

Burlington Development Review Board

Department of Permitting & Inspections

645 Pine Street

Burlington, VT 05401

www.burlingtonvt.gov/DPI/DRB

Telephone: (802) 865-7188

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AJ LaRosa

Caitlin Halpert

Geoff Hand

Sean McKenzie

Brad Rabinowitz

Leo Sprinzen

Miles Waite

Marina Campbell, (Alternate)

Evan Gould, (Alternate)



Development Review Board

Tuesday, April 15, 2025, 5:00 PM

645 Pine Street, Front Conference Room or Remote on Zoom:

Please click the link below to join the webinar:

Zoom: <https://us02web.zoom.us/j/83225696227?pwd=SGQ0bTdnS000Wkc3c2J4WWw1dzMxUT09>

Webinar ID: 832 2569 6227

Passcode: 969186

Telephone: US +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

1. Agenda

2. Communications

3. Minutes

4. Public Hearing

4.1.

**ZAP-25-1; 32 Brookes Avenue (RL, Ward 1) Susan Finnigan / Joseph Finnigan
Appeal of Notice of Violation (NOV) for the after-the-fact replacement of front porch without the issuance of a zoning permit. (Project Manager, Steve Cormier)**

4.2.

**ZP-25-26; 37 Village Green (RL, Ward 7) Jean O'Sullivan
Conditional use request for the establishment of a home occupation. (Project Manager, Garret King)**

5. Adjournment

6. Informational and Non-Discrimination Statements

6.1.

Plans may be viewed upon request by contacting the Department of Permitting & Inspections between the hours of 8:00 a.m. and 4:30 p.m. Participation in the DRB proceeding is a prerequisite to the right to take any subsequent appeal. Please note that ANYTHING submitted to the Zoning office is considered public and cannot be kept confidential. This may not be the final order in which items will

be heard. Please view final Agenda, at www.burlingtonvt.gov/dpi/drb/agendas or the office notice board, one week before the hearing for the order in which items will be heard.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.



Miscellaneous Appeal - Enforcement – DRB Staff Comments

ZP #: ZAP 25-1

Tax ID: 045-2-185-000

**City of
Burlington, Vermont
149 Church Street**

Application Date: February 25, 2025

Property Address: 32 Brookes Ave

Description: Appeal of Notice of Violation issued through Zoning Compliant ZCPT-24-25.

To: Development Review Board

From: Steve Cormier
Building Official and Interim Code Compliance Officer

Date: April 15, 2025

RE: Report on **Appeal record ZAP-25-1**: appeal of Notice of Violation issued through Zoning Compliant ZCPT-24-25 issued on February 10, 2025.

Note: this is the Administrative Officer's report; decisions are made by the Development Review Board, which may overturn or uphold the Zoning Administrator's Decision. **THE APPLICANT OR REPRESENTATIVE MUST ATTEND THE MEETING.**

Location: 32 Brookes Ave, Burlington, Vermont

Tax Lot #045-2-185-000

Appellant: Joseph Finnigan

Representative: Joseph Finnigan

Applicable Regulations: CDO Articles 2, 3, 5, 12, and 24 VSA §4451

Appeal: ZAP-25-1 filed on February 25, 2025

Background Information:

Building (3 units) constructed circa 1908 and is on State Register of Historic Places.

An August 23, 2023 initial routine rental inspection of the property (OpenGov record MH-23-384) found the exterior front (South) side porch to be, "not maintained in sound condition and good repair: substantial deterioration in decking, columns, fascia, and soffits," and the owner (same as Appellant) was ordered to, "Repair and maintain porch in safe and sound condition and good repair to code and stabilize all exterior deteriorated paint."

Follow-up inspections under the above mentioned rental inspection process on both September 28, 2023 and October 26, 2023 found no repairs to have occurred to the exterior front (South) side porch.

On May 17, 2024 owner (same as Appellant) applied for a Building Permit (OpenGov record CBP-24-332) for, “front porch supports are collapsing, need to replace rotted supports and rotted decking,” under which the owner noted that work had started without a permit. Said permit was ultimately denied with former Building Official Brad Biggie commenting to the owner under said record to, “Please complete the zoning application to advance your permit request.”

On May 31, 2024 owner (same as Appellant) applied for a Zoning Permit (OpenGov record ZP-24-345) for, “Proposed repair of existing rotten support for front porch including replacing existing wooden decking with Trex decking.” Said permit was ultimately denied by Zoning Associate Planner Garret King for non-compliance with Comprehensive Development Ordinance (CDO) Section 5.4.8.

A June 3, 2024 follow-up inspection under the above mentioned rental inspection process resulted in confirmation of work ongoing on the exterior front (South) side porch.

On December, 23 2024 owner (same as Appellant) applied for a Building Permit (record CBP-24-899) for, “After the fact permit for replacement of existing front porch that was in danger of collapse,” under which the owner noted that work had both started and been completed without a permit. Said permit was ultimately rejected with Building Official Kim Ianelli commenting to the owner under said record that, “You will need to complete zoning before you can get the building permit.”

CDO Article 2. Enforcement Timeline:

1. Zoning Permit record ZP-24-345 submitted on May 31, 2024 for, “Proposed repair of existing rotten support for front porch including replacing existing wooden decking with Trex decking.”
2. The above mentioned Zoning Permit was denied on November 7, 2024 and said denial was not subsequently appealed.
3. Violation confirmed remotely on December 30, 2024 (via a previous Comment dated December 13, 2024 by the owner (same as Appellant) under the Administrative Appeal Period subpage of the above mentioned Zoning Permit record stating that, “The work has been completed. I will apply for after the fact, and understand I may be required to replace the decking”) and a Warning Letter was issued and mailed same day for, “Repair/replacement of front (South) side porch without Zoning Permit.”
4. On February 10, 2025 an on-site visit to the property resulted in confirmation that the porch remained repaired/replaced (not in kind) and a Notice of Violation was issued and mailed same day for, “Replacement of front (South) side porch without Zoning Permit.”
5. Appeal of Notice of Violation (initially incomplete) received on February, 25, 2025, within 15 day appeal period. City staff emailed appellant for additional information and completed appeal application was finalized on February 27, 2025.

CDO Article 12. Appeals, Conditional Uses, Variances:

Appellant filed a complete appeal as outlined under CDO Article 12 Sec. 12.2.2

Summary:

Appellant claims there is no violation because no Zoning Permit was required. Evaluation by Building Official and Interim Code Compliance Officer of the property under Zoning Complaint Investigation record ZCPT-24-25 finds that the front (South) side porch at the property was repaired/replaced (not in-kind, with design changes) and that a Zoning Permit would be required for such work.

Conclusion:

The Building Official and Interim Code Compliance Officer requests the Development Review Board uphold the decision rendered under ZCPT-24-25 as valid and that a Zoning Violation exists.



PERMITTING & INSPECTIONS

645 Pine Street, Ste. A | PO Box 849
Burlington, VT 05402-0849

Housing: (802) 863-0442

Trades: (802) 863-9094

Zoning: (802) 865-7188

NOTICE OF ZONING VIOLATION (NOV ZCPT-24-25)

February 10, 2025

Joseph Finnigan
307 Woods Hollow Rd
Westford, VT 05494

Mailed Certified Mail #9589071052701493267281
And FIRST CLASS MAIL

NOTICE OF VIOLATION AT:
Address: 32 Brookes Ave, BURLINGTON, VT
TAX LOT #045-2-185-000

Zoning Violation# ZCPT-24-25

Dear Owners,

It has come to the attention of this office that a zoning violation exists at 32 Brookes Ave, Burlington, VT.

Description of Violation: Replacement of front (South) side porch without Zoning Permit.

Burlington Comprehensive Development Ordinance (CDO) Article(s): 2, 3, 5, 8, 12, and 24 VSA §4451.

Please be advised that violations of the CDO are subject to fines of up to two hundred dollars (\$200.00) for each day that a violation continues. You may submit an application to attempt correction of the violation, however, be advised application and filing fees are subject to a fee increase for permits required to correct a violation.

This correspondence serves as a formal notice of a zoning violation pursuant to 24 V.S.A §4451. You have seven (7) days from receipt of this notice to cure the referenced violation. Additional warnings for the violation are not required and will not be forthcoming. In the event that the violation is not cured or remedied as provided for in this notice, the City will pursue enforcement of the violation as provided for by law.

This Notice of Violation (NOV) may be appealed to the Burlington Development Review Board in accordance with the provisions of CDO Sections 2.7.12 and 12.2.2 provided that such appeal is filed within fifteen (15) days of the date of this NOV February 10, 2025, online at <https://burlingtonvt.viewpointcloud.com/categories/1098> and accompanied by the appropriate fee, (\$250), in accordance with Sec. 3.2.4(a) of the CDO. Or Appeal fee and complete application shall be filed with the City's Zoning Office (645 Pine Street) by **4 pm on February 25, 2025**; an appeal shall not be perfected until the fee is received.

If you have any questions, please call Steve Cormier or William Ward at (802) 863-0442.

Sincerely,

William Ward
Zoning Administrative Officer

Sincerely,

Steve Cormier
Code Compliance Officer

Cc: Land Records for Tax Lot #045-2-185-000

VIOLATION DETAILS

LOCATION: 32 Brookes Ave, Burlington

DECISION DATE: February 10, 2025

VIOLATION DESCRIPTION: Replacement of front (South) side porch without Zoning Permit.

FINDINGS: Replacement of front (South) side porch without Zoning Permit.



REMEDY OPTIONS: Within seven (7) days from receipt of this notice you may cure the violation by:

- 1) – Removing the violation noted above by **restoring the porch/premises to its prior state, and informing the Zoning Office that the violation has been removed so our office may verify compliance; or**
- 2) - Obtaining approval from the City's Zoning Office for expanded parking without an approved zoning permit (permit application **fee is doubled** if complete application is submitted within seven days from receipt of the NOV, **tripled** if a complete application is submitted 7-15 days from receipt of the NOV, **or triple plus \$75 per hour of staff time** (up to \$500) if a completed application is submitted after 15 days from date of NOV receipt). See CDO Section 2.7.8. **PLEASE NOTE:** If the zoning permit request is denied, the violation is **NOT** cured. Owner shall be required to remove the violation as noted in #1 above or request an agreement as noted in #3 below within five (5) business days from date of the permit denial; **or**
- 3) - Entering into an Agreement with the City of Burlington to extend deadlines in which to come into compliance with the City's ordinance (**administrative fees required**).

APPEAL RIGHTS: You have the right to appeal the enforcement officer's decision that a zoning violation exists on your property to the Development Review Board in accordance with the provisions of Articles 2.7.12 and 12.2.2 of the CDO within fifteen (15) days **from the date of this notice**. **The deadline for filing an appeal is 4 pm on February 25, 2025.** Submit a complete application with ZV# and appropriate fee, (\$250), to the City's Zoning Office at 645 Pine St, or online at <https://burlingtonvt.viewpointcloud.com/categories/1098> accompanied by a memo stating the ZV#, the owner's name and address, a brief description of the property with respect to which the appeal is taken, a reference to the regulatory provisions applicable to that appeal, the relief you are requesting, and the alleged grounds why such relief is believed proper under the circumstances. *Failure to appeal constitutes admission that the violation exists, and the decision of the enforcement officer shall be binding 24 V.S.A §4472(d).*

REGULATION CDO Article(s): 2, 3, 5, 8, 12 and 24 VSA §4451
CITATION:



PERMITTING & INSPECTIONS

645 Pine Street, Ste. A | PO Box 849
Burlington, VT 05402-0849

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Trades: (802) 863-9094
Zoning: (802) 865-7188

NOTICE OF ZONING VIOLATION (NOV ZCPT-24-25)

February 10, 2025

Susan Finnigan
307 Woods Hollow Rd
Westford, VT 05494

Mailed Certified Mail #9589071052701493267298
And FIRST CLASS MAIL

NOTICE OF VIOLATION AT:
Address: 32 Brookes Ave, BURLINGTON, VT
TAX LOT #045-2-185-000

Zoning Violation# ZCPT-24-25

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Sincerely,

William Ward
Zoning Administrative Officer

Sincerely,

Steve Cormier
Code Compliance Officer

Cc: Land Records for Tax Lot #045-2-185-000

VIOLATION DETAILS

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DECISION DATE: February 10, 2025

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REGULATION CDO Article(s): 2, 3, 5, 8, 12 and 24 VSA §4451
CITATION:

Property: 32 Brookes Ave
Inspection: (originally scheduled) Initial MH



Property: 32 Brookes Ave
Inspection: 3rd Follow-up (MH)



Feb 10, 2025 at 7:32:17 AM



Feb 10, 2025 at 7:32:29 AM



TO: Steven M. Cormier, Zoning Enforcement Officer

FR: Joseph M. Finnigan

DA: March 5, 2025

RE: Zoning Violation Appeal # ZAP-25-1

Dear Steven,

Thank you for your email from Feb. 27, 2025 re: my appeal of a zoning violation notice concerning 32 Brookes Ave, Burlington, VT. Your email notes the appeal was missing information for items 1, 3, 4, 5 under CDO sec. 12.2.2 Here is my information for those items:

- 1) Joseph M. Finnigan; 307 Woods Hollow Rd, Westford VT 05494.
- 2) (Already previously provided).
- 3) Regulatory provisions applicable to the appeal are the following:
 - a. Sec 3.1.2(c): Exemptions
 - b. Sec. 5.4.8
- 4) Relief requested (in order of preference):
 - a. Determine there is no violation because no zoning permit was required; or
 - b. If a zoning permit is required, order that (i) a zoning permit should be granted based on the prior application, or (ii) allow me to resubmit an application for the project with Trex decking.
 - c. Allow me to remove the Trex decking and replace with wood decking without the need for a zoning permit (based on CDO sec. 3.1.2(c)).
- 5) Grounds relief is proper:
 - a. The work at the property involved replacement of the porch decking, roof supports, and railing. The only difference in the project vs the materials that were in disrepair is that we used Trex decking, which looks similar to the wood that was there before (when the wood was not in disrepair). These circumstances appear to meet the criteria for exemption from needing a zoning permit.
 - b. The February 10, 2025, Notice of violation states that the violation can be addressed by obtaining a permit. I applied for a permit and ask that the DRB grant a permit. Alternatively, I will apply again if necessary and given the opportunity. My understanding is the City believes CDO sec. 5.4.8(a) applies, but that only applies if a building is on the Nat'l Register of Historic Places or has actually been "found to be eligible". I am not aware 32 Brooks Ave meets this criteria. Also, the two provisions cited 5.4.8(b)(2) and (3) are based on "distinctive materials", i.e., that the wood deck was a distinctive material. There is no definition in the regs (Art. 13) of what that means. Wood decking boards do not seem to be "distinctive material" or add historic value does a wooden decking surface have.

Thank you,
Joe Finnigan

Department of Permitting & Inspections

Zoning Division
645 Pine Street
Burlington, VT 05401
Telephone: (802) 865-7188

William Ward, Director
Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Garret King, Associate Planner
Joseph Cava, Permit Technician
Steve Cormier, Code Compliance Officer
Vacant, DPI Administrator



TO: Development Review Board
FROM: Garret King
DATE: April 15, 2025
RE: ZP-25-26; 37 Village Green

=====

Note: These are staff comments only; decisions on projects are made by the Development Review Board, which may approve, deny, table or modify any project. THE APPLICANT OR REPRESENTATIVE MUST ATTEND THE MEETING.

Zone: RL Ward: 7

Owner/Applicant: Jean O'Sullivan

Request: Proposed establishment of a preparing and packaging takeaway food home occupation. No additional employees in the business. No customers at this location.

Applicable Regulations:

Article 3 (Applications, Permits, & Project Reviews) and Article 5 (Citywide General Regulations)

Background Information:

The applicant is seeking approval to use their existing kitchen and some garage space to operate a packaged food home occupation. A total of 224sf of space will be used for food preparation and packaging. No additional employees or customers will come to the property.

Home occupations within a residential zone, wherein the subject property is located are subject to DRB review and approval per. Sec. 5.4.6.

Previous zoning actions for this property are noted below.

- Zoning permit: ZP-19-507 Creation of a 1 bedroom bed and breakfast
- Zoning permit: ZP-1995-250 Construct a rear addition to the existing single family home.

Recommendation: **Conditional Use Approval** subject to the following findings and conditions.

I. Findings

Article 3: Applications and Reviews

Part 5, Conditional Use & Major Impact Review:

Section 3.5.6 (a) Conditional Use Review Standards

Approval shall be granted only if the DRB, after public notice and public hearing, determines that the proposed conditional use and associated development shall not result in an undue adverse effect on each of the following general standards:

1. *Existing or planned public utilities, facilities or services are capable of supporting the proposed use in addition to the existing uses in the area;*

The proposed home occupation has already received a water capacity letter for this project. Increased demand on other City resources should be minimal to nonexistent as no additional employees or customers will be coming to the property. **(Affirmative finding)**

2. *The character of the area affected as defined by the purpose or purposes of the zoning district(s) within which the project is located, and specifically stated policies and standards of the municipal development plan;*

Home occupations are permitted in residential districts. The proposed home occupation will not change the primary use of the property and will retain the characteristics of a residential home. **(Affirmative finding)**

3. *The proposed use will not have nuisance impacts from noise, odor, dust, heat, and vibrations greater than typically generated by other permitted uses in the same zoning district;*

The proposed home occupation will consist of food preparation and packaging inside of an existing home. The food preparation activity associated with this proposal is similar to what currently happens at the property and throughout the district. A home occupation operation of this scale is not expected to create noticeable noise, odor, dust, heat, or vibrations. **(Affirmative finding)**

4. *The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street designations and capacity; level of service and other performance measures; access to arterial roadways; connectivity; transit availability; parking and access; impacts on pedestrian, bicycle and transit circulation; safety for all modes; and adequate transportation demand management strategies;*

Traffic will not be increasing as no additional employees or customers will be visiting the property, and no commercial vehicles will be making deliveries. **(Affirmative Finding)**

5. *The utilization of renewable energy resources;*

No indication of renewable energy resources is proposed. **(Affirmative Finding)**

and,

6. *Any standards or factors set forth in existing City bylaws and city and state ordinances;*

The applicant has not kept up with the permit condition from the previous Zoning Permit that requires them to work with code enforcement to inspect and register the bed and breakfast. The applicant is working with the Housing team to correct this. **(Affirmative Finding as Conditioned)**

(c) Conditions of Approval:

In addition to imposing conditions of approval necessary to satisfy the General Standards specified in (a) or (b) above, the DRB may also impose additional conditions of approval relative to any of the following:

1. Mitigation measures, including but not limited to screening, landscaping, where necessary to reduce noise and glare and to maintain the property in a character in keeping with the surrounding area.

As noted above, noise impacts are anticipated to be similar to current conditions. No site changes requiring screening or landscaping are proposed or are required. **(Affirmative finding)**

2. Time limits for construction.

No additional time is requested with the current application, nor is a phasing plan included. The standard 3-year timeframe for zoning permits will apply. **(Affirmative finding)**

3. Hours of operation and/or construction to reduce the impacts on surrounding properties.

No construction is proposed.

Hours of operation are proposed for 9am. to 9pm. on Sunday for the preparation and cooking of food. The proposed home occupation should not be disruptive to neighboring properties.

(Affirmative finding)

4. That any future enlargement or alteration of the use return for review to the DRB to permit the specifying of new conditions; and,

Any future enlargement or alteration will be reviewed under the zoning regulations in effect at that time by the DRB. **(Affirmative finding)**

5. Such additional reasonable performance standards, conditions and safeguards, as it may deem necessary to implement the purposes of this chapter and the zoning regulations.

See the recommended conditions.

Article 5: Citywide General Regulations

Sec. 5.4.6, Home Occupations

(b) Conditional Use Review:

All home occupations not otherwise eligible for administrative approval above shall require review and approval by the DRB pursuant to the requirements of Art. 3, Part 5. In addition to the conditional use criteria, the following criteria must be met for any home occupation:

- 1. A home occupation shall be conducted solely by resident occupants plus no more than one additional full-time equivalent employee in RL districts, and no more than two (2) full-time equivalent employees in other districts. The home occupation shall be conducted entirely within an existing dwelling unit and/or one enclosed accessory structure;*

There are two residents of the property that will be the sole employees of the home occupation. The home occupation is proposed for the kitchen and some of the garage area, all within the existing home with no additions proposed. **(Affirmative finding)**

2. *No more than thirty-five per cent (35%) of the floor area of said residence, including accessory structures, up to a maximum of seven hundred fifty (750) square feet, whichever is less, shall be used for such purpose;*

The residence plus the garage has a total floor area of 2,382sf, and the applicant is proposing to use 224sf for the home occupation. The home occupation will be under the 35% and 750sf maximum. **(Affirmative finding)**

3. *No home occupation shall require alterations, construction or equipment that would change the fire rating of the structure or the fire district in which the structure is located;*

No alteration to the exterior or interior of the home is proposed. **(Affirmative finding)**

4. *There shall be no outside storage of any kind related to the home occupation;*

The home occupation, including material storage will be entirely inside the existing home. **(Affirmative finding)**

5. *There shall be no exterior evidence of the conduct of a home occupation except for: A. Occasional garage/lawn/yard type sales (up to twice a year not to exceed two (2) days each); and B. One non-illuminated attached parallel sign that shall not exceed two (2) square feet. No other signs shall be permitted.*

No outside business is expected and no exterior signs are proposed. The outside of the home will remain unchanged. **(Affirmative finding)**

6. *No home occupation may increase vehicular traffic flow or parking by more than one additional vehicle at a time for customers or deliveries. All parking shall be located off-street and shall maintain the required front yard setback;*

No customers or additional staff are proposed. The only vehicle traffic expected will be from the residents of the home. No additional deliveries or vehicles are proposed and the existing driveway will remain unchanged. **(Affirmative finding)**

7. *No home occupation shall create sounds, noise, dust, vibration, smell, smoke, heat, humidity, glare, radiation, electrical interference, fire hazard or any other hazard, nuisance or unsightliness which is discernible from any adjacent dwelling unit;*

The proposed home occupation will consist of food preparation and packaging inside of an existing home. The food preparation activity associated with this proposal is similar to what currently happens at the property and throughout the district. A home occupation operation of this scale is not expected to create noticeable noise, odor, dust, heat, or vibrations. **(Affirmative finding)**

8. *The home occupation shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character thereof or adversely affect the uses permitted in the residential district of which it is a part.*

The home occupation will only be in part of the home and will not change the primary use of the property. The property remains a residential dwelling, and the home occupation will not create a noticeable change to the district. **(Affirmative finding)**

9. *Delivery of products and materials related to the home occupation by vehicles other than automobiles shall occur no more than once per day;*

No deliveries are expected with this application. If deliveries are made it will be by automobile. **(Affirmative finding as Conditioned)**

10. *With the exception of one delivery per day, as specified in subparagraph (9), no more than one (1) commercial vehicle shall be allowed on the premises at any one time; and*

No commercial vehicles are associated with the home occupation. **(Affirmative finding)**

11. *There shall be no sale of goods except for goods fabricated on the premises as part of an approved home occupation.*

All goods created within the home are going to be sold off of the premises as part of a delivery/ take-away service. No customers will come to the property. **(Affirmative finding)**

II. Conditions of Approval

1. **Prior to the Release of the Zoning Permit:** The applicant shall get the previously permitted Bed & Breakfast in compliance with all city short term rental regulations.

Standard Conditions 1-15.



Department of Permitting and Inspections

645 Pine Street
Burlington, VT 05401-8415
Phone: (802) 865-7188
www.burlingtonvt.gov/dpi

Home Occupation Application Questionnaire

Use this checklist for all applications for a home occupation - See Sec. 5.4.6 of the Zoning Ordinance. This questionnaire is provided to summarize details and is required to accompany a zoning permit application form and required fee (for either administrative approval or conditional use review).

Please note:

1. The specific requirements for home occupations can be found in Section 5.4.6 of the Comprehensive Development Ordinance which is available in its entirety on our website at www.burlingtonvt.gov/PZ
2. A 'Business Personal Property Registration Form' may be required to be submitted to the Assessors Office. This form is available at www.burlingtonvt.gov/assessor/businesses

Name of Business Proposed: LAUNDRY DAY TAKEAWAY

Type of Business Proposed: TAKEAWAY FOOD MADE AT HOME DISTRIBUTED Miller Ctr.

Provide a detailed description of the proposed Home Occupation such as: activities involved; materials and equipment used; quantities of materials and equipment stored on-site; methods of operation; hours of operation.
This may be done on a separate piece of paper and attached.

Please respond to the following:

1. How many persons will be involved or employed in the conduct of the proposed Home Occupation:
Residents of premises: 2 Others 6 Total Number 8
2. What type of product will be produced, serviced, or repaired in the conduct of your Home Occupation? (For example: repair of clocks or watches, making jewelry, etc.). Explain:
FAST FOOD TAKEAWAY - PRE-ORDERED - PICKED UP AT
the Miller Center
3. Describe any alterations to the home or premises that might be required to facilitate your Home Occupation:
NONE
4. Describe what rooms will be used in the conduct of the Home Occupation and how these rooms will be used. (For example: garage will be used to store supplies; or den will contain desk and file cabinets, etc.). Indicate the gross floor area(s) that will be used in the conduct of the Home Occupation. Indicate the total gross floor areas of your house and include any accessory structure(s) to be used for the Home Occupation, (Ex. Garage).
KITCHEN - FOOD PREP
GARAGE - REFRIGERATOR
5. Describe the mechanical and/or electrical equipment that will be necessary to conduct your business activity:
Kitchen Appliances
6. Describe how, where and in what amounts the material, supplies and/or equipment related to your Home Occupation will be displayed or stored:
NO DISPLAY
INGREDIENTS - 10lb FLOUR 5LB SUGAR MKG SEASONINGS

PLEASE TURN OVER

July 2020

7. Will people come to your home to obtain any product or utilize any service connected with the proposed Home Occupation activity? Yes _____ No X
If yes, please explain in detail:

8. Are any signs necessary or proposed relative to the Home Occupation?
Yes _____ No X
If yes, you are required to file for a Sign Permit. An application form can be obtained at the Planning and Zoning Department or on our website.
9. If trucks or other equipment will be used in your Home Occupation, where will they be parked or stored?
NO

10. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises? Yes _____ No X
If yes, please explain:

11. How many parking spaces will be provided for the home occupation? 2
Where will they be located? Indicate parking spaces on a site plan of this property as part of your application submission. DRIVEWAY PAVED TO ACCOMMODATE TWO PARKING SPACES.
12. Is your proposed Home Occupation in conformance with the conditions, covenants and restrictions pertaining to your property? Yes X No _____
We suggest checking your deed for conditions, covenants and restrictions.

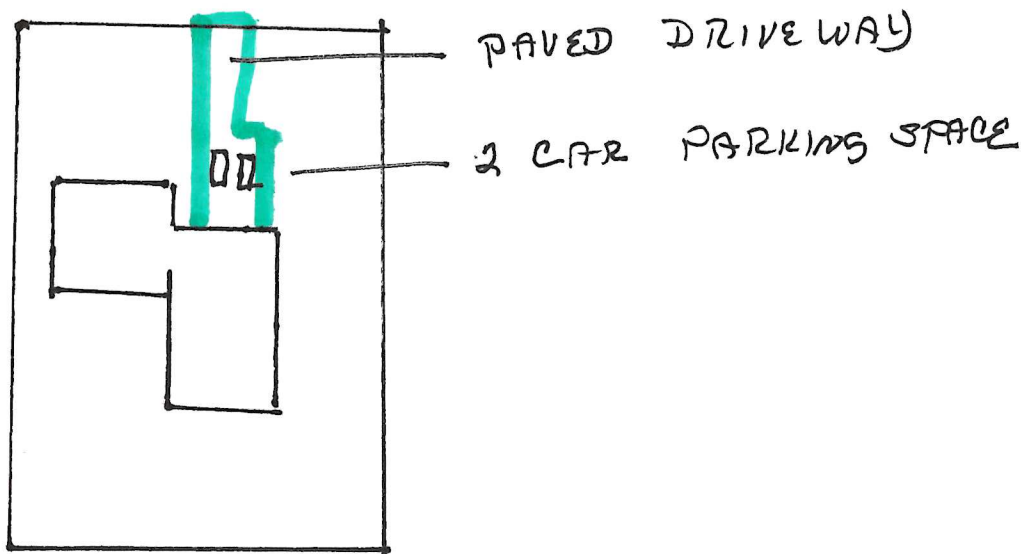
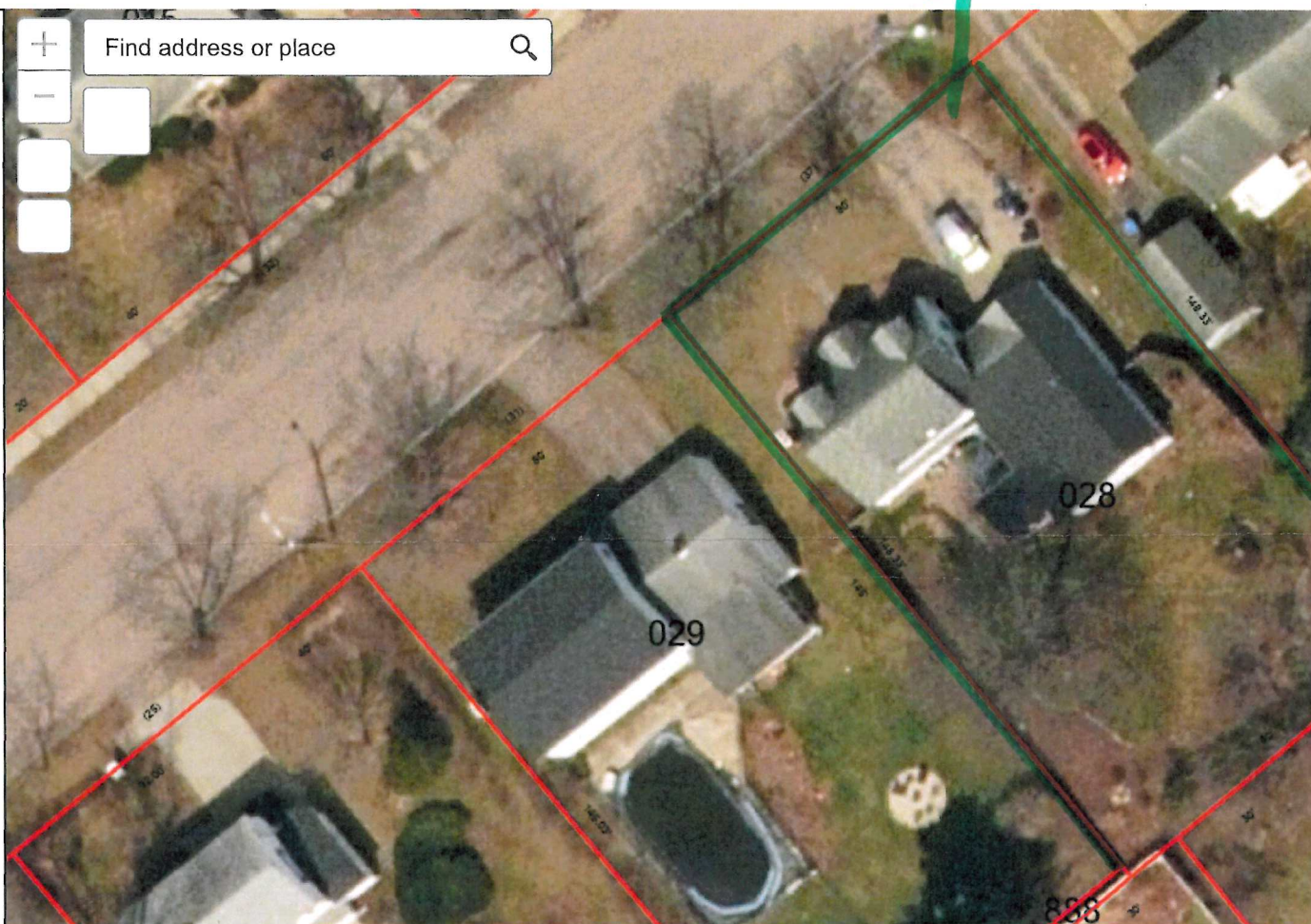
I have read and understand 'Sec 5.4.6 Home Occupations' under the City of Burlington Comprehensive Development Ordinance and believe that to the best of my knowledge my proposed Home Occupation would not violate any portion of said Ordinance:

Applicant's Signature: Sean O'Sullivan

Date: 3/12/2025

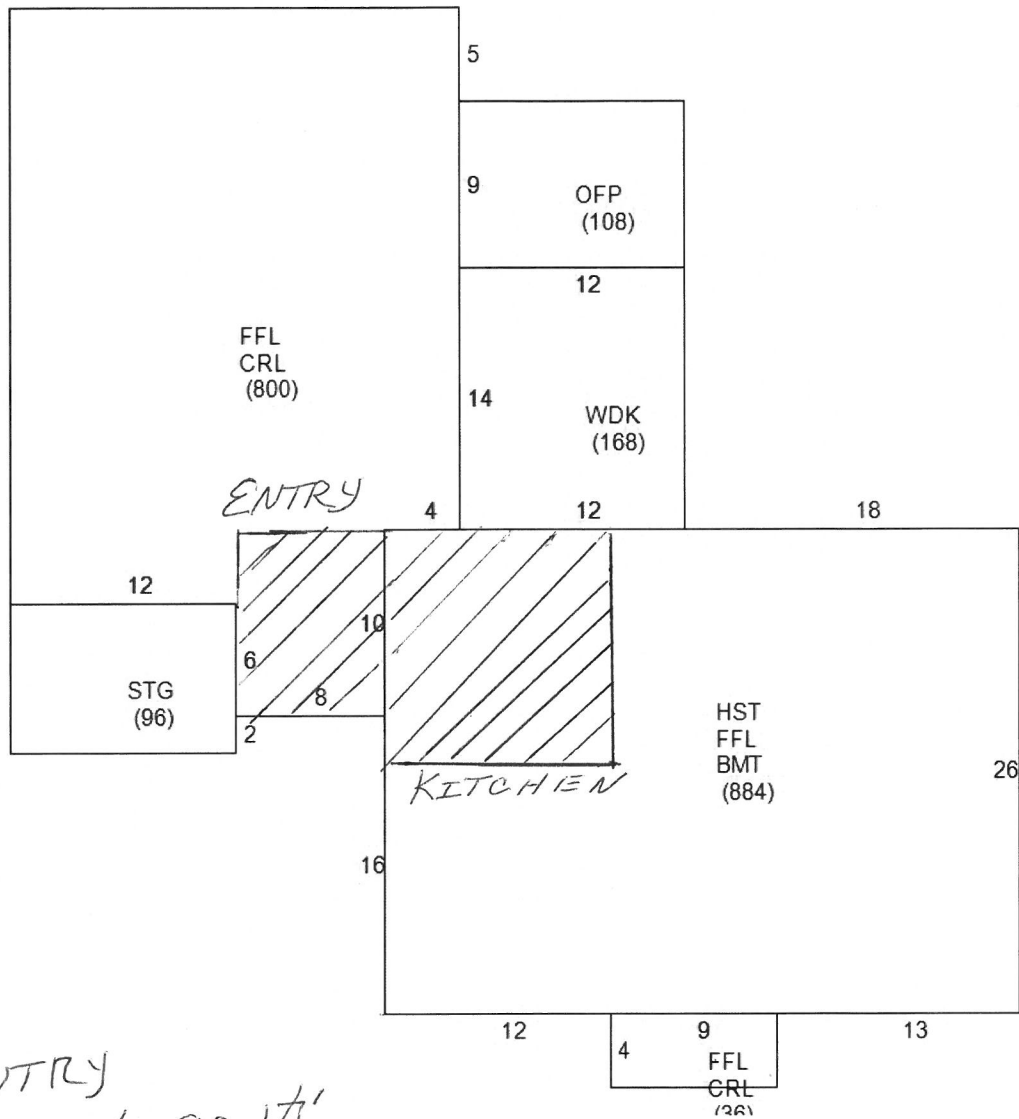
Property Owner's Signature: Sean O'Sullivan

Date: 3/12/2025



40ft
-73.238 44.504 Degrees

37 VILLAGE GREEN
BURLINGTON VT 05408



ENTRY
8' x 10' = 80 sq'

KITCHEN
12' x 12' = 144 sq'