not required to conform to a particular architectural style.
- (C) New additions should be designed to complement and be compatible with, rather than detract from or obscure, the original structure.
- (D) Project design shall reinforce a pedestrian streetscape through the provision, where appropriate, of such features as connecting walkways, landscaping and street trees, the incorporation of architectural features such as porches, store fronts and windows, and pedestrian-scaled street furniture and lighting.
- (E) On-site utilities shall be buried and utility boxes shall be screened from public view if the utilities along the street serving that structure are also buried. The on-site utilities to the rear of the building are buried underground.
- (F) Buildings, or portions thereof, having eaves heights of twenty (20) feet or less above ground level shall incorporate moderately to steeply pitched roofs, unless the Board determines that another roof type is appropriate. The roof pitch on the addition matches the moderately steep pitch of the main front portion of the existing building.

***Draft Conclusion:***

Based upon these findings, and subject to the conditions set forth below, the Board concludes that the project proposed by Waterbury Common Market for a Handicap Ramp at 57 South Main Street as presented in application #020-25 and supporting materials, *meets/does not meet* the D.D.R. criteria set forth in Sections 1108.

***Draft Decision Motion:***

On behalf of the Waterbury Development Review Board, I move to approve application #020-25 with the following conditions:

- (1) The Applicant shall complete the project in accordance with the Board's findings and conclusions and the approved plans and exhibits.
- (2) All exterior lighting shall be downcast and shielded.

(3) A Certificate of Occupancy/Completion is required

Vote:

\_\_\_\_\_, Approved: \_\_\_\_\_  
(Chair) (Vice-Chair) (Acting Chair) (date)

Additional state permits may be required for this project. *Please note:* State permits may be required. The landowner/applicant is advised to visit <https://dec.vermont.gov/permitnavigator> to determine what permits must be obtained.

*NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the Development Review Board. An appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.*

# 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 802-244-1012.

Date:	4/11/25	Application #:	020-25
Fees Paid:	50	+ \$15 recording fee =	65.00
Parcel ID #:	916-0057.V		
Tax Map #:	19-368.000		

## CONTACT INFORMATION

### APPLICANT

Name: Waterbury Common Market

Mailing Address: 57 S. Main St. Ste 3  
Waterbury, VT 05676

Home Phone: 802-244-1561

Work/Cell Phone: 802-595-4280

Email: watmainstreet@gmail.com

### PROPERTY OWNER (if different from Applicant)

Name: Wesley United Methodist Church

Mailing Address: PO Box 214  
Waterbury, VT 05676

Home Phone: \_\_\_\_\_

Work/Cell Phone: 802-244-6677

Email: wtb.ski@comcast.net

## PROJECT DESCRIPTION

Physical location of project (E911 address): 57 S. Main St.  
Waterbury

Lot size: .5 Zoning District: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Brief description of project: Install a wheelchair /  
handicapped accessible ramp.

Cost of project: \$ 10,000 Estimated start date: June

Water system: municipal Waste water system: municipal

### EXISTING

Square footage: \_\_\_\_\_ Height: \_\_\_\_\_

Number of bedrooms/baths: \_\_\_\_\_

# of parking spaces: \_\_\_\_\_

Setbacks: front: \_\_\_\_\_

sides: \_\_\_\_\_ rear: \_\_\_\_\_

### PROPOSED

Square footage: 115 Height: 4'

Number of bedrooms/bath: -/2

# of parking spaces: 4

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]

Date created: Oct-Nov 2012 / Revised: July 2019

## 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

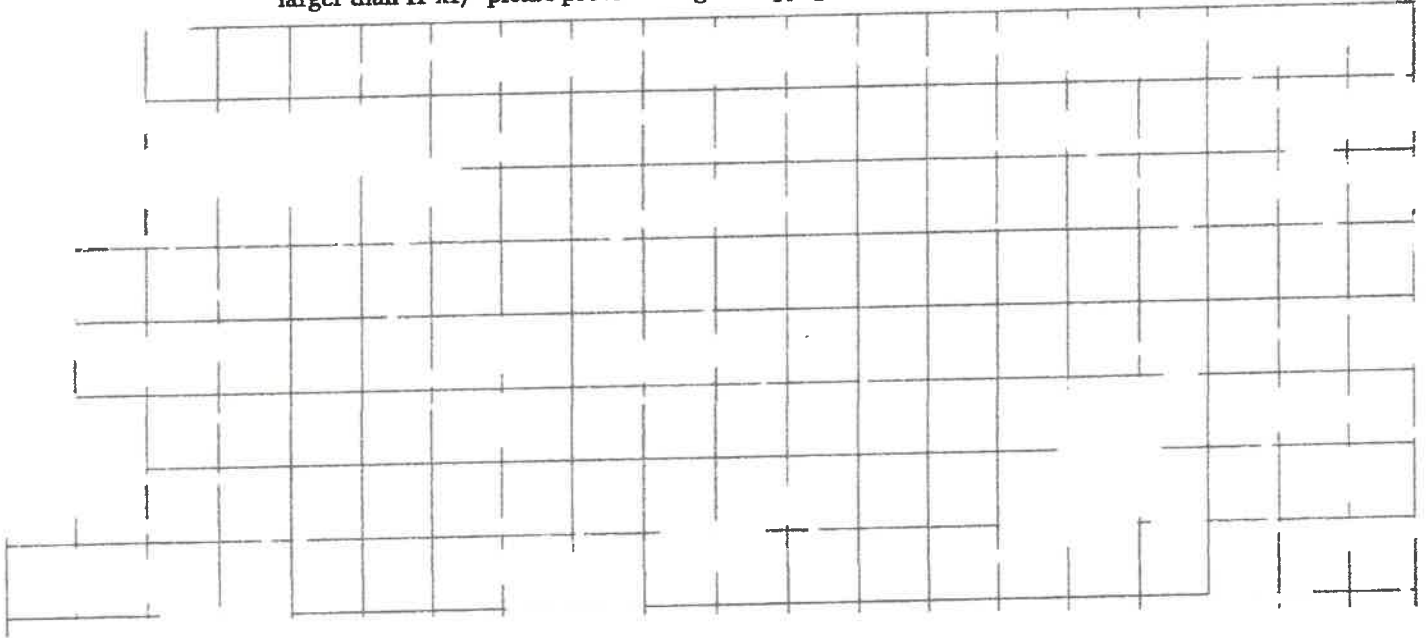
### OTHER

- ☐ Subdivision (# of Lots: \_\_\_\_\_)  
☐ Boundary Line Adjustment (BLA)  
☐ Planned Unit Development (PUD)  
☐ Parking Lot  
☐ Soil/sand/gravel/mineral extraction  
☒ Other wheelchair ramp

916.0057.V 368

**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.

**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.

Sara Whitehair

Applicant Signature

date

David Hanks Chair WMC Trustee 4/9/2025

Property Owner Signature

date

**CONTACT**

Zoning Administrator Phone: (802) 244-1012

Mailing Address: Waterbury Municipal Offices, 28 North Main Street, Suite 1, Waterbury, VT 05676

Municipal Website: [www.waterburyvt.com](http://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:

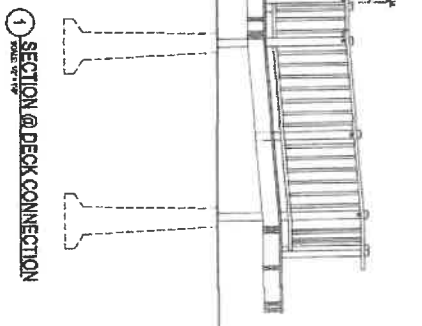
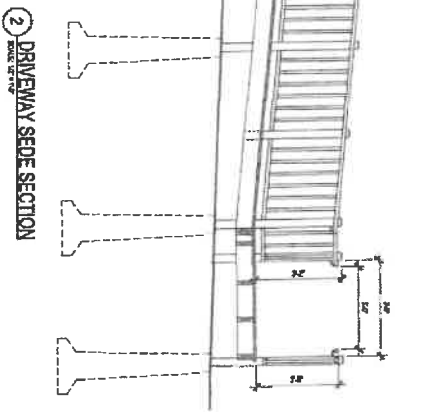
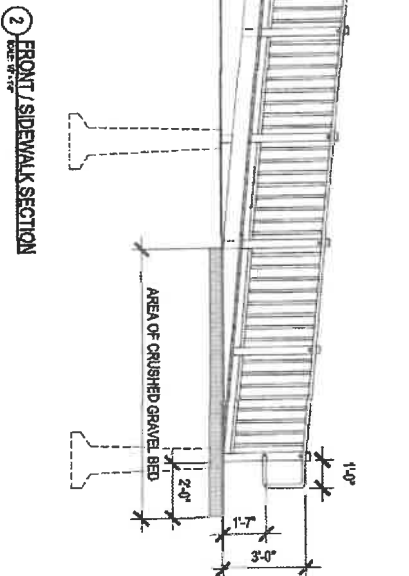
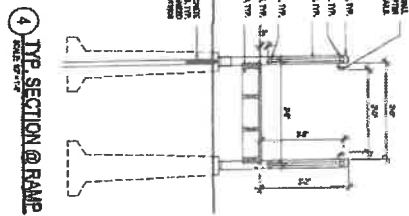
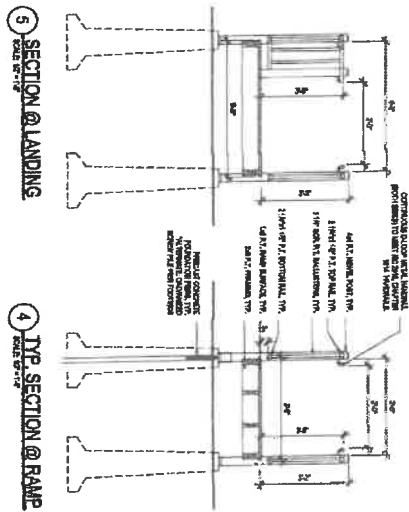
☐ DDR ☐ SFHA ☐ RHS ☐ CMP

☐ Sign

☐ Other \_\_\_\_\_


☐ n/a



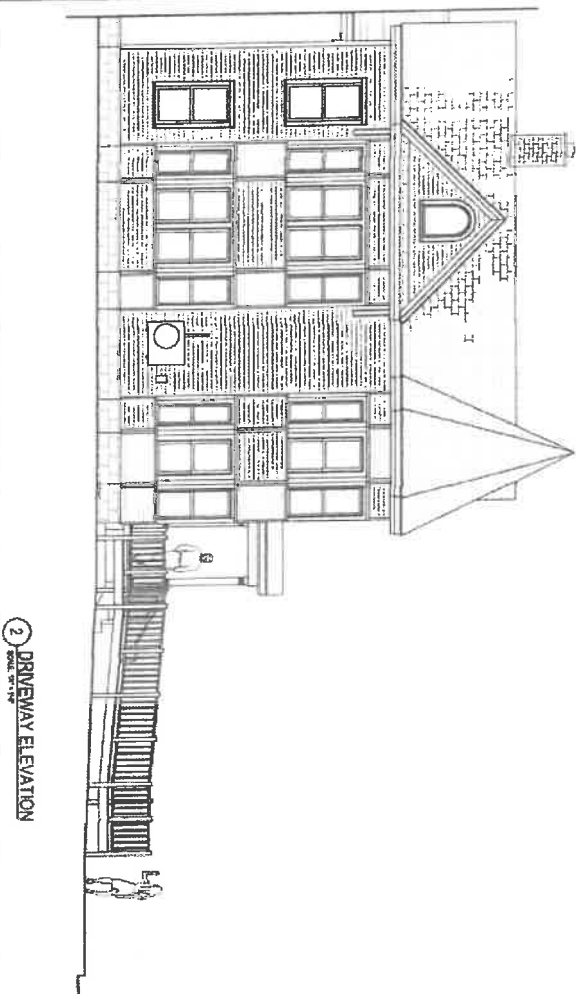
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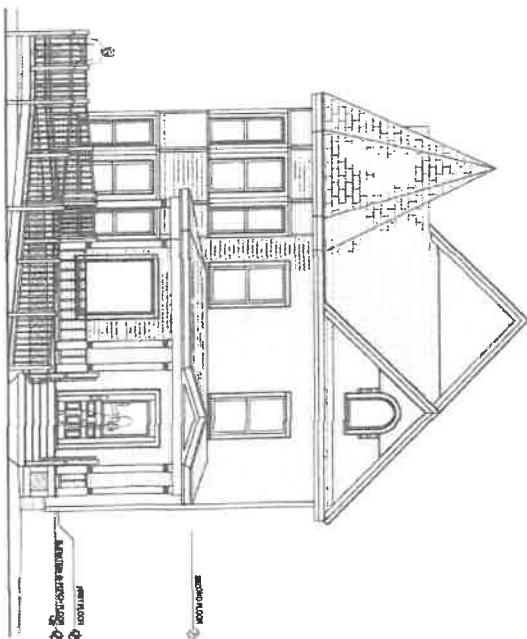
### 3 SCHEMATIC FLOOR PLAN

 3027 07070 P&H Civil & Coastal 418 Oakdale Road Monterey 93940, CA 93947 805.763.8388	Project / Sheet <b>WATERBURY COMMON MARKET</b> WATERBURY, VT	Title PROPOSED FLOOR PLAN	Date 03.27.2025	Revision Log	Sheet Number <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">             A1.00           </div>
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2 DRIVEWAY ELEVATION  
SCALE: 1/4" = 1'-0"



1 MAIN ST. ELEVATION  
SCALE: 1/4" = 1'-0"

 <p>Robert H. Coburn Associates, Inc. 435 South Main Street WATERBURY, VT 05671 (802) 244-1200</p>	
<p>Project / Client</p> <p><b>WATERBURY COMMON MARKET</b> WATERBURY, VT</p>	
<p>Date</p> <p>03.27.2025</p>	
<p>Project Log</p>	
<p>Drawn / Noted</p>	
<p><b>A2.00</b></p>	