

Department of Permitting and Inspections

Zoning Division

645 Pine Street

Burlington, VT 05401

<http://www.burlingtonvt.gov/PZ/>

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Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Garret King, Associate Planner
Joseph Cava, Planning Technician
Celeste Crowley, Permit Administrator



MEMORANDUM

To: Development Review Board

From: Mary O'Neil, AICP, Principal Planner

Date: March 21, 2023

RE: ZP-23-57; 78 Crescent Road

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.

File: ZP-23-57

Location: 78 Crescent Road

Zone: RL **Ward:** 6

Parking District: Neighborhood

Date application accepted: February 16, 2023

Applicant/ Owner: Danielle Roberts

Request: Remove 20 trees



Background:

- **Zoning Permit 85-101;** construct a single family home with attached garage on an existing vacant lot. April 1985.

The programs and services of the City of Burlington are accessible to people with disabilities. For accessibility information call 865-7188 (for TTY users 865-7142).

Overview:

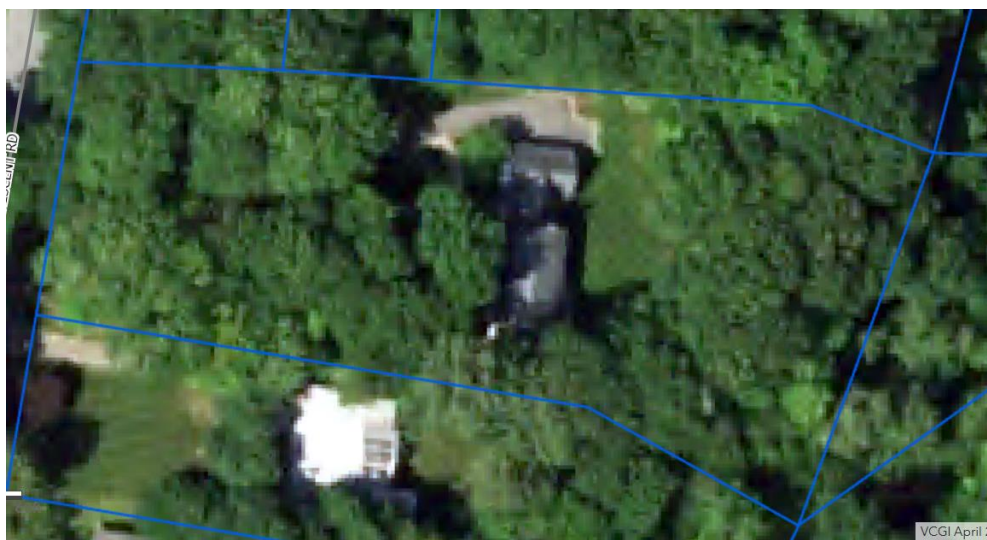
The applicant, who has recently purchased the home, wishes to remove 20 trees from the existing lot with a single family home. The applicant does not meet the exemption under Section 3.1.2 (c) 2.: *The removal of trees from any lot containing a single family home or duplex which consists of no more than three-quarters (3/4) of one acre* as the lot size exceeds that limitation at 77,972 sf.

Recommended motion: **Consent approval**, per the following Findings and conditions:

I. Findings



2018 Color aerial photograph (above) and 2016 (below.)



Article 5: Citywide General Regulations

Sec. 5.5.4, Tree Removal

(a) Review criteria for zoning permit requests for tree removal

(1) Grounds for approval

Tree removal involving six (6) or more trees, each of ten (10) inches or greater in caliper or the removal of ten (10) or more trees, each of which is three (3) inches or greater in caliper during any consecutive twelve (12) month period may be permitted for any of the following reasons:

A. Removal of dead, diseased, or infested trees;

B. Thinning of trees for the health of remaining trees according to recognized accepted forestry practices;

C. Removal of trees that are a danger to life or property; or,

D. As part of a development with an approved zoning permit.

The applicant has provided an email requesting tree removal largely on the advice of his insurance company, and for the benefit of increased solar gain. See attached email.

A representative from Barrett's Tree Service submitted the following:

Some of the trees are dead or dying, some of these trees are being removed because they are higher risk/danger trees that have weak structures or rot/decay and they pose a threat to the property. Some of the tree removals are required for additional light to the house and roof to prevent moisture issues. Some are being removed due to the overcrowding and by thinning out will promote better quality growth/ health of the remaining trees. Average diameter is 20"-22" DBH

Affirmative finding.

(2) Grounds for denial

Tree removal involving six (6) or more trees, each of ten (10) inches or greater in caliper or the removal of ten (10) or more trees, each of which is three (3) inches or greater in caliper during any consecutive twelve (12) month period may be denied if existing healthy trees are known to be:

A. Providing a significant privacy or aesthetic buffer or barrier between properties;

Trees will remain between the house and the road, and the house and the easterly property.

B. Providing stabilization on slopes vulnerable to erosion;

Not applicable.

C. Located within a riparian or littoral buffer;

78 Crescent Road is not within the Natural Resource Composite Overlay zone; nor in the Riparian Littoral Overlay. **Affirmative finding.**

D. Provide unique wildlife habitat;

The parcel does not fall within any of the Recreation, Conservation and Open Space Districts; or the Natural Resource Protection Overlay District. **Affirmative finding.**

E. A rare northern Vermont tree species as listed by the Vermont Natural Heritage Program;

None identified.

or,

F. A significant element or, or significantly enhances, an historic site.

Not applicable.

II. Conditions of Approval

1. Standard Permit Conditions 1-15.

NOTE: These are staff comments only. The Development Review Board, who may approve, table, modify, or deny projects, makes decisions.

J. L. M. [Signature]
J. L. M. [Signature]

"Plan of Prospect Work" - Thomas Farrell, Owner
by Hoag-Shane & Assoc., dated April 1946.
Vol. 127, Pg. 178
Vol. 127, Pg. 279
Vol. 127, Pg. 300

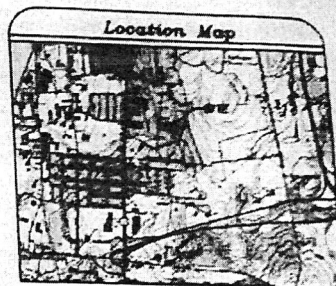
Quit Claims List & Certif
Vol. 303, Pg. 296
Vol. 303, Pg. 297

Quil Quins Farrell & Farrell
Vol. 130, Pg. 141
Vol. 130, Pg. 142

Agreement With City Re: Sidewalks
Vol. 134, Pg. 425

A utility easement 15' wide exists either along the front (Vol. 132, Pg. 646) or the rear (Vol. 129, Pg. 263) of this parcel. In this surveyor's opinion the easement exists in the front along the Crescent Road right-of-way.

_____	Property Line
_____	1st Property Line
=====	Stone Wall
_____	Easement Line
_____	Top of Bank
0/E/I	Overhead Electric/Telephone
_____	Stream
Ø	Utility Pole
□	Concrete Monument
○	Iron Pipe Found
●	Iron Pipe Set



(IN FEET)
1 inch = 30 ft

This is a correct survey based upon Burlington land records and an EDM-Total Station survey performed on 11/24/89.

The bearings shown on the property or tie lines on this plan are magnetic and related to a magnetic observation performed and subject to natural change without notice. The bearings are only shown as an aid in determining the angular relationship between various lines and should not be used as the sole determination of alignment.

It is not intended that this assessment of hazardous or other waste materials has been made and P.E.A. takes no responsibility for any materials or conditions that may exist on this site.

This plot conforms to the requirements of 27 VSA 140.3.

[illegible]

Email from applicant received 3.10.2023:

I am contacting you in follow-up to Danielle Roberts' (Barretts Tree Service) conversation with you regarding some tree removal at 78 Crescent Street. I recently purchased the property from Gene and Anne Cenci and, prior to moving in, need to remove some trees for protection and solar gain for the house. I did not know that a meeting with the review board was needed for this until Danielle notified me yesterday. Unfortunately, I am away from Burlington until 4/3 and will not be able to attend the meeting on 3/21. I am submitting this written response in support of my request. I understand that B.J. Barrett has also supplied information in support of Barretts' work and Danielle has offered to be at the meeting if there are any questions (B.J. will also be available by phone during the meeting if needed). We are hoping for immediate approval as the work needs to be done in early April while the ground is mostly still frozen (to best protect the lawn areas). I believe Barretts submitted the permit request back in January as my attorneys noted it was on record when I closed on the property in February.

I have walked the property several times with B.J. Barrett who came up with a plan to remove those trees which threaten the house and whose removal will greatly increase solar gain for the property. Also, prior to closing, my insurance agent visited the property and noted the risk of large trees near my house and on my property near my southern neighbors' house that if blown over would certainly damage the houses significantly. I met and reviewed this with the neighbor, Slauson, who were very grateful and have approved the tree removal plan (see attached letter). Plus, the trees surrounding my house shade the house so much that mildew has grown on the roofing and the roofing will need to be replaced prior to my moving in.

In support of my request, I have attached the following:

1. Copy of the survey plat marked to show the approximate locations of trees to be removed per Barretts' plan AND all the areas where no trees will be cut (marked in orange). The lot is very large at about 1.8 acres with the house centered. As noted on this plan, no trees will be cut for several hundred feet in the front and several hundred feet in the back. And no trees will be cut along the northern property line. The trees to be removed are at the edge of the rear lawn to the east and along the southern property boundary which most effect solar gain for my property and possible damage to my property and the Slauson property. B.J. Barrett has also reviewed this plan with the City's arborist.
2. Letter from the Slausons approving the tree removal plan noting the couple of trees on their property that would also be removed to protect their property.
3. Three photos of my northern property boundary where no trees will be cut.
4. Several photos of trees along the rear lawn area that would be removed to increase morning solar gain and to protect the house from potential blown over trees. Photo from in front of the house show how the trees tower over the house.
5. Several photos of trees along the southern property boundary with the Slausons which show how much they shade the house and could cause potential damage to both my house and the Slauson house.

Please let me know if you have any more questions which I would be happy to answer before the review meeting or have Barretts answer at the meeting.

Thank you very much.

John Giebink, Owner
Summit Properties
www.summitpmg.com
7 Aspen Drive
South Burlington, VT 05403
802-864-9899 x 2 (office)
802-999-7254 (cell)
jgiebink@summitpmg.com

From: [Lydia Slauson](#)
To: [John Giebink](#)
Cc: [Alex Slauson](#)
Subject: Crescent Road Trees
Date: Thursday, February 2, 2023 1:03:43 PM

Hi John,

We have reviewed the marked trees and are OK with you moving forward in removing them with Barrett's.

From what I could see, there are 4 trees marked by Barrett's that we are taking financial responsibility for. They are the two white pines in our backyard, the large oak abutting our driveway, and the small dead oak just west of our driveway. I've called BJ and have asked him to bill us directly for these trees. He's sending me a quote next week.

If Barrett's needs to use our driveway or yard to access any of the trees, that is totally fine. Just give us a heads up on timing so that we can make sure to remove cars from our driveway as needed.

Thanks,
Lydia and Alex

--

Lydia Ode Slauson
(802) 238 6606
www.lydiaode.com
[@lydia_ode](#)

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Joseph Cava, Permit Technician
Ted Miles, Code Compliance Officer
vacant, DPI Administrator



TO: Development Review Board
FROM: Scott Gustin & Garret King
DATE: March 21, 2023
RE: ZP-23-25; 15 Conger Avenue

=====

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Zone: RL-W Ward: 5

Owner/Applicant: Natalie von Turkovich

Request: Demolish existing 4 bay garage and replace with new single family residence with attached ADU.

Applicable Regulations:

Article 3 (Applications, Permits, and Project Reviews), Article 4 (Maps & Districts), Article 5 (Citywide General Regulations), Article 6 (Development Criteria & Guidelines), Article 8 (Parking)

Background Information:

The applicant is requesting approval to tear down a detached 4 bay garage and replace it with a new single family residence with an attached ADU.

The subject property is very small at just 2935.5 sf and received variance approval from the Development Review Board May 14, 2014 that allowed construction on the property even though it is less than 4,000 sf (Sec 5.2.1, *Existing Small lots*). The variance was reapproved on November 6th, 2019 and remains in effect and can be carried over to this application.

Two prior zoning permits (15-0055CA & 20-0166CA/VR) have been approved for demolition and construction of a new home on this property. Significant construction has not taken place. Existing and proposed dimensional information has varied somewhat among the applications. On such a small lot, even small variations can be significant. Dimensional information in this report is based on the professional boundary survey included in this application.

The Design Advisory Board reviewed this application on February 28, 2023. At the time of their review, a 5' front yard setback was proposed; however, a minimum of 10' was required. The DAB voted 3-2 to recommend approval of the application with a 7' front yard setback. The DAB felt that 7' was a reasonable compromise between the applicant's 5' and the ordinance's required 10.' Unfortunately, there is no provision in the ordinance (except variance) to reduce the front yard setback as recommended by the DAB. The applicant has submitted a revised project plan that complies with the required 10' front yard setback.

Prior zoning permit actions for this property.

- 3/14/2014 ZP-14-108 Determination of developable existing small lot
- 3/14/2014 ZP-14-110 Variance from limitation of development of existing small lot of less than 4,000 sf.
- 7/11/2014 ZP-14-498 Replace existing garage with new single family dwelling
- 1/20/2015 ZP15-0055CA Replace existing garage with new single family dwelling
- 12/15/2016 zoning permit time extension for ZP15-005CA
- 8/7/2019 ZP-19-567 Demolish existing structure and construct new single family home
- 10/14/2021 ZP-20-0166CA Request for time extension on ZP-19-567

Recommendation: **Certificate of appropriateness approval** as per, and subject to, the following findings and conditions:

I. Findings

Article 3: Applications, Permits, and Project Reviews

Part 3: Impact Fees

Sec. 3.3.2, Applicability

Applicant will be required to pay associated impact fees set forth and calculated by the Impact Fee Administrative Regulations based on the total gross square footage of the new home. Credit will be given for the existing 2,115 sf non-residential use. **(Affirmative finding as conditioned)**

Article 4: Maps & Districts

Sec. 4.4.5, Residential Districts:

(a) Purpose

(2) Waterfront Residential Low Density (RL-W)

The property is in the RL-W zone and is subject to the development standards of this zone. The district is primarily intended for low density single-family detached dwellings and duplexes with consideration given for design review. The proposed construction of a new home fits within the district's purpose. **(Affirmative finding)**

(b) Dimensional Standards & Density

Residential density will change from 0 units to 1 unit. This new residential unit exceeds allowable density at 1 unit/acre on this 2,936 sf lot; however, a variance has been issued to enable residential development of the property. The proposed accessory dwelling unit does not count towards residential density.

Current lot coverage is 63.4%. Proposed lot coverage will drop to 61.2% which will still be nonconforming to the district (40% limit) but lessens the degree of nonconformity.

The minimum required side yard setback must be either 10% of lot width or the average of side yard setback of 2 adjacent lots on both sides of the property. As proposed, the southerly side yard setback is 5' 8" (10% of the 58' wide lot). The northerly side yard setback is 3' and is acceptable based on the average of neighboring side yard setbacks. The existing rear setback is 1.2' from the property line. The proposed rear setback increases to 4' and is acceptable as it reduces the degree

of nonconformity. The proposed front yard setback is 10' and is acceptable based on the average of neighboring properties (15' +/- 5').

The existing height of the garage is not noted but is one story tall and the proposed structure is 28'2" tall, under the maximum of 35' of the district. **(Affirmative finding)**

(c) Permitted & Conditional Uses

The development of a new single family home is permitted use in the RL-W zone. The apartment is accessory thereto. **(Affirmative finding)**

(d) District Specific Regulations

1. Setbacks

See Sec. 4.4.5 above

2. Lot Coverage

See Sec. 4.4.5 above

3. Accessory Residential Structures and Uses

No Accessory structures are proposed. **(Not applicable)**

4. Residential Density

The single family home is limited to occupancy by a family as defined in Article 13 of the Comprehensive Development Ordinance, and the ADU is subject to Sec 5.4.5 of the Comprehensive Development Ordinance. **(Affirmative finding)**

5. Uses

Not applicable

6. Residential Development Bonuses

Not applicable

Article 5: Citywide General Regulations

Sec. 5.2.1, Existing Small Lots

Prior variance approval allows for development on the site even though the lot is only 2,936 sf. **(Affirmative finding)**

Sec. 5.2.3, Lot Coverage Requirements

Refer to Sec. 4.4.5 above.

Sec. 5.2.4, Buildable Area Calculation

Not Applicable

Sec. 5.2.5, Setbacks

See Sec. 4.4.5 above

Sec. 5.2.6, Building Height Limits

See Sec. 4.4.5 above

Sec. 5.2.7, Density and Intensity of Development Calculations

See Sec. 4.4.5 above

Sec. 5.5.1, Nuisance Regulations

Nuisance impacts from the proposed residence are not anticipated. **(Affirmative finding)**

Sec 5.3.5 Nonconforming Structures

(a). Changes and Modifications

The Comprehensive Development Ordinance states “Such a change may reduce the degree of nonconformity.” The proposed plan includes nonconformities as to the rear yard setback and lot coverage; however, in both cases, the degree of nonconformity lessens. **(Affirmative finding)**

Sec 5.4.5 ADU Accessory Dwelling Units

With an owner occupied single family residence, one accessory dwelling unit shall be allowed if the provisions of this subsection are met.

1. The applicant will be required to acquire certification of sufficient wastewater capacity from the Department of Public Works and a wastewater permit from the VT Dept. of Environmental Conservation.
2. The proposed ADU looks to be ~ 560 sf and is well under the 900 sf limit.
3. Setbacks are compliant or reduce the degree of nonconformity. Lot coverage will reduce the degree of nonconformity. See Sec. 4.4.5 above.
4. A deed or instrument for the property shall be entered into the land records by the owner containing a reference to the permit granting the accessory unit prior to the issuance of the certificate of occupancy for the unit. Such reference shall identify the permit number and note that the property is subject to the permit and its terms and conditions including owner occupancy. No certificate of occupancy shall be issued for the unit unless the owner has recorded such a notice. **(Affirmative finding as conditioned)**

Sec. 5.5.2, Outdoor Lighting

New outdoor lighting is included in this application. The elevation plans depict exterior fixture locations, and fixture specification sheets have been provided. All of the fixtures are shielded (although not necessarily cutoff) and will illuminate building entries. As all of the fixtures utilize low output lamps, full cutoff fixtures are not required. **(Affirmative finding)**

Sec. 5.5.3, Stormwater and Erosion Control

Over 400sf of land disturbance is proposed, so an erosion prevention and sediment control plan will require review and approval by the city’s stormwater program. Prior plans have been approved but will require updating for this current application. **(Affirmative finding as conditioned)**

Article 6: Development Review Standards

Part 1, Land Division Design Standards

Not applicable

Part 2, Site Plan Design Standards

Sec. 6.2.2, Review Standards

(a) Protection of important natural features

There are no significant natural features within the property. **(Affirmative finding)**

(b) Topographical alterations

The lot is flat, and topography will remain essentially unchanged. **(Affirmative finding)**

(c) Protection of important public views

The property is not associated with any important public views. **(Affirmative finding)**

(d) Protection of important cultural resources

The property has is not listed on a state or national register of historic places, nor is it known to be an important archeological site. **(Affirmative finding)**

(e) Supporting the use of alternative energy

The proposed home will not utilize alternative energy. Solar energy utilization is encouraged. In any event, the home will not adversely impact the actual or potential use of alternative energies by neighboring properties. **(Affirmative finding)**

(f) Brownfield sites

The subject property is not an identified brownfield. **(Affirmative finding)**

(g) Provide for nature's events

The proposed plan shows that a sheltered entry will be constructed for the front entrance. The scope of development is too small to require a post-construction stormwater management plan. **(Affirmative finding)**

(h) Building location and orientation

The new home will face Conger Avenue with a clearly identifiable front door and walkway. The new building will be shifted slightly closer to the street than the existing garage (11' setback).

As part of the previous zoning permit approval for a home here, the Board determined that an open-air carport does not need to comply with the 25' front yard setback required for street-facing garages. This new project continues to include an open-air carport, albeit with living space above now. The entire width of the proposed residence is ~51'. The carport is less than 50% of that entire width at ~23' (and less than the upper limit of 24' width). **(Affirmative finding)**

(i) Vehicular access

The existing gravel driveways will be removed. They will be replaced with porous asphalt that provides access to the proposed carport which contains parking spaces for two vehicles. **(Affirmative finding)**

(j) Pedestrian access

The proposed home will serve as a private residence and is located along a road with a public sidewalk. A new stone slab walkway will provide pedestrian access to the main entrance of the home. **(Affirmative finding)**

(k) Accessibility for the handicapped

No handicapped accessibility is shown or required. **(Not applicable)**

(l) Parking and circulation

A 2-car carport is noted in the plans. Circulation is basic with separate single-width driveways for access to each bay in the carport. **(Affirmative finding)**

(m) Landscaping, fences, and retaining walls

A full plan of the property has a landscaping plan noting that a fence will be constructed around the property as well as what plants will be installed. The proposed fence will be horizontal panel fencing made out of a dark stained wood that will be 5 feet tall (except 3' tall within the driveway clear sight triangle). The fence will go around the entire side and rear perimeter of the property. The proposed shrubs, grasses, and ivy are not invasive species, and add color as well as natural aspects to the overall design elements on the property. Proposed trees in the rear yard will provide shade cover to add to the privacy of the rear outdoor space. Landscaping of grasses and shrubs in the front yard help to create an attractive appearance that adds to the overall design of the property. **(Affirmative finding)**

(n) Public plazas and open space

(Not applicable)

(o) Outdoor lighting

See Sec. 5.5.2.

(p) Integrate infrastructure into the design

Gas, electric, and water meters are located on the northwest corner of the house. They will be screened from the street with a gate that matches the aesthetic of the fence. **(Affirmative finding)**

Part 3, Architectural Design Standards

Sec. 6.3.2, Review Standards

(a) Relate development to its environment

1. Massing, Height, and Scale

The home is similar scale and height to other homes in the neighborhood. The massing of the structure is broken up into distinct components that create variation in height as well as setback that reduce the apparent building mass. Variation of the rooflines also adds interest to the building. The height of the building varies, but all parts of the structure stay under the permissible height limit. **(Affirmative finding)**

Roofs and Rooflines

Rooflines vary with the individual building components. They are a mix of gable and shed roof styles and fit within the residential context of this neighborhood. **(Affirmative finding)**

2. Building Openings

The design and shape of the (casement) windows matches the modern design and lines of the building. The doors are of matching style to the rest of the home's design. **(Affirmative finding)**

(b) Protection of important architectural resources

The current garage is not listed on either the state or national registry of historic buildings, nor has it been deemed eligible for listing, so demolition of the existing structure will not impact Burlington's historic features or architecture. **(Affirmative finding)**

(c) Protection of important public views

See Sec. 6.2.2 above.

(d) Provide an active and inviting street edge

Features including landscaping, setbacks, spacing, and height are used in the project design to create a development compatible with its neighborhood. The new home has several layers of setback and ample fenestration that preclude large, undifferentiated building façade along the street. The new home has an obvious front entry and provides easy access to the public sidewalk out front.

Note that existing conditions within the street right-of-way include a very wide curb cut and no green belt. The applicant is advised to work with the Department of Public Works to bring the curb cut(s) into compliance with current standards and to restore this stretch of greenbelt.

(Affirmative finding as conditioned)

(e) Quality of materials

Most of the building exterior will be clad in slate gray rough sawn ship lap siding and charcoal gray asphalt shingles for the roofing. The connector between the house and carport has standing metal seam roofing with a burnished slate finish. The side of the entire rectangular stair structure will have corrugated metal panel siding with a burnished slate finish. These materials are acceptable for new residential construction. **(Affirmative finding)**

Reduce energy utilization

Proposed building must comply with current energy efficiency standards. **(Affirmative finding as conditioned)**

(f) Make advertising features complimentary to the site

(Not applicable)

(g) Integrate infrastructure into the building design

Gas, electric, and water meters are located on the northwest corner of the house. They are screened from the street with a gate that matches the aesthetic of the fence. No roof A/C units will be installed. **(Affirmative finding)**

(h) Make spaces safe and secure

The proposed building must comply with the city's current egress requirements. As noted previously, building entries will be illuminated. **(Affirmative finding)**

Article 8: Parking

8.1.9 Maximum

As proposed, the development will include less than the maximum permissible 3 parking spaces for single family homes in neighborhood districts. The proposed spaces are dimensionally compliant. **(Affirmative finding)**

II. Conditions of Approval

1. Prior to release of the zoning permit, the following shall be addressed, subject to staff review and approval:
 - a. Obtain a wastewater capacity letter from the Department of Public Works, and

- b. Obtain stormwater program approval of the erosion prevention and sediment control plan.
2. The applicant shall work with the Department of Public Works to bring the curb cut(s) of the property into compliance with current standards and to restore the stretch of green belt along this property's Conger Avenue frontage.
3. At least **7 days prior to the issuance of a certificate of occupancy**, the applicant shall pay to the Department of Permitting & Inspections the impact fee as calculated by staff based on the new square footage of the proposed development. Credit will be given for the existing nonresidential building area.
4. A deed or instrument for the property shall be entered into the land records by the owner containing a reference to the permit granting the accessory unit prior to the issuance of the certificate of occupancy for the unit. Such reference shall identify the permit number and note that the property is subject to the permit and its terms and conditions including owner occupancy. No certificate of occupancy shall be issued for the unit unless the owner has recorded such a notice.
5. The Applicant/Property Owner is responsible for obtaining all necessary Zoning Permits and Building Permits through the Department of Public Works as well as other permit(s) as may be required, and shall meet all energy efficiency codes of the city and state.
6. Standard permit conditions 1-15.



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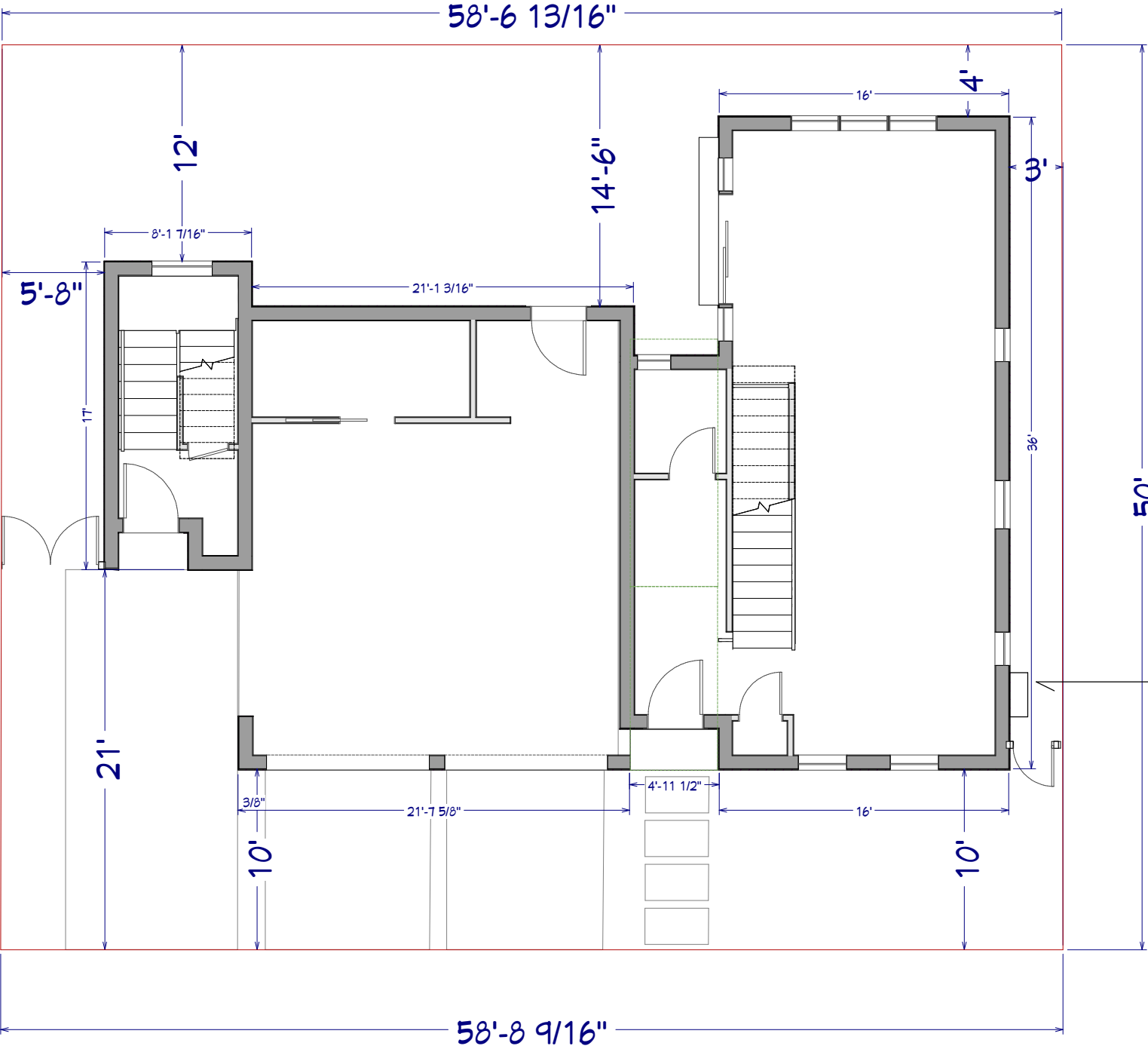
Rendered Perspectives

15 Conger Ave.
Burlington

DATE:
3/10/23

SHEET:
P-1

Lot Perimeter



Utility Boxes

Conger Ave.

15 Conger Ave.
Burlington

15 Conger Ave.
Burlington

15 Conger Ave.
Burlington

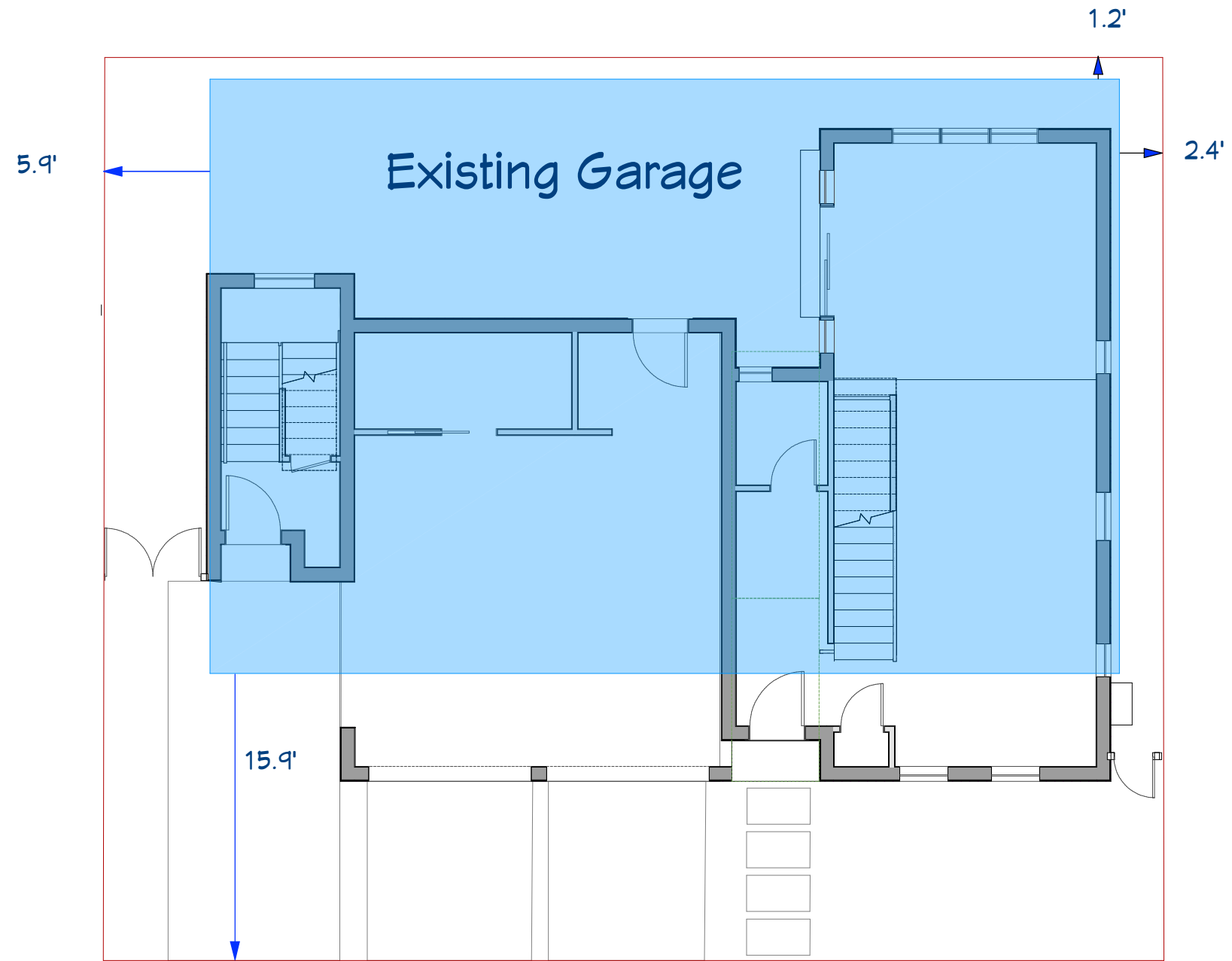
15 Conger Ave.
Burlington

15 Conger Ave.
Burlington

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3/10/23

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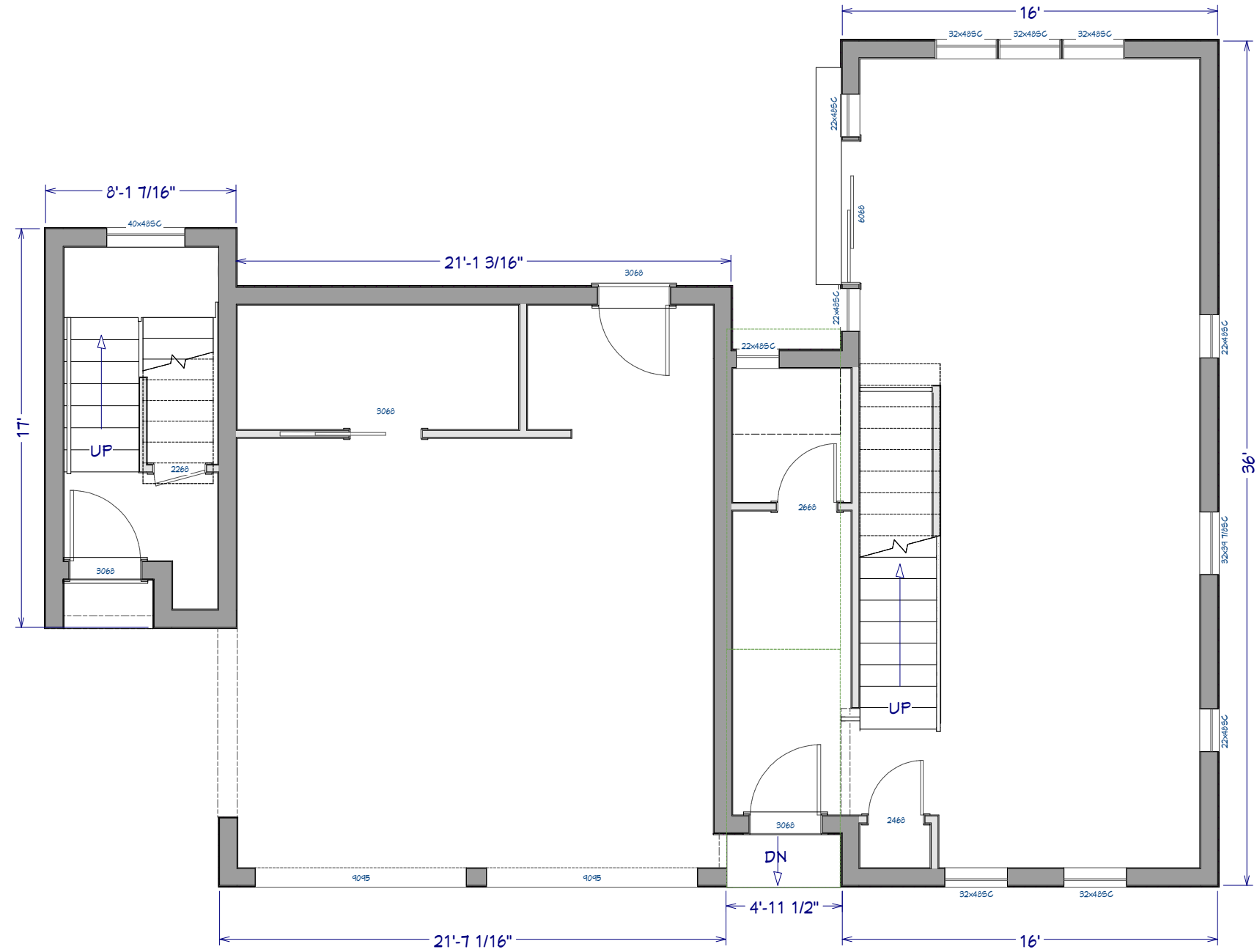
15 Conger Ave.
Burlington

Existing Structure Overlay

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3/10/23

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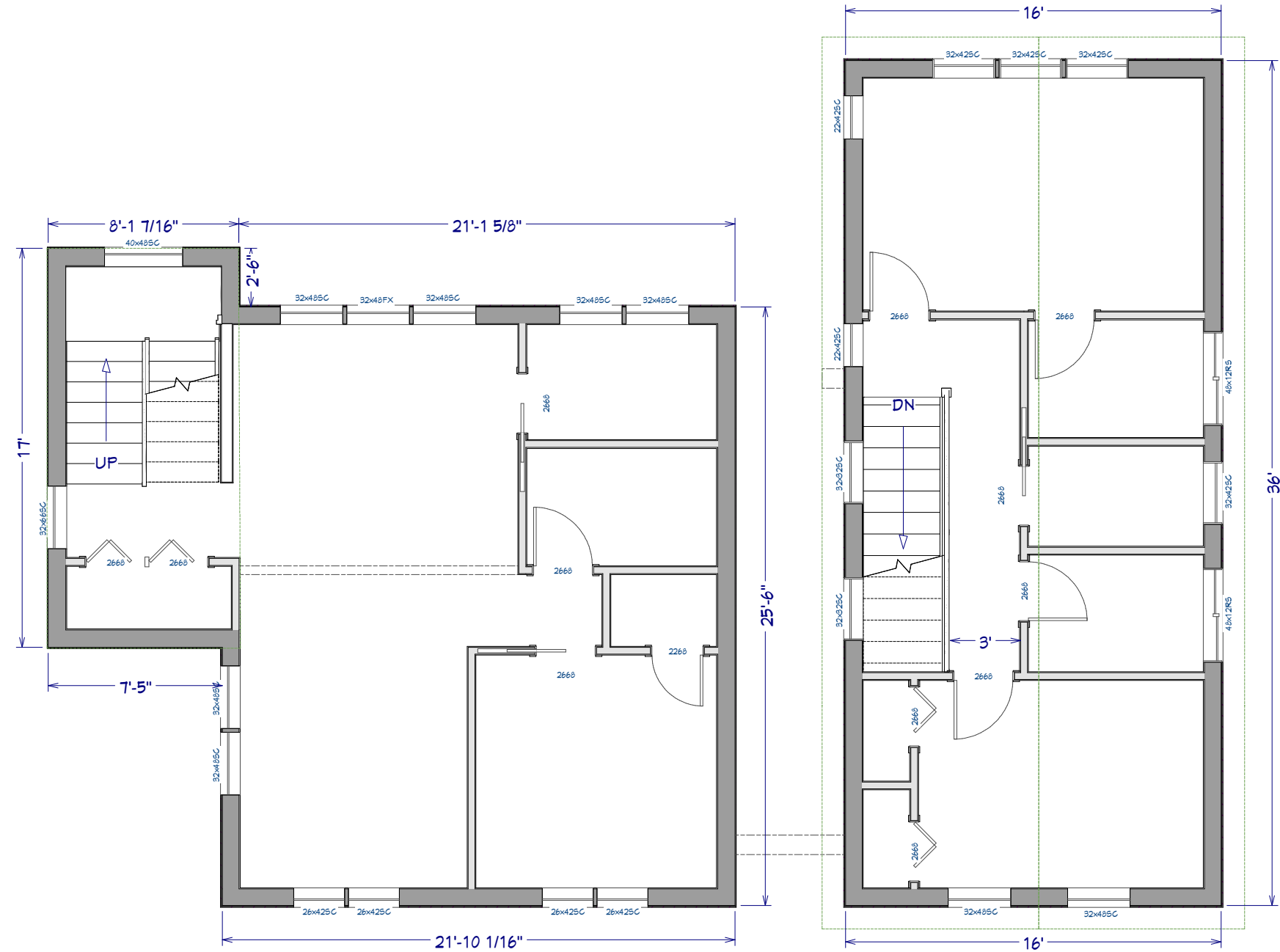
15 Conger Ave.
Burlington

First Floor

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DATE:
3/10/23

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11x17 paper

Second Floor

15 Conger Ave.
Burlington

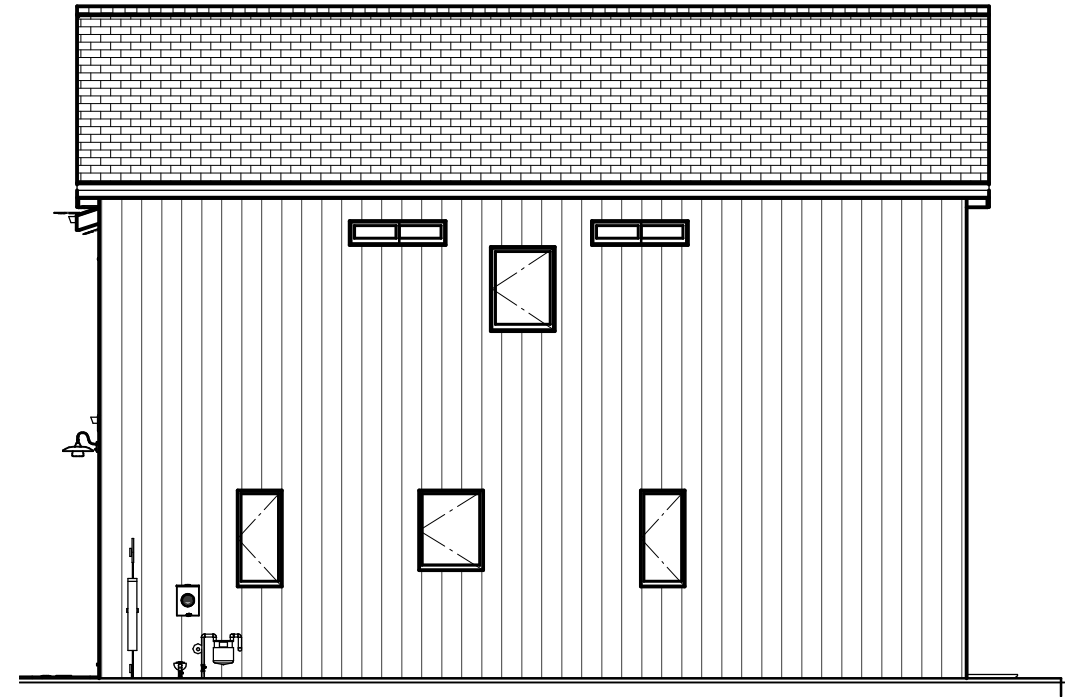
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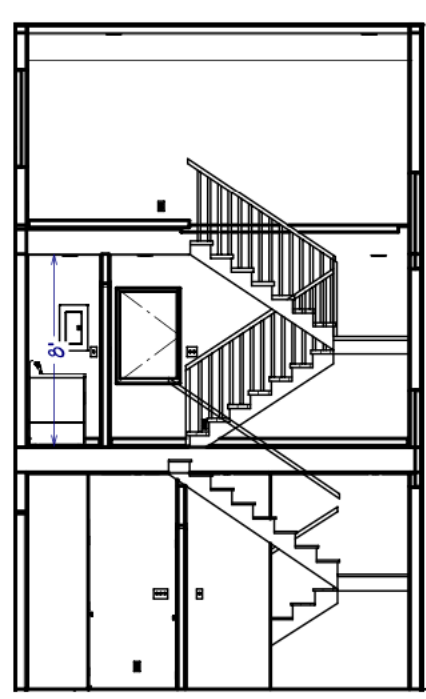
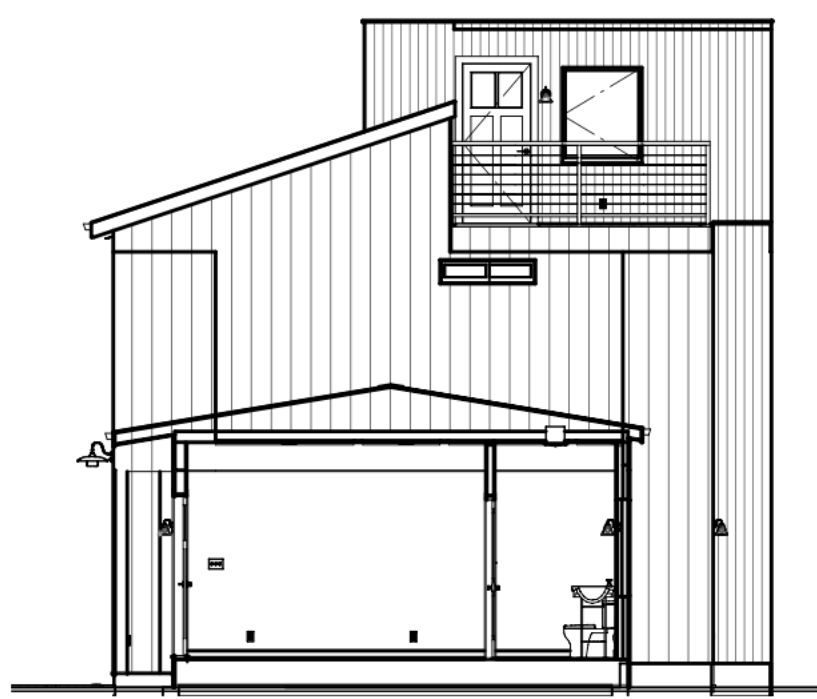
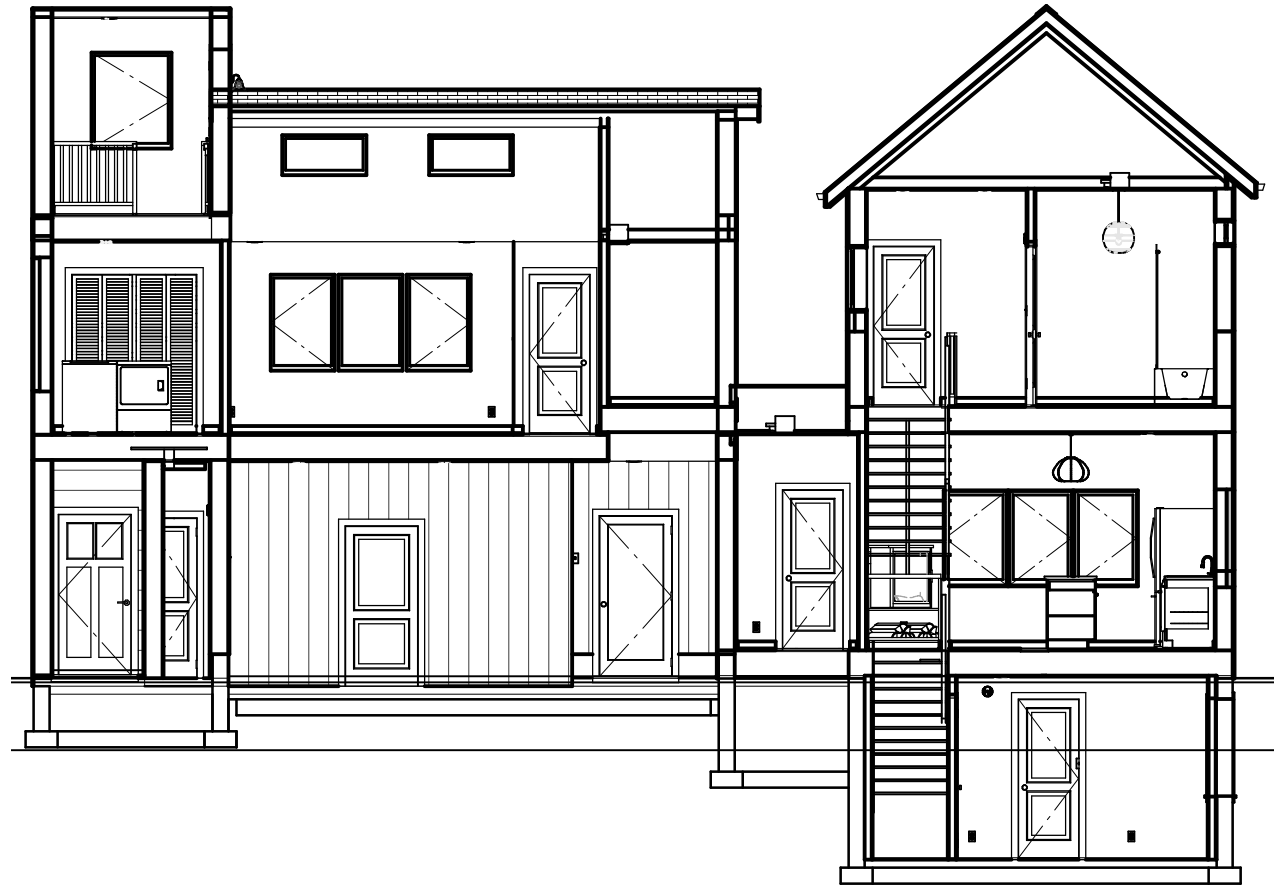


1/6"=1' on 11x17 paper

15 Conger Ave.
Burlington



SHEET:



SCALE:
1/8"=1' on
11x17 paper

Sections

15 Conger Ave.
Burlington

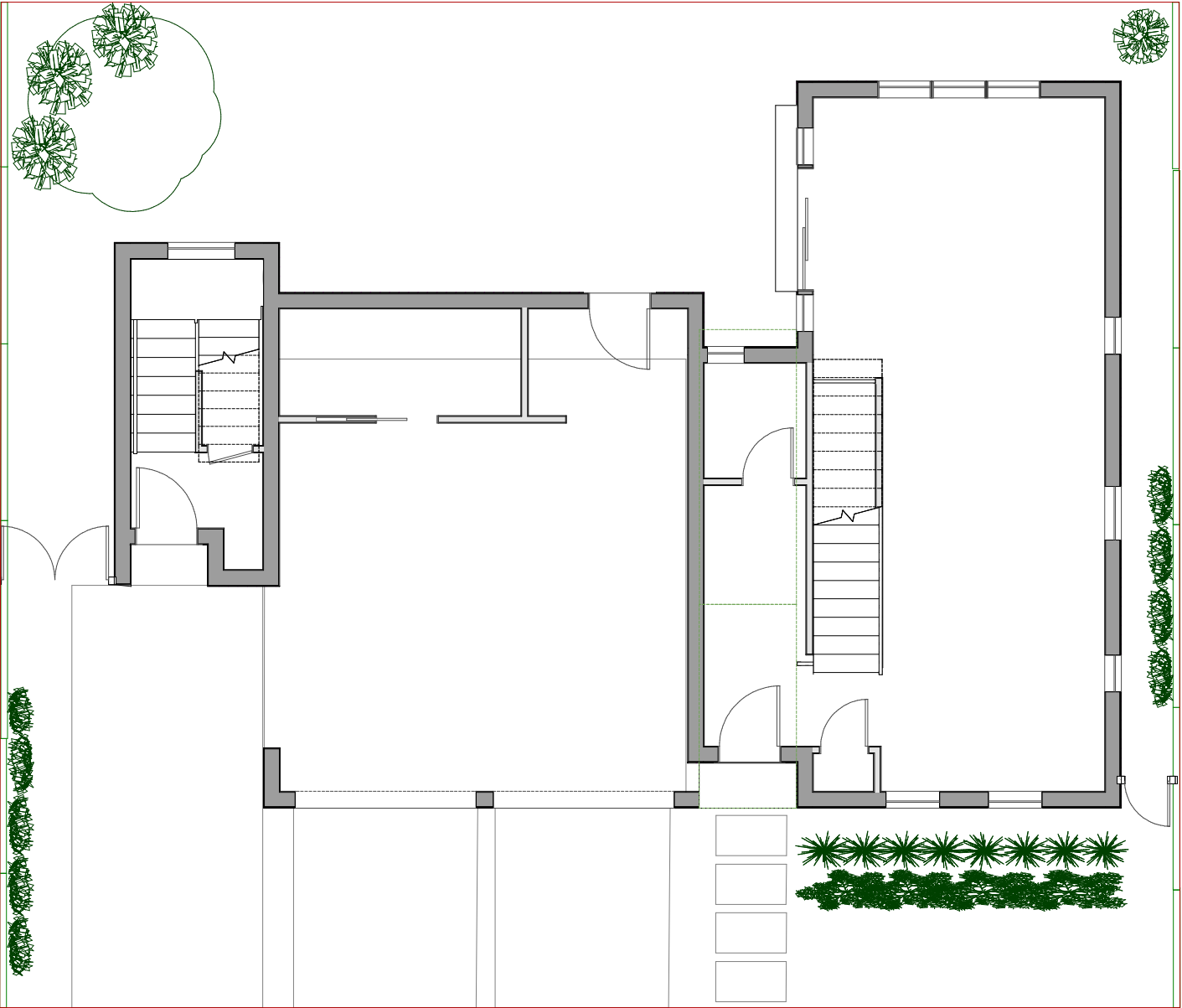
DATE:
3/11/23

SHEET:

Landscaping Plan

	Latin Name	Common Name
A	<i>Syringa vulgaris</i>	Lilic
B	<i>Betula nigra</i>	River Birch
C	Horizontal Panel Fencing	
D	<i>Parthenocissus tricuspidata</i>	Boston Ivy
E	<i>Calamagrostis x acutiflora</i>	Karl Forester Grass
F	<i>Microbiota decussata</i>	Russian cyprus
G	Gate	
H	<i>Trifolium repens</i> var.	Micro Clover
I	Porous Asphalt	
J	Permeable Pavers	
K	Slate Stone Slabs	

Concept and Objectives:
The overall landscaping objective is to be low maintenance and simple. The Fence on the north and south property line will protect the buidling from the parking areas in the neighboring lots. Climbing boston ivy will grow on the fence, providing vegation in tight places. On the west side of the property we will not initially put in a fence as to allow for a longer vista from the house. Should the neighbor on this side of the property perfer a fence, we will install. In the front yard, karl forester and russian cyprus will maintain asethic quality year round. Microclover is being considered as an alternative to traditional grass seed for it's low growth, and very close resemblance to grass.



SCALE:

1/6"=1' on
11x17 paper

Landscaping Plan

15 Conger Ave.
Burlington

DATE:

3/10/23

SHEET:

Landscaping Plan continued

A. River Birch



B Lilac



C. Horizontal Panel Fencing



D. Boston Ivy



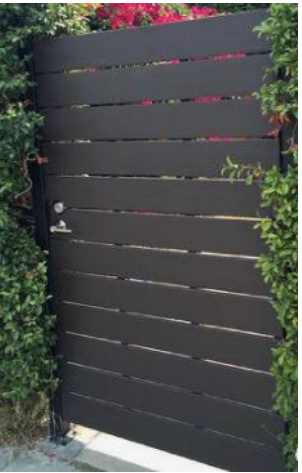
E. Karl Forester



F. Russian Cyprus



G. Gate



H. Microclover



** images show depict plant size after ~7 years of growth*

Landscaping Plan continued

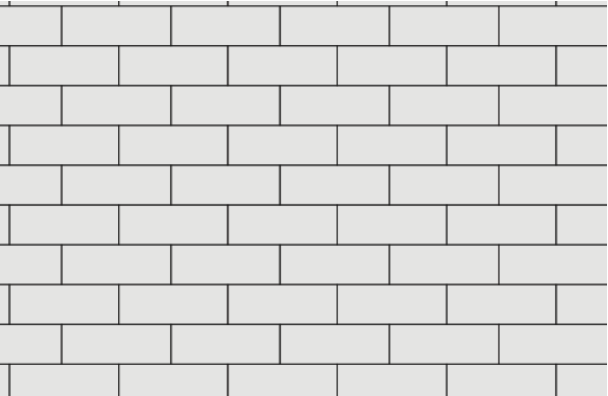
I. Porous Asphalt
Vendor: S.T. Paving



J. Permeable Pavers
Vendor: Unilock
Style: Town Hall
Color: Basalt



Pattern: Running Bond



*Additional details available in specifications PDF

K. Slate Stone Slab



15 Conger Avenue - Site Coverage

Lot Size: 2935.5 square feet

Exisiting Developed Surface Area:

Garage	1650
Driveway	465
2115 square feet	

New Proposed Developed Surface Area

House	576
Connector	112.5
Garage	550
Stair	139.4
Driveway	389.5
Front Path	28
1795.4 square feet	

15 Conger Avenue – Exterior Materials Specification Sheet

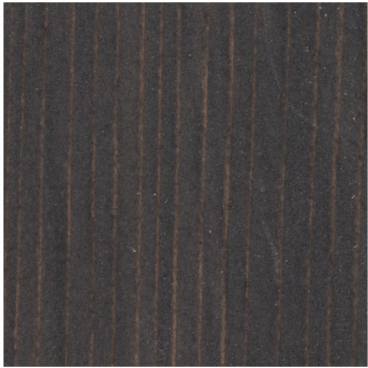
SIDING:

House and Garage Siding (excluding stair structure):

8' Rough Sawn Ship Lap – color: Cabot Solid Stain – Slate Gray



[Colors & Finishes](#) › [Exterior](#) › [Solid Stain](#) › [Slate Gray](#)



Slate Gray

Solid Stain

Find a Store ▶

Color Chip ▶

Share:



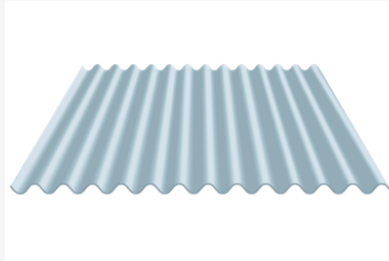
Available Products

Siding of Entire Stair Structure attached to Garage:

ABC Metal Roofing – 2.5" Corrugated Metal Panels, vertical alignment, color: Burnished Slate

2 ½ CORRUGATED METAL PANELS

The 2 ½ Corrugated exposed fastener panel offers a traditional visual appeal with a high rib profile that customers often seek. This strong panel is one of the most commonly used profiles in the post-frame industry.



PRODUCT INFORMATION



Designed with bold curves, the 2 ½ Corrugated panel offers a classic aesthetic while providing durability your customers can depend on. Structural stability and high quality is standard with our 2 ½ Corrugated panel which offers bold curves and uncompromising durability for your post-frame building needs. These high-quality metal roof and wall panels maintain their strength and structural stability throughout the building lifetime.

PRODUCT FEATURES

- Applications - Roof and Wall
- Coverage Width - 24"
- Rib Height - 1/2"
- Rib Spacing - 2 1/2" on center
- Panel Attachment - Exposed Fastening System
- Gauge - 29 (standard); 26 (optional)
- Texture - Smooth (standard)
- Coatings - Galvalume Plus[®], Signature[®] 200, Galvanized
- Related Industries: Post-Frame

(also available in G-90 Galvanized)



Burnished Slate

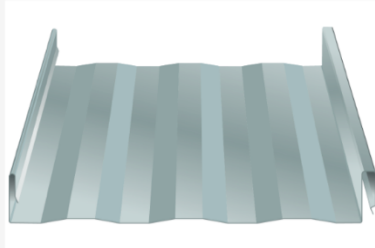
Roofing:

Roofing on connector between house and garage:

ABC Metal Roofing – LOKSEAM, color: Burnished Slate

LOKSEAM®

These standing seam metal roof panels with concealed fasteners provide your customers with superior weather protection and a clean look that lasts. Used for many different applications, LokSeam® roofing systems provide a contemporary look that is ideal for residential and commercial buildings.



PRODUCT INFORMATION



The LokSeam® standing seam metal roof system provides durability and energy efficiency to your customers' projects, making a budget friendly roofing choice while potentially cutting upkeep and energy costs. The roofing fasteners are concealed with the raised seam, giving the roof panels a ribbed look. These high-quality metal roof panels are available in a variety of colors, so your customers can customize as they wish.

PRODUCT FEATURES

- Applications - Roof
- Coverage Width - 12", 16" and 18"
- Rib Height - 1/16"
- Minimum Slope - 3:12
- Panel Attachment - Concealed Fastening System
- Gauge - 24 (Standard); 22 (12", 16", 18"); 26 (12")
- Finish Type - Striated (standard); Embossed Striated (optional)
- Coatings - Galvalume Plus®, Signature® 200, Signature® 300, Signature® 300 Metallic
- Related Industries: [Commercial](#), [Residential](#)

(also available in G-90 Galvanized)



Burnished Slate

House and Garage Roofing:

IKO Architecture Cambridge Asphalt Shingles – Charcoal Grey – *See attached for more information*



Charcoal Grey

Cambridge®

SHINGLE COLOR:

Charcoal Grey

Bold, dramatic, timeless.

PERFECT PAIRING:

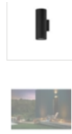
White or grey stone, brick or siding;
black, white or grey trim.

LIGHT FIXTURES:

Front and rear door fixtures:

Progress Lighting - P5713-31 Cylinder – *spec sheet attached*

Lumens: 650



ALISTAIR OUTDOOR WALL LIGHT - LARGE

SKU OL21047 BK
\$209.00

Color: Black



Actual Size: 12"Hx4.5"Wx5.75"D

- In stock and ready to ship

Fixtures above carport openings:

Millennium Lighting – RLM 1 17" Warehouse Shade and 13" Gooseneck stem - *spec sheet attached*

Lumens: 650

Millennium
LIGHTING

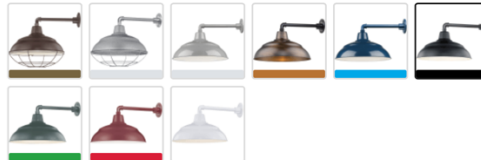


Millennium Lighting RLM 1 Light Outdoor Wall Sconce with
17" Wide Warehouse Shade and 13" Gooseneck Stem

Model: RWH517-RGN13-SB
from the [R Series Collection](#)

\$185.80

Finish: Satin Black - 163 In Stock



Street Facing Garage Apartment Entrance:

WAC Lighting – Round Ceiling Light – Recessed – color: Bronze- *spec sheet attached*

Lumens: 350

Light will be recessed into alcove ceiling and not visible from the street.

Round & Square

Functional LED Ceiling and Wall Luminaire

FM- 05

WAC LIGHTING

Responsible Lighting®



Fixture Type:

Catalog Number:

Project:

Location:

Roof Deck Railing:

City Post – Horizontal Railing - color: Black- *spec sheet attached*





07/06/2009 14:32

Burlington Development Review Board

Department of Permitting & Inspections
645 Pine Street
Burlington, VT 05401
www.burlingtonvt.gov/DPI/DRB
Telephone: (802) 865-7188
Fax (802) 863-0466

AJ LaRosa
Caitlin Halpert
Geoff Hand
Brooks McArthur
Brad Rabinowitz
Leo Sprinzen
Chase Taylor
Sean McKenzie, (Alternate)
Emily O'Hara (Alternate)



BURLINGTON DEVELOPMENT REVIEW BOARD

Tuesday, March 21, 2023, 5:00 PM

AMENDED AGENDA

In Person (at 645 Pine Street) Meeting

I. Agenda

II. Communications

III. Minutes

IV. Certificate of Appropriateness

- 1. ZP-23-25; 15 Conger Avenue (RL-W, Ward 5S) Patrice Stratmann / Nathalie von Turkovich**
Demolish existing warehouse/garage and construct a new single-family residence with ADU.
(Project Managers, Scott Gustin & Garret King)
- 2. ZP-23-57; 78 Crescent Road (RL, Ward 6S) John Giebink / Danielle Roberts, Barrett's Tree Service**
Proposed removal of over 20 trees. (Project Manager, Mary O'Neil)

V. Other Business

1. Request to re-open review of 98 Sunset Cliff Road

ZP-23-9; Demolish existing single family residence and replace with new single family residence and related site improvements

VI. Adjournment

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.

From: Carol Clark [REDACTED]
Sent: Monday, March 13, 2023 7:39 PM
To: Scott Gustin <SGustin@burlingtonvt.gov>
Cc: Carol Clark [REDACTED]
Subject: [ZP 23 9] 98 Sunset Cliff Road Permit - Burlington Development Review Board

You don't often get email from [REDACTED]. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

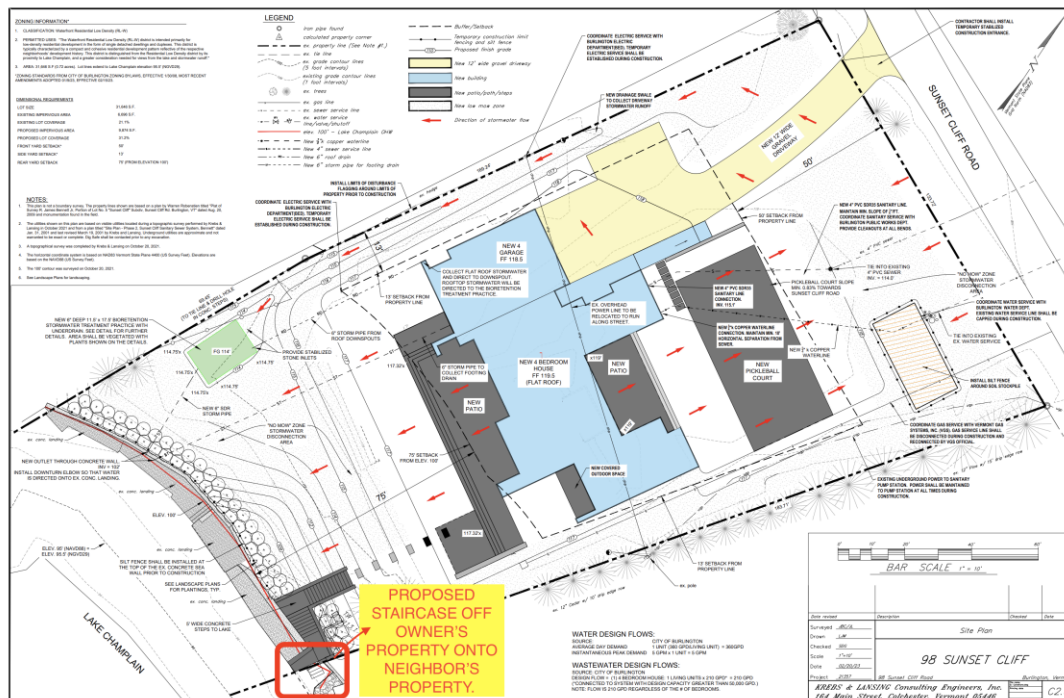
Hi Scott,

I hope this email finds you well.

We (the owners of 104 Sunset Cliff Road, Burlington VT 05408) are formally requesting that we reopen the hearing regarding ZP 23 9 regarding 98 Sunset Cliff Road.

Attached Image (98 Sunset Cliff - 104 Sunset Cliff) is our main question regarding the proposed plans. The drawings seem to show stairs (at the beach) passing over the property line and into our property (104 Sunset Cliff Rd). We would like this formally reviewed and addressed.

Thank you,
John and Carol Clark
104 Sunset Cliff Road
[REDACTED]



From: Bonnie Ferro [REDACTED] >
Sent: Tuesday, March 14, 2023 8:53 AM
To: Scott Gustin <SGustin@burlingtonvt.gov>
Cc: John Draper IV <[REDACTED]>
Subject: Zoning Application - 98 Sunset Cliff Rd

You don't often get email from [REDACTED]. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

Good Morning Scott,

Due to the City's failure to notify abutting neighbors in advance of the 2/21/23 DRB hearing pertaining to 98 Sunset Cliff Rd, I am requesting that the Board re-open review of this application.

Thank you.

Bonnie Ferro
88 Sunset Cliff Rd



Mr. John Giebink,

March 09, 2023

I have toured the property you purchased at 78 Crescent in preparation for removing and replacing the existing roofing.

We will want to add a safety bag over the existing electrical prior to roofing the home. I will contact Burlington Electric for this request. The roof removal and replacement is necessary because of the amount of mold and fungus on the existing roof which has deteriorated the shingles. We have scheduled this work for early June, but **I highly recommend** removing the large trees around the house before we replace the roof so that the new roofing gets adequate sunlight and air circulation to prevent the future accumulation of mold and fungus.

Everything else looks sufficient.

Please let me know if you need any further information any anything else prior to our arrival for the new roof.

Thank you,

Matt Gazo

Blue Sky Roofing

802-862-1500

Mgazo@blueskyroofingvt.com

PO Box 17 Colchester VT 05446

www.BlueSkyRoofingVT.com

From: [REDACTED] t>

Sent: Tuesday, March 14, 2023 4:05 PM

To: Scott Gustin <SGustin@burlingtonvt.gov>

Subject: Request for Review Reopening

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

[WARNING]: This email was sent from someone outside of the City of Burlington.

As an owner of both 68 and 62 Sunset Cliff Road, I am writing to indicate my support for the reopening by the Zoning Division of the review of the application submitted by the owners of 98 Sunset Cliff.

Marcia Hemley

Sent from my iPhone

From: Gail Anderson [REDACTED] >
Sent: Thursday, March 16, 2023 4:45 PM
To: Scott Gustin <SGustin@burlingtonvt.gov>
Subject: Sunset Cliff Rd new hearing

You don't often get email from [REDACTED]. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

To whom it may concern

We are writing to lend our support for a hearing regarding 98 Sunset Cliff Rd. We were not informed about the original hearing and feel we deserve to provide input in this matter, particularly as regards to the pickleball court component.

Thank You
Gail Anderson
Daniel Dudek
82 Sunset Cliff Rd
Burlington, Vt

From: Evan Dick [REDACTED] >
Sent: Wednesday, March 15, 2023 4:49 PM
To: Scott Gustin <SGustin@burlingtonvt.gov>
Cc: [REDACTED]; 'Sandra Knoll' [REDACTED] >
Subject: Supporting a re-hearing for construction plans at 98 Sunset Cliff Road

You don't often get email from [REDACTED] [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

Hi Mr. Gustin,

My wife and I reside at 124 Sunset Cliff Road in Burlington. We saw your note regarding the failure to notify neighbors about the zoning application to demolish and rezone the single family home at 98 Sunset Cliff Road.

We join many of our neighbors in requesting that the Board re-open review of the application for 98 Sunset Cliff Road. In particular, we are concerned about plans to build a pickleball court in the front yard of the new home. Because pickleball is a loud game full of sharp impact noises, it would definitely impact the quiet and peaceful nature of Sunset Cliff Road – a key reason why my wife and I selected this location to live.

We hope that the review will be re-opened and we are happy to answer any questions you may have of us.

Many thanks.

Best,

Evan

Evan Dick & Sandra Knoll

124 Sunset Cliff Road

Burlington, VT 05408

From: J Smith <jacobwarrensmith@gmail.com>
Sent: Friday, March 17, 2023 2:34 PM
To: Scott Gustin <SGustin@burlingtonvt.gov>
Subject: 98 Sunset Cliff - ZP -23- 9

You don't often get email from jacobwarrensmith@gmail.com. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

Hello Mr. Gustin,

We are writing to request that the D.R.B reopen the review for the proposed project at 98 Sunset Cliff. It's clear that a number of neighbors would be impacted by the approval of the recreational site improvements (Pickleball Court) and we believe they should be granted an opportunity to have their opinions and positions heard.

Additionally, and though it may be outside of your purview, it seems highly likely that this particular improvement will violate our community's HOA bylaws/declarations.

Thank you for your consideration,

Jacob Smith and Stephanie Aubert
76 Sunset Cliff
Burlington, VT 05408

March 21, 2023

Attn Scott Gustin
Burlington Development Review Board
645 Pine Street
Burlington VT 05401

Re: 98 Sunset Cliff, Burlington

Dear Scott

I write on behalf of my client, Bonnie Ferro. As you know, Bonnie did not receive notice of the City of Burlington Development Review Board's ("DRB's") review of the 98 Sunset Cliff property owner's application for the construction of a single family home and associated improvements (to include a pickleball court).

Ms. Ferro received a letter from the DRB acknowledging the Notice error (admitting that abutters to another property were notified in error) and stating that the appeal period for the permit approval would not expire until March 23, 2023. The letter instructed her to file a request for a re-opening (essentially reconsideration) of the hearing and application in the above referenced matter. Ms. Ferro has done that, but to the extent necessary, please consider this letter to be a second request for a rehearing and to reopen the application hearing.

I understand that the question of whether to reopen this matter has been placed on the Tuesday March, 21, 2023 agenda of the DRB. My client is unable to attend the meeting due to another previously scheduled engagement.

It is our position that this case must be reopened for review. As you are well aware, 24 V.S.A § 4464 provides in pertinent part:

- (a) Notice procedures. All development review applications before an appropriate municipal panel under procedures set forth in this chapter shall require notice as follows.
 - (1) A warned public hearing shall be required for conditional use review, variances, administrative officer appeals, and final plat review for subdivisions. Any public notice for a warned public hearing shall be given not less than 15 days prior to the date of the public hearing by all the following:
 - (A) Publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the municipality affected.
 - (B) Posting of the same information in three or more public places within the municipality in conformance with location requirements of 1 V.S.A. § 312(c)(2), including posting within view from the public right-of-way most nearly adjacent to the property for which an application is made.

(C) Written notification to the applicant and to owners of all properties adjoining the property subject to development, . . . The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.

As you also know, participation in a municipal land use proceeding is a prerequisite to appealing a decision of a municipal land use board. In re Verizon Wireless Barton Permit, 2010 VT 62, ¶7, 188 Vt. 262, 267-268. Participation would require the party to testify or submit evidence, either written or oral, related to the subject matter of the proceeding. Id. at 268. However, 10 V.S.A. § 8504(b)(2)(A), (C) provides that an interested person may appeal from a municipal regulatory proceeding without having participated if a procedural defect prevented participation or manifest injustice would result. Id. at 269. That would surely be the case here, if this Board does not reopen this matter. Ms. Ferro would suffer manifest injustice because she was denied participation in the matter before the board. However, even if there is a possible path to appeal in this case, it seems prudent to allow both Ms. Ferro and others the simple opportunity to be heard. This is particularly true as this mistake is through no fault of Ms. Ferro or any property owner.

I understand that this DRB has seemed willing to reconsider this matter and reopen the hearing to consider neighbors' testimony and evidence. We believe that this is clearly the correct path forward, given the facts of this case. We appreciate the consideration and opportunity to be heard. As you know, due process is fundamental and central to any judicial or quasi-judicial process such as this and grounds the community's trust in its boards.

Accordingly, Ms. Ferro requests that this DRB grant her motion to reopen the matter and reschedule the hearing and we appreciate your consideration.

Sincerely,

MONAGHAN SAFAR DUCHAM PLLC



Claudine C. Safar, Esq.
Monaghan Safar Ducham PLLC
156 Battery Street
Burlington, VT 05401
csafar@msdvt.com
(802) 660-4735
Attorney for Bonnie Ferro

Cc: client

Burlington Development Review Board

Department of Permitting & Inspections
645 Pine Street
Burlington, VT 05401
www.burlingtonvt.gov/DPI/DRB
Telephone: (802) 865-7188
Fax: (802) 863-0466

AJ LaRosa
Caitlin Halpert
Geoff Hand
Brooks McArthur
Brad Rabinowitz
Leo Sprinzen
Chase Taylor
Sean McKenzie, (Alternate)
Emily O'Hara (Alternate)



BURLINGTON DEVELOPMENT REVIEW BOARD

Tuesday, March 21, 2023, 5:00 PM

AMENDED AGENDA

In Person (at 645 Pine Street) Meeting

I. Agenda

II. Communications

III. Minutes

IV. Certificate of Appropriateness

- 1. ZP-23-25; 15 Conger Avenue (RL-W, Ward 5S) Patrice Stratmann / Nathalie von Turkovich**
Demolish existing warehouse/garage and construct a new single-family residence with ADU.
(Project Managers, Scott Gustin & Garret King)

Approved

- 2. ZP-23-57; 78 Crescent Road (RL, Ward 6S) John Giebink / Danielle Roberts, Barrett's Tree Service**
Proposed removal of over 20 trees. (Project Manager, Mary O'Neil)

Approved

V. Other Business

- 1. Request to re-open review of 98 Sunset Cliff Road**
ZP-23-9; Demolish existing single-family residence and replace with new single family residence and related site improvements

Approved request to re-open

VI. Adjournment

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The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements to participate are encouraged to contact the Zoning Division at least 72 hours in advance so that proper accommodations can be arranged. For information call 865-7188 (TTY users: 865-7142).

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Burlington Development Review Board

Department of Permitting & Inspections
645 Pine Street
Burlington, VT 05401
www.burlingtonvt.gov/DPI/DRB
Telephone: (802) 865-7188
Fax: (802) 863-0466

AJ LaRosa
Caitlin Halpert
Geoff Hand
Brooks McArthur
Brad Rabinowitz
Leo Sprinzen
Chase Taylor
Sean McKenzie, (Alternate)
Vacant, (Alternate)



BURLINGTON DEVELOPMENT REVIEW BOARD

Tuesday, March 21, 2023, 5:00 PM

MINUTES

In Person (at 645 Pine Street) Meeting

Board Members Present: AJ LaRosa, Caitlin Halpert, Geoff Hand, Brooks McArthur, Brad Rabinowitz, Leo Sprinzen, and Sean McKenzie

Board Members Absent: Chase Taylor

Staff Members Present: Scott Gustin, Mary O'Neil, Garret King, and Joseph Cava

- I. **Agenda**
- II. **Communications**
- III. **Minutes**
- IV. **Certificate of Appropriateness**

1. **ZP-23-25; 15 Conger Avenue (RL-W, Ward 5S) Patrice Stratmann / Natalie von Turkovich**
Demolish existing warehouse/garage and construct a new single-family residence with ADU.
(Project Managers, Scott Gustin & Garret King)

Natalie von Turkovich: Sworn in.

Geoff Hand: I am recused on this.

Natalie von Turkovich: This property is permitted for single-family use. The design has been changed to reflect staff recommendations.

AJ LaRosa: Did you have a chance to review the staff report?

Natalie von Turkovich: Yes.

AJ LaRosa: I see the DAB recommended a 7 ft. front yard setback.

Natalie von Turkovich: I had hoped there would more wiggle room for a lesser setback, but after speaking with City staff, a ten foot setback is the minimum required.

AJ LaRosa: Is the curb cut a condition of approval?

Scott Gustin: Yes.

AJ LaRosa: Have you spoken with DPW to bring the curb cuts into compliance?

Natalie von Turkovich: We will be speaking with them.

AJ LaRosa: Will we need a new site plan to address the curb cut?

Scott Gustin: Possibly, but the curb cut is in the right-of-way.

Brad Rabinowitz: There is a mixture of metal and wood sidings proposed. What will the wood siding be constructed of?

Natalie von Turkovich: Vertical stained cedar shiplap siding.

Brad Rabinowitz: How does the application address shielding for trash and recycling?

Natalie von Turkovich: The trash and recycling bins will be shielded by the wall in the carport.

AJ LaRosa: Are there any additional questions or comments concerning this application? Hearing none, we'll close the public hearing on this item.

Caitlin Halpert: Motioned to approve and adopt staff recommendations, Brooks McArthur, 2nd. Vote 6-0. Motion carried.

2. ZP-23-57; 78 Crescent Road (RL, Ward 6S) John Giebink / Danielle Roberts, Barrett's Tree Service

Proposed removal of over 20 trees. (Project Manager, Mary O'Neil)

Brian Boardman, Danielle Roberts: Sworn in.

AJ LaRosa: This application is recommended for consent approval. Do any board members have an issue with treating this as consent? Hearing none, would someone like to make a motion?

Brooks McArthur: Motioned to approve and adopt staff recommendations, Brad Rabinowitz 2nd. Vote 7-0. Motion carried.

V. Other Business

1. Request to re-open review of 98 Sunset Cliff Road

ZP-23-9; Demolish existing single-family residence and replace with new single family residence and related site improvements

AJ LaRosa: Scott, can you tell us about this request to reopen review?

Scott Gustin: The request stems from a glitch with the software that generates the abutter lists. The glitch caused a property further north of the application's address with corresponding abutters to receive the public hearing notice.

AJ LaRosa: Motioned to approve the request to re-open the review of ZP-23-9 to the April 4th DRB meeting, Geoff Hand 2nd. Vote 7-0. Motion carried.

VI. Adjournment

Hearing closed at 5:20 PM.

A.J. LaRosa

3/29/23

Alexander J. LaRosa, Chair of Development Review Board

Date

Joseph H. Cava

3-28-23

Joseph H. Cava, Permitting & Inspections Permit Technician

Date

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.

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