



Bid Package

Town of Stowe Electric Department

435 Moscow Road Parking Lot Optimization

Contents

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SECTION 1

INVITATION TO BID

SED Parking Lot Optimization

The Town of Stowe Electric Department (“SED”) will accept bids from qualified bidders at mlazorchak@stoweelectric.com, postal mail at P.O. Box 190, Stowe, VT 05672, or at our office location at 435 Moscow Rd, Stowe, VT until **March 29, 2024** at **2PM**.

Bids are requested for a consultant and/or contractor to provide design and engineering services to finalize a parking lot design for 435 Moscow Road. The deliverables are identified in the *Scope of Work* below.

SED and the winning bidder will agree to the general contract terms and conditions available at <https://www.stoweelectric.com/rfps>.

Please submit your bid via email to mlazorchak@stoweelectric.com.

Interested vendors can request a site visit by contacting Michael Lazorchak or Jackie Pratt at 802-253-7215.

For more information contact Jackie Pratt at jpratt@stoweelectri.com or Michael Lazorchak at mlazorchak@stoweelectric.com.

Jackie Pratt
General Manager
Stowe Electric Department

SECTION 2

INSTRUCTION TO BIDDERS

The Town of Stowe Electric Department (“SED”) requests proposals from qualified consultants and/or contractors to assist the utility update the parking lot design at 435 Moscow Road in Stowe, Vermont. SED anticipates a tiered response to this RFP and contractors can bid on each task individually or in whole. The deliverable for Task 1 is a design plan and budget estimate to issue an RFP to implement a parking lot demarcation project. The deliverable for Task 2 and Task 3 is separate budget estimates and construction ready designs needed to issue separate requests for proposals for implementation.

SED encourages email submissions to mlazorchak@stoweelectric.com.

Proposals Due: March 29, 2024 before 4PM
Proposal Award: April 30, 2024
Project Completion: TBD

Project Area

Project Area	Address	GIS	Parcel Size
SED Headquarters	435 Moscow Road	44.441057, -72.715870	4.5 Acres

Task 1	SED seeks a plan to stripe, sign, or otherwise delineate employee, visitor, ADA accessible, and ev charging parking at 435 Moscow Rd. This plan should include demarcating publicly available and reserved parking and provide clear information on where the public is allowed.
Task 2	SED seeks a plan to improve storm water management and run-off to eliminate water entering the Millwright’s Office and soil subsidence from run-off at the Seaver Sawmill. This plan should include methods to mitigate ice formation in employee and visitor parking areas and include a snow storage management plan.
Task 3	SED seeks a comprehensive solution to optimize the number of allowable parking spaces, improved traffic flow, lighting, security cameras, and stormwater management, and snow storage sites. This plan should future proof the design for the expanded uses of the Millwright’s Office, Seaver Sawmill, and Smith’s Falls Hydroelectric facility.

The selected Contractor may be asked to attend meetings to compare, evaluate, and confirm decisions with the SED’s staff, SED Board of Commissioners, and other contractors.

BID PACKAGE CONTINUED ON NEXT PAGE

SED Parking Lot Optimization

BACKGROUND

Located in Lamoille County, Vermont, the Town of Stowe covers approximately seventy-three (73) square miles and hosts a year-round population of 5,200 residents. During peak periods the Town can often have more than 10,000 visitors. Named as one of the Top 10 Small Towns in America, Stowe is famous for its world-class outdoor recreation, well preserved and vibrant historic downtown, and scenic landscapes. Residents have long valued the town's character while enjoying the vibrancy of a premier four-season resort community (e.g., restaurants, shopping, special events, and the arts, etc.) more commonly associated with a more urban community. Although the town experienced a 21% population growth from 2010 to 2020, Stowe has also managed to maintain its character and sense of place that make it special and unique. Since 2018, the Town has witnessed many changes; a rise in year-round and seasonal population, lack of housing availability and affordability, increased daily and seasonal traffic congestion at peak times, and amplified development pressure.

Stowe Electric Department was founded in 1911 and currently has 11 administrative staff, 6 lineworkers, and 3 right of way crewmembers. SED serves 4,445 meters, has 3 substations, 123 miles of overhead distribution lines and 25 miles of underground lines. SED has approximately 30 customers per mile. SED owns and manages 11 public charging stations. SED has one primary storage facility for distribution services located at 435 Moscow Road. This new storage facility that is subject to this RFP will provide SED additional storage space for distribution system equipment (e.g. transformers and wire wheels) and allow SED staff to access a second storage facility for outage response.

CONTRACTOR SELECTION

Stowe Electric Department ("SED") recognizes the important contribution that small businesses have to the state's economy. In this regard, SED follows a free and open bidding process that affords all businesses equal access and opportunity to compete for SED contracts for goods and services. SED also recognizes the existence of businesses owned by minorities and women and makes a good faith effort to encourage these firms to compete for SED contracts.

The winning Bidder (or "Contractor") will be selected on a competitive basis and rated based on budget and value, ability to meet the defined schedule, experience and qualifications, experience working with municipal electric distribution utilities or municipal entities, and quality of the submitted package. SED recognizes that the lowest bid in terms of price is not always in the best interest of SED and reserves the right to select the winning Bidder based on the needs of the utility staff and obligation to provide services in the best interests of its ratepayers.

It is further understood that an electric utility is a unique business, and the necessary parts, equipment and services may only be available from one or two vendors. While SED will ensure every available discount is utilized and make every attempt to negotiate the best price, it may not be possible to achieve this through a bidding process. In determining the "lowest, best qualified, responsive and responsible bidder," in addition to price, the following shall be

considered:

- The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation.
- The ability, capacity, and skill of the bidder to perform the contract or provide the material or service required, and to do so promptly or within the timeline specified.
- The experience, financial resources, and performance under previous contracts by bidder.
- The quality, availability, and adaptability of the service or product being purchased and the ability of the bidder to provide future maintenance and supply parts, if necessary.

PROPOSAL CONTENT

Proposals shall include the following information as succinctly as possible and clearly labeled within the proposal using these headings:

Statement of Interest: Include the following: firm name, address, primary contact person, and contact's phone number and email, and a synopsis of the firm's background, history, and services provided (including areas of expertise).

Project Approach and Schedule: Description of the proposed techniques and procedures to be used in conducting the components of the Scope of Work. Note suggested additions or deletions to the requested format. Include a timeline that identifies deliverables and anticipated project start date.

Project Team and Qualifications: List the name, role, and qualifications of each team member who will be assigned to perform work on this project, including any sub-contractors. Identify primary contact and each team member's role. The list shall include all professional/technical personnel necessary to accomplish the objectives and scope of this proposal.

Bidder Contact Information and Pricing: The work will be performed on a fixed price or hourly basis for all services including the fees and expenses necessary to complete the project scope. Services proposed shall include all supplies, equipment, and labor necessary to full fill the scope of this proposal. Bids shall be based on per square foot, per lineal foot price for concrete work stated on the Bid Form.

References: Please list the client's name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.

ADDITIONAL REQUIREMENTS

- Prospective bidders are encouraged to schedule a site visit prior to submitting their proposal. This will verify the actual nature and condition of the work and respond to bidder questions. No cost shall be incurred by SED for this pre-bid visit.
- Please provide a proposed General Consultation fee expressed as a percentage of the total cost or hourly rate. This fee should apply to consultation, meetings, and preparing documentation for funding applications.
- Please provide an estimate of total project timeline through completion. This estimate shall

be in total number of weeks beginning at contractor selection and development of a second RFP for implementation. Bidders are encouraged to provide a brief overview of the scope of work and costs for project oversight of the implementation phase.

- Please provide an estimate of the costs associated with any necessary permit and/or Town of Stowe Development Review Board permit required for implementation.
- Please provide a desired contract format for the Owner's consideration.
- Please provide a statement indicating that the Contractor can provide Performance, Payment, and Guaranteed Bonds for the entire value of the project.

SUBMISSIONS

Bids for this work must be received no later than March 29, 2024 at 4PM. Any bid may be withdrawn prior to the above scheduled time. Bids received after this date will not be considered.

By submitting a bid, the Bidder is aware that if awarded, he/she will be required to provide an insurance certificate showing workers comp, property damage, and automobile liability.

Early submissions are encouraged. Proposals should be emailed to blilley@stowelectric.com.

If mailing or hand delivering a bid, the envelope should be sealed, with "**Parking Lot Optimization**" on the face and clearly bearing the name of the bidder and their address.

We will accept hand delivered proposals (435 Moscow Road Stowe Vermont), or mailed to:
Town of Stowe Electric Department
C/O Operations Manager
P.O. Box 190
Stowe, VT 05672

Any submitted RFP proposal shall become the property of SED. Any costs and expenses incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of the Applicant. SED will not provide any reimbursement for any costs and expenses incurred during the bid process.

Through Jackie Pratt, General Manager, SED reserves the right to reject any or all proposals received, waive any irregularities, informalities, and/or defects therein if doing so is deemed to be in the best interest of SED.

If awarded, a Notice of Award will be issued to the Winning Bidder via phone, email or postal mail on or before April 30, 2024.

**SECTION 3
BID FORM – STIPULATED SUM**

Parking Lot Optimization

Bidder Name: _____

THIS BID IS SUBMITTED TO THE TOWN OF STOWE ELECTRIC DEPARTMENT

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Stowe Electric Department to perform all work as specified of indicated in the Bid Documents for the price(s) and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents.

Bidder has carefully read, examined, understands and accepts all of the terms and conditions of the Bid Documents. In submitting this bid, Bidder represents that:

Bidder has examined and studied the Bid Documents and the other related information identified in the Bid Documents, and this proposal **complies with the General and Specific Specifications and Conditions issued by SED except as clearly marked in the attached copy.**

Bidder Initials:_____ Date:_____

Bidder understands and agrees that, if this Bid is accepted, he/she will furnish all the materials and equipment, provide all labor, services, and all other supplies required to perform in the time, and can meet the insurance requirements as stated within the request for proposal and the requirements stated.

Bidder Initials:_____ Date:_____

BID FORM CONTINUES ON NEXT PAGE

BID VALUES

The undersigned Bidder agrees to furnish and deliver the plans described within this RFP including any accompanying forms attached hereto and made a part hereof for the following (Bidder to fill in blanks):

PROJECT BID		
BID ITEM	DESCRIPTION	AMOUNT
1	Complete all work as provided for in the RFP to identify the number of allowable parking spots for SED employees, visitors, and ADA accessibility under the current DRB permit, for the Lump Sum Price of, _____ (written)	\$ _____
2	Complete all work as provided for in the RFP to improve stormwater management, reduce runoff impacting the Millwright's Office and Seaver Sawmill, reduce ice formation in the employee and visitor parking areas, and provide a snow removal/storage plan for the Lump Sum Price of _____	\$ _____
3	Complete all work as provided for in the RFP to optimize the number of allowable parking spaces, improved site safety and access, stormwater management, and snow storage sites. This plan should future proof the design for the expanded uses at the parcel for the Lump Sum Price of, _____	\$ _____

Bidder to enter total bid price in words and figures in the spaces above. Where a discrepancy occurs between the price in words and the price in figures, the price in words shall take precedence. The Bidder has made a careful examination of the project location and is informed of facilities required before and during the construction.

BID PROPOSAL TERMS

This Proposal is made pursuant to the provisions of the Specifications and Requirements attached and referenced within this RFP.

The Bidder agrees to the terms and conditions thereof.

The Bidder warrants the accuracy of all statements contained in the Bidder's qualifications, if any, and agrees that the Owner shall rely upon such accuracy as a condition of the Contract if this Proposal is accepted.

The Bidder warrants that this Proposal is made in good faith and without collusion or connection with any other person bidding for the same work.

The Bidder agrees that, in the event this Proposal is accepted, it will execute a contract in the Owner-Contractor Agreement form attached hereto.

The Bidder agrees that it is subject to Engineer's Review Costs and Plan Changes Costs associated with any offering of alternate materials. Such cost shall be back charged against any monies due Contractor when such costs are billed.

If, in submitting this Proposal, the Bidder attempts to make any change in the form of Proposal or Contract furnished by the Owner, the Bidder understands that the Owner and the Engineer may evaluate the effect of such change as they see fit or may exclude the Proposal from consideration in determining the award of the Contract.

In submitting this Proposal, the undersigned agrees that the Bid will not be withdrawn for a period of 30 consecutive calendar days following the date of Bid Opening.

Further, that if a Notice to Proceed or if a prepared Agreement provided by the Owner is received at the business address identified below within the 30-day period, the undersigned will, within ten days of such receipt, acknowledge acceptance of the contract award and will execute and deliver the Agreement, the Performance, Labor and Material Payment Bonds, the certificates of insurance and will proceed in accordance with requirements of the Contract Documents for this project.

By submitting this bid, you agreed to accept the Project Requirements as written. Exclusions on bids that alter these requirements will not be considered valid. It is expected that all contractors comply with the requirements as written.

The construction work shall be scheduled to begin upon receipt of signed contract. The anticipated project start date is _____. The undersigned states that the start to finish construction duration shall be _____ total weeks from date of signed contract.

SECTION 4
SCOPE OF WORK AND SPECIFICATIONS

Scheduling of Work

1. The start date as soon as practicable after the acceptance of the winning bid by SED and a signed agreement between SED and the Contractor. SED requires the work completed on or before August 1, 2024.
2. Work is to be limited to Monday through Friday between the hours of 6:30am and 4:30pm excluding holidays.

General Scope of Work

SED anticipates this RFP having three parts that can be bid on separately or in-whole: a) contractor will provide a design plan and sufficient detail for SED to prepare an RFP to implement a plan to stripe, sign, or otherwise demarcate the total number of allowable parking spots for SED employees, visitors, and ADA accessibility, and identifying public and restricted locations on the parcel; b) contractor will provide a design plan and construction ready drawings to improve the stormwater management for the parking lot, including eliminating runoff into the Millwright's Office and reducing erosion from runoff at the Seaver Sawmill, and creating snow storage sites; and c) a site optimization plan for the design and construction ready plans to optimize parking, lighting, video surveillance, stormwater management, traffic flow and site safety to account for current and future uses at the location.

Specific Scope of Work

Finalize Parking Lot Design

Complete all work necessary to issue an request for proposals to stripe, sign, and otherwise delineate employee, visitor, ADA accessible, and ev charging parking at 435 Moscow Rd. This plan should include demarcating publicly available and reserved parking, and those parking spots that are available to 515 Moscow Road based on an existing parking easement. This plan should provide clear information on where and when the public is allowed to park and access. This plan must follow the Town of Stowe's Development Review Board (DRB) permits for Project 5711 and Project 5875, and provide guidance on any mandatory permit amendments. This plan must also account for relevant municipal, State, and Federal laws. The plan should provide clear guidance and a budget estimate for stripping and signage for implementation.

Improved Stormwater Management and Snow Storage

Complete all work necessary to issue a request for proposals to implement an improved stormwater management plan to eliminate runoff impacting the Millwright's Office, reduce erosion from runoff from at the Seaver Sawmill, and reduce runoff entering upstream of the Smith's Falls hydroelectric site. The final proposal should reduce ice formation in the employee and visitor parking areas and provide snow storage locations that will not impact site operations. If selected, the bidder shall provide a budget estimate for implementing the project.

This plan must follow the Town of Stowe's Development Review Board (DRB) permits for Project 5711 and Project 5875, as applicable, and provide guidance on mandatory permit amendments. This plan must account for relevant municipal, State, and Federal laws. This plan must provide for updating wastewater permits and other relevant permitting.

Optimized Site Planning

Complete all work necessary to issue a request for proposals to optimize the number of allowable parking spaces, improve site safety and access with signage, lighting and security cameras, install enhanced green stormwater management, and create snow storage sites. This plan should future proof the final design to account for employee offices at the Millwright's Office, a restored Seaver Sawmill, and the Smith's Fall Hydroelectric facility. This design should include parking lot and parking space striping and/or delineation techniques for employee, visitor, electric vehicles, and ADA accessible parking, contractor loading zones, and publicly and restricted areas of the property. This design should reduce sediment and other particles entering the Little River upstream of the Smith's Falls hydroelectric facility. This plan should consider how SED can increase the number of parking spaces without increasing the amount of impermeable area, improve the lighting coverage and timing for employee and visitor safety, and improve employee, visitor, and deliver access to the parking lot. Any changes to the number and location of parking spaces and lighting must account for amendments to the DRB permits issued for 435 Moscow Road (Projects 5711 and 5875), 515 Moscow Road (Project 5910), and 539 Moscow Road (Project 539). If selected, the bidder shall provide a budget estimate for implementing the project. This plan should provide for any required wastewater, stormwater, zoning, and other relevant permitting.

Plans and Designs

The requested deliverables are for final design, permitting, and construction ready drawings and plans to publish requests for proposals for implementation of one or more of the design solutions. Construction ready drawings must be stamped by a Civil Engineer certified to work in the State of Vermont for the construction of parking lots, conduits, and related infrastructure. The Contractor shall provide all drawing data in AutoCAD. Files shall be reverse compatible to AutoCAD 2013. SED has recent survey work completed by qualified experts and site engineers. The selected bidder under this 'Parking Lot Optimization' RFP shall utilize existing surveys and as-built drawings to avoid repetition of tasks and provide for cost savings.

- Drawings can be transmitted by e-mail attachment to mlazorchak@stoweelectric.com or jpratt@stoweelectric.com.
- Drawings are to be submitted to SED for one round of review prior to final design.
- Drawings must indicate final layout for the parking lot, including employee and visitor parking, electric vehicle parking, handicapped parking, and identify parking easements located on 435 Moscow Road.
- Drawings must indicate underground conduits for electrical and communications service, water and sewer lines, and related infrastructure.
- Drawings must indicate the location of water wells, underground tanks and related infrastructure.

- Drawings must indicate final design for stormwater management, bioswales, vegetation/seed mixes, permeable pavers, and other measures to reduce pooling water and ice within parking areas and access to the buildings.
- Drawings must indicate final design to eliminate runoff from the parking lot entering the Millwright's Office and reduce erosion/subsidence at the Seaver Sawmill.
- Drawings must provide access to the Seaver Sawmill and Smith's Falls Hydroelectric Facility
- Drawings must indicate materials and methods for construction, grading, and load calculations.
- The Contractor shall create the individual drawing sheets, as necessary. The Contractor shall include a group of notes on the drawing detailing plans of reference, sources of utility information, and accuracy of survey data. A legend of existing utilities and features shall be provided on the drawing.
- The Contractor shall furnish its logo and company information for inclusion on the drawing set.
- Survey drawings shall generally be prepared in accordance with good industry practice. Drawings shall have a neat, professional appearance
- SED will obtain any and all applicable state and municipal building and zoning permits using drawings provided by the Consultant.

Project Management Oversight

SED encourages bidders to submit a scope of work and estimate for project management of each plan a bidder is submitting an estimate for. SED will publish separate requests for proposals for the implementation of one or more of the design plans. Therefore, bidders should provide an estimate and scope of work for project management oversight of the RFP process and construction phase of implementation. Implementation is expected to include but not limited to the following:

- Painting/Identifying/Demarcating parking spots as defined in the final plan.
- Adding signs to demarcate public and restricted parking and site access.
- Any necessary site grading, site layout, and paving.
- Eliminating the paved area adjacent to the Millwright's Office to reduce runoff into the Little River.
- Installation of topsoil and seeding with seed mixes that are native mixes to enhance water storage, infiltration, evaporation, and green stormwater best practices in any areas of exposed soil or disturbance. Reuse topsoil excavated for the project.
- Construction of improved stormwater management, bioswales, vegetation, permeable pavers, and other measures to reduce pooling water and ice within parking spaces.
- As needed installation of PVC conduit, pull strings, and recessed-light housings. Housings to be provided by SED
- As needed, wiring, electrical, and fixture installation provided by SED.

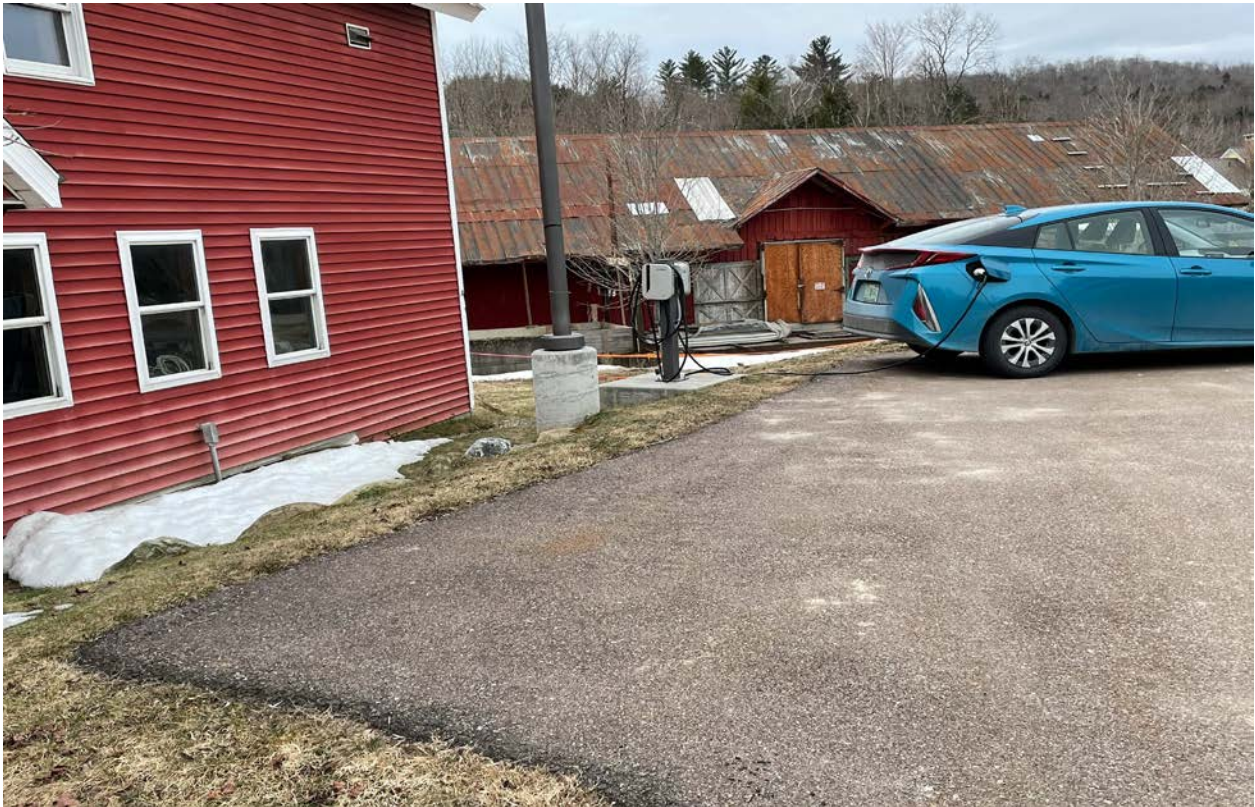
Overhead View of 435 Moscow Road



ADDITIONAL PICTURES OF PARKING LOT AND FEATURES







LEGEND

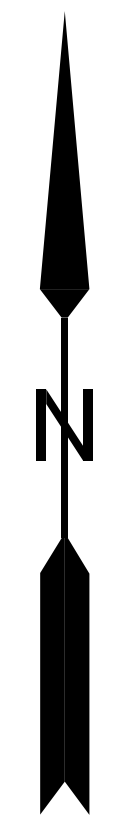
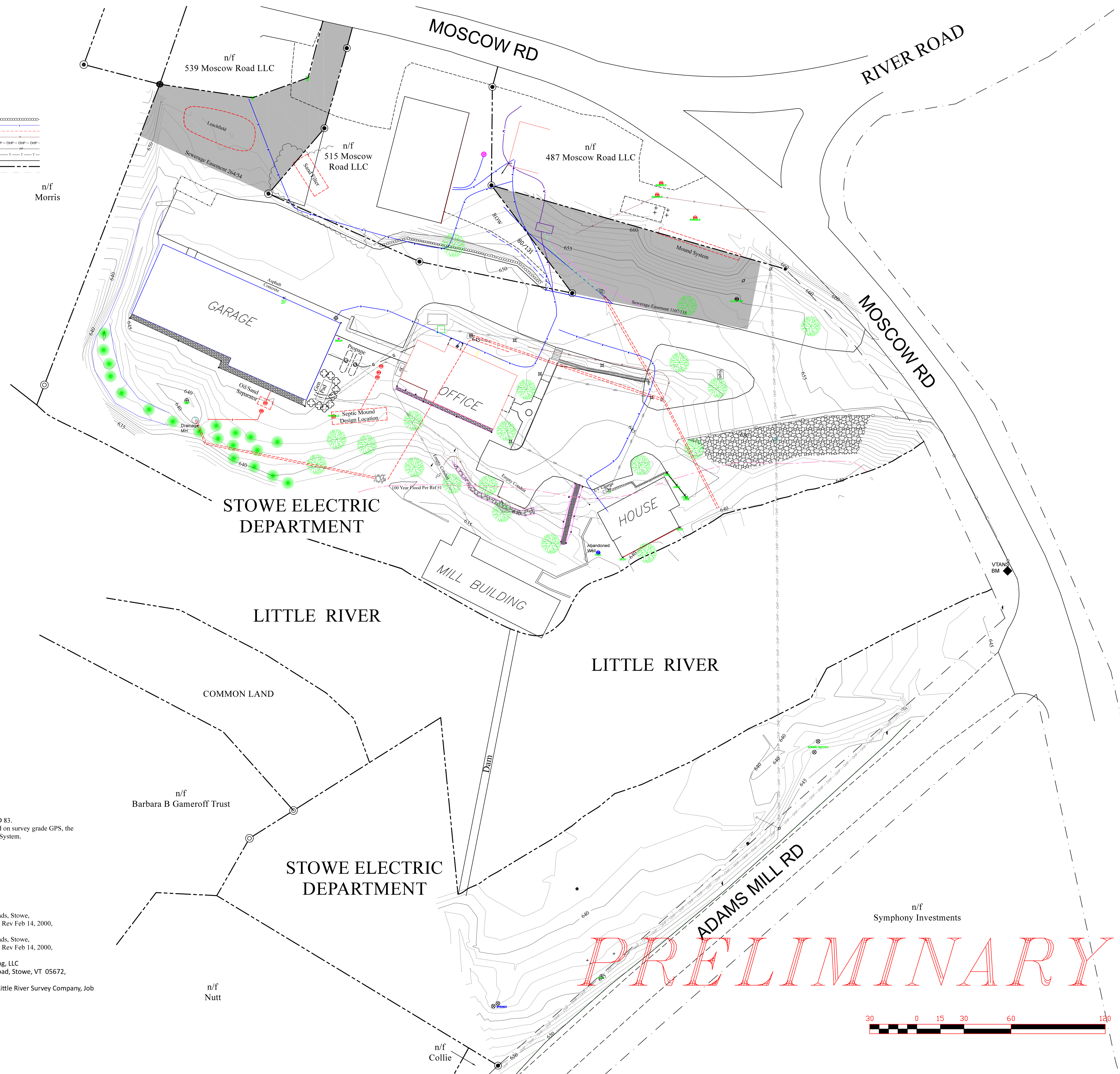
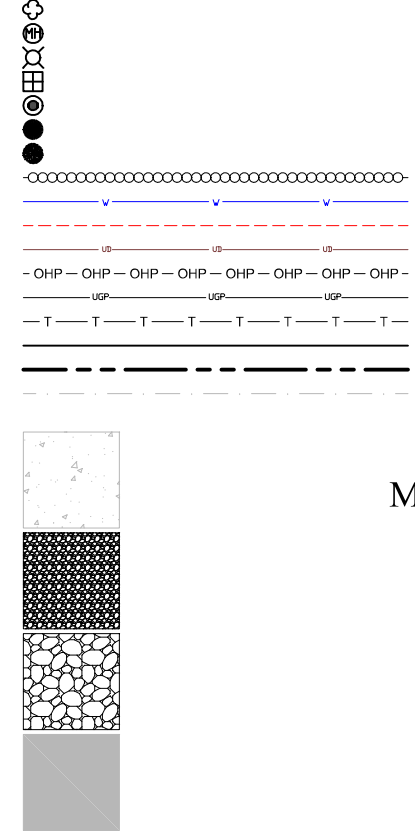
- Shrub
- Manhole
- Light
- Catch Basin
- Iron Rod
- Softwood Tree
- Hardwood Tree
- Stone Wall
- Waterline
- Storm Drain
- Underdrain
- Overhead Utility
- Underground Power
- Power/Communications
- Edge Pavement
- Boundary Per Ref #2
- Easement

Easement Area Per Ref #6

Stone

Riprap/Stone

Easement-Sewerage



NOTES:

1. Orientation is based on the Vermont State Plane Coordinate System, NAD 83.
2. Stowe Electric Department boundary lines are from Reference #3. Based on survey grade GPS, the boundary lines have been rotated to the Vermont State Plane Coordinate System.
3. Some abutting boundary lines are based on taxmap information.
4. Buried site features shown are based on Reference #1.
5. Most contours shown below elevation 635 are from reference #1

REFERENCES:

1. XSE Basemap 2020.dwg by Grenier Engineering
2. Land of Anderson and Alexander Leveille, Moscow and Barnes Hill Roads, Stowe, Lamoille County, Vermont, by Little River Survey Company, Aug 1999, Rev Feb 14, 2000, Job #99646
3. Land of Anderson and Alexander Leveille, Moscow and Barnes Hill Roads, Stowe, Lamoille County, Vermont, by Little River Survey Company, Aug 1999, Rev Feb 14, 2000, Job #99646
4. Moscow Mill Exhibit G Vicinity Exhibit.dwg by Small Hydro Consulting, LLC
5. Proposed Site Plan, Ethan & Kristine Carlson, 487 & 515 Moscow Road, Stowe, VT 05672, by Mumley Engineering, Inc., Sheet C-1, Project 19062, 5/11/20
6. Easement and Parking Plan For Cleveland & Virginia Patterson, by Little River Survey Company, Job #00733, Feb 2000, Rev Feb 14, 2000

Little River
Survey Company LLC
P.O. Box 1147, 3085 Pucker Street
Stowe, Vermont
TEL: (802) 793-9673

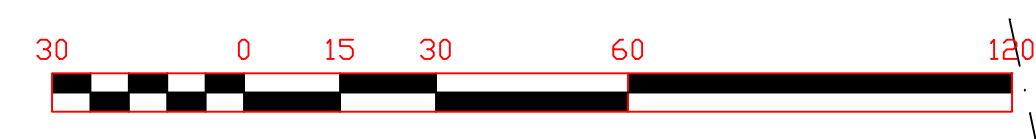
Smith's Falls
Hydroelectric Project

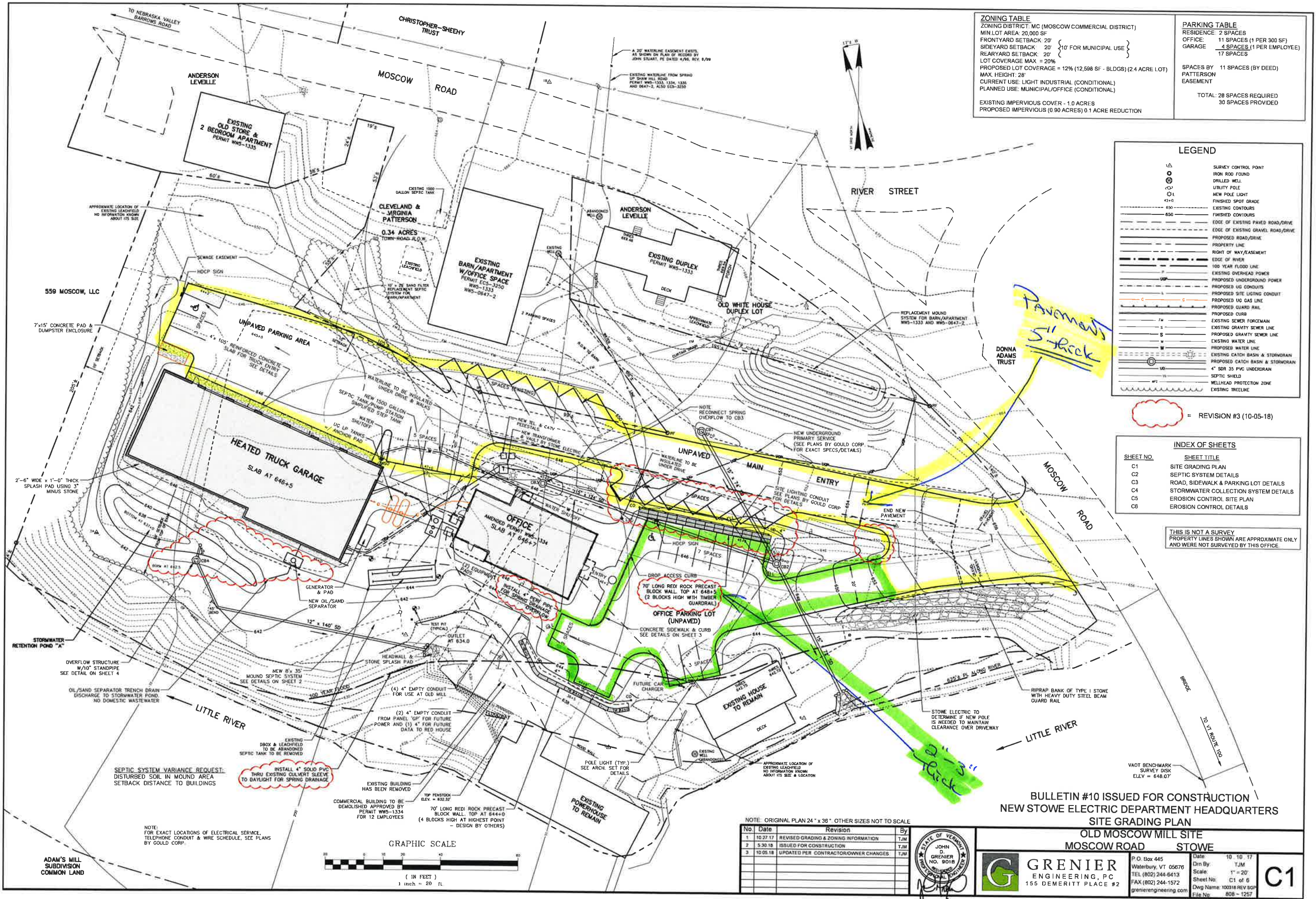
Site Plan
FOR
Stowe Electric Department
435 Moscow Road
Stowe, Vermont

REVISIONS

SCALE
HORZ: 1"=50'
VERT: n/a
DRAWN BY: PSK
CHECKED BY:
DATE: June 2023
JOB#: 23603

PRELIMINARY





ZONING TABLE
 ZONING DISTRICT: MC (MOSCOW COMMERCIAL DISTRICT)
 MIN LOT AREA: 20,000 SF
 FRONT YARD SETBACK: 20'
 SIDE YARD SETBACK: 20' } 10' FOR MUNICIPAL USE }
 REAR YARD SETBACK: 20'
 LOT COVERAGE MAX = 20%
 PROPOSED LOT COVERAGE = 12% (12,598 SF - BLDGS) (2.4 ACRE LOT)
 MAX. HEIGHT: 28'
 CURRENT USE: LIGHT INDUSTRIAL (CONDITIONAL)
 PLANNED USE: MUNICIPAL/OFFICE (CONDITIONAL)
 EXISTING IMPERVIOUS COVER - 1.0 ACRES
 PROPOSED IMPERVIOUS (0.90 ACRES) 0.1 ACRE REDUCTION

PARKING TABLE
 RESIDENCE: 2 SPACES
 OFFICE: 11 SPACES (1 PER 300 SF)
 GARAGE: 4 SPACES (1 PER EMPLOYEE)
 17 SPACES
 SPACES BY: 11 SPACES (BY DEED)
 PATTERSON EASEMENT
 TOTAL: 28 SPACES REQUIRED
 30 SPACES PROVIDED

LEGEND

- 1/4" SURVEY CONTROL POINT
- IRON ROD FOUND
- DRILLED WELL
- UTILITY POLE
- NEW POLE LIGHT
- FINISHED SPOT GRADE
- EXISTING CONTOURS
- FINISHED CONTOURS
- EDGE OF EXISTING PAVED ROAD/DRIVE
- EDGE OF EXISTING GRAVEL ROAD/DRIVE
- PROPOSED ROAD/DRIVE
- PROPERTY LINE
- RIGHT OF WAY/EASEMENT
- EDGE OF RIVER
- 100 YEAR FLOOD LINE
- EXISTING OVERHEAD POWER
- PROPOSED UNDERGROUND POWER
- PROPOSED UG CONDUITS
- PROPOSED SITE LIGHTING CONDUIT
- PROPOSED UG GAS LINE
- PROPOSED GUARD RAIL
- PROPOSED CURB
- EXISTING SEWER FORECRAIN
- EXISTING GRAVITY SEWER LINE
- PROPOSED GRAVITY SEWER LINE
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING CATCH BASIN & STORMDRAIN
- PROPOSED CATCH BASIN & STORMDRAIN
- 4" SDR 35 PVC UNDERDRAIN
- SEPTIC SHIELD
- WELLDRAIN PROTECTION ZONE
- EXISTING TREELINE

INDEX OF SHEETS

SHEET NO.	SHEET TITLE
C1	SITE GRADING PLAN
C2	SEPTIC SYSTEM DETAILS
C3	ROAD, SIDEWALK & PARKING LOT DETAILS
C4	STORMWATER COLLECTION SYSTEM DETAILS
C5	EROSION CONTROL SITE PLAN
C6	EROSION CONTROL DETAILS

THIS IS NOT A SURVEY
 PROPERTY LINES SHOWN ARE APPROXIMATE ONLY
 AND WERE NOT SURVEYED BY THIS OFFICE

NOTE: ORIGINAL PLAN 24" x 36" OTHER SIZES NOT TO SCALE

No.	Date	Revision	By
1	10.27.17	REVISED GRADING & ZONING INFORMATION	TJM
2	5.30.18	ISSUED FOR CONSTRUCTION	TJM
3	10.05.18	UPDATED PER CONTRACTOR/OWNER CHANGES	TJM

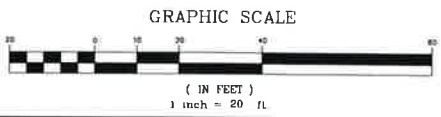


GRENIER ENGINEERING, PC
 155 DEMERITT PLACE #2
 P.O. Box 445
 Waterbury, VT 05676
 TEL (802) 244-6413
 FAX (802) 244-1572
 grenierengineering.com

Date: 10.10.17
 Dwn By: TJM
 Scale: 1" = 20'
 Sheet No: C1 of 6
 Dwg Name: 100318 REV IGR
 File No: 806 - 1257

C1

BULLETIN #10 ISSUED FOR CONSTRUCTION
NEW STOWE ELECTRIC DEPARTMENT HEADQUARTERS
SITE GRADING PLAN
OLD MOSCOW MILL SITE
MOSCOW ROAD STOWE



NOTE: FOR EXACT LOCATIONS OF ELECTRICAL SERVICE, TELEPHONE CONDUIT & WIRE SCHEDULE, SEE PLANS BY GOULD CORP.

ADAM'S MILL SUBDIVISION COMMON LAND

ZONING TABLE
 ZONING DISTRICT: MC (MOSCOW COMMERCIAL DISTRICT)
 MIN. LOT AREA: 20,000 SF
 FRONTYARD SETBACK: 20' }
 SIDEYARD SETBACK: 20' } 10' FOR MUNICIPAL USE }
 REARYARD SETBACK: 20' }
 LOT COVERAGE MAX. = 20%
 PROPOSED LOT COVERAGE = 12% (12,598 SF - BLDGS) (2.4 ACRE LOT)
 MAX. HEIGHT: 28'
 CURRENT USE: LIGHT INDUSTRIAL (CONDITIONAL)
 PLANNED USE: MUNICIPAL/OFFICE (CONDITIONAL)

EXISTING IMPERVIOUS COVER - 1.0 ACRES
 PROPOSED IMPERVIOUS (0.90 ACRES) 0.1 ACRE REDUCTION

PARKING TABLE
 RESIDENCE: 2 SPACES
 OFFICE: 11 SPACES (1 PER 300 SF)
 GARAGE: 4 SPACES (1 PER EMPLOYEE)
 17 SPACES

SPACES BY EASEMENT: 11 SPACES (BY DEED)
 PATTERSON: 11 SPACES (BY DEED)
 TOTAL: 28 SPACES REQUIRED
 30 SPACES PROVIDED

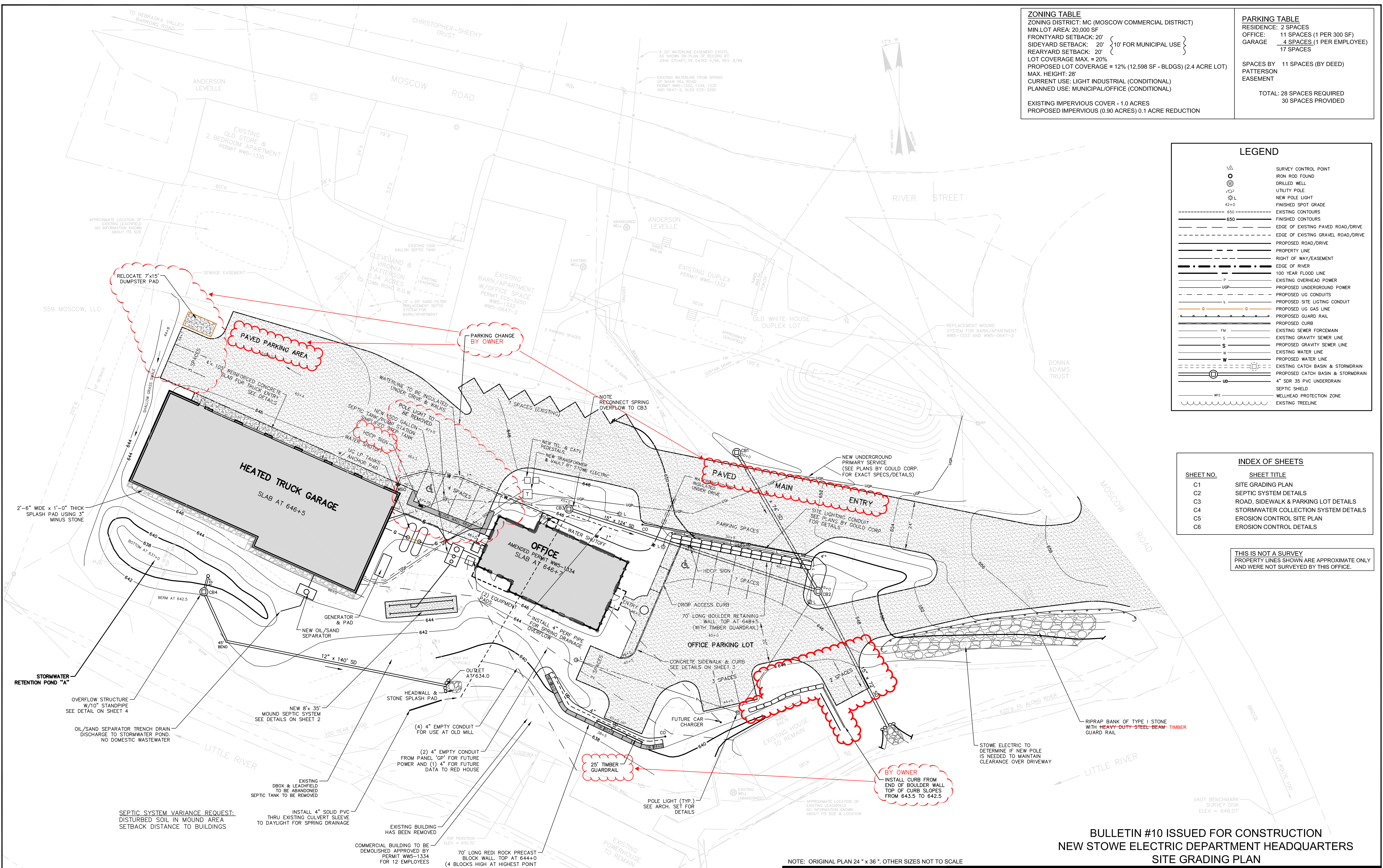
LEGEND

1A	SURVEY CONTROL POINT
○	IRON ROD FOUND
⊙	DRILLED WELL
⊕	UTILITY POLE
⊙	NEW POLE LIGHT
42+0	FINISHED SPOT GRADE
---	EXISTING CONTOURS
---	FINISHED CONTOURS
---	EDGE OF EXISTING PAVED ROAD/DRIVE
---	EDGE OF EXISTING GRAVEL ROAD/DRIVE
---	PROPOSED ROAD/DRIVE
---	PROPERTY LINE
---	RIGHT OF WAY/EASEMENT
---	EDGE OF RIVER
---	100 YEAR FLOOD LINE
P	EXISTING OVERHEAD POWER
UOP	PROPOSED UNDERGROUND POWER
---	PROPOSED UG CONDUITS
---	PROPOSED SITE LIGHTING CONDUIT
---	PROPOSED UG GAS LINE
---	PROPOSED GUARD RAIL
---	PROPOSED CURB
FM	EXISTING SEWER FORCEMAIN
S	EXISTING GRAVITY SEWER LINE
S	PROPOSED GRAVITY SEWER LINE
W	EXISTING WATER LINE
W	PROPOSED WATER LINE
---	EXISTING CATCH BASIN & STORMDRAIN
---	PROPOSED CATCH BASIN & STORMDRAIN
---	4" SDR 35 PVC UNDERDRAIN
---	SEPTIC SHIELD
---	WELLHEAD PROTECTION ZONE
---	EXISTING TREELINE

INDEX OF SHEETS

SHEET NO.	SHEET TITLE
C1	SITE GRADING PLAN
C2	SEPTIC SYSTEM DETAILS
C3	ROAD, SIDEWALK & PARKING LOT DETAILS
C4	STORMWATER COLLECTION SYSTEM DETAILS
C5	EROSION CONTROL SITE PLAN
C6	EROSION CONTROL DETAILS

THIS IS NOT A SURVEY
 PROPERTY LINES SHOWN ARE APPROXIMATE ONLY
 AND WERE NOT SURVEYED BY THIS OFFICE.



BULLETIN #10 ISSUED FOR CONSTRUCTION
NEW STOWE ELECTRIC DEPARTMENT HEADQUARTERS
SITE GRADING PLAN

OLD MOSCOW MILL SITE
MOSCOW ROAD STOWE

NOTE: ORIGINAL PLAN 24" x 36". OTHER SIZES NOT TO SCALE

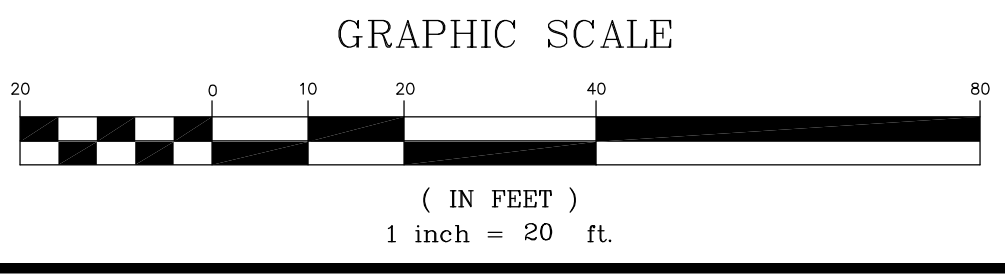
No.	Date	Revision	By
1	10.27.17	REVISED GRADING & ZONING INFORMATION	TJM
2	5.30.18	ISSUED FOR CONSTRUCTION	TJM
3	10.16.18	UPDATED PER CONTRACTOR/OWNER CHANGES	TJM
4	5.22.19	REVISED SITE GRADING	TJM
5	5.24.19	CHANGE BY OWNER	TJM
6	6.05.19	GRADE CHANGES & PAVEMENT DETAILS	TJM



GRENIER ENGINEERING, PC
 155 DEMERITT PLACE #2
 Waterbury, VT 05676
 TEL (802) 244-6413
 FAX (802) 244-1572
 grenierengineering.com

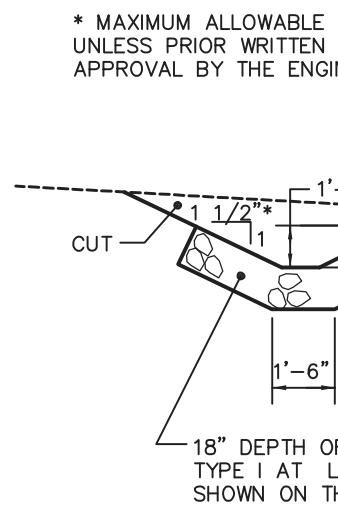
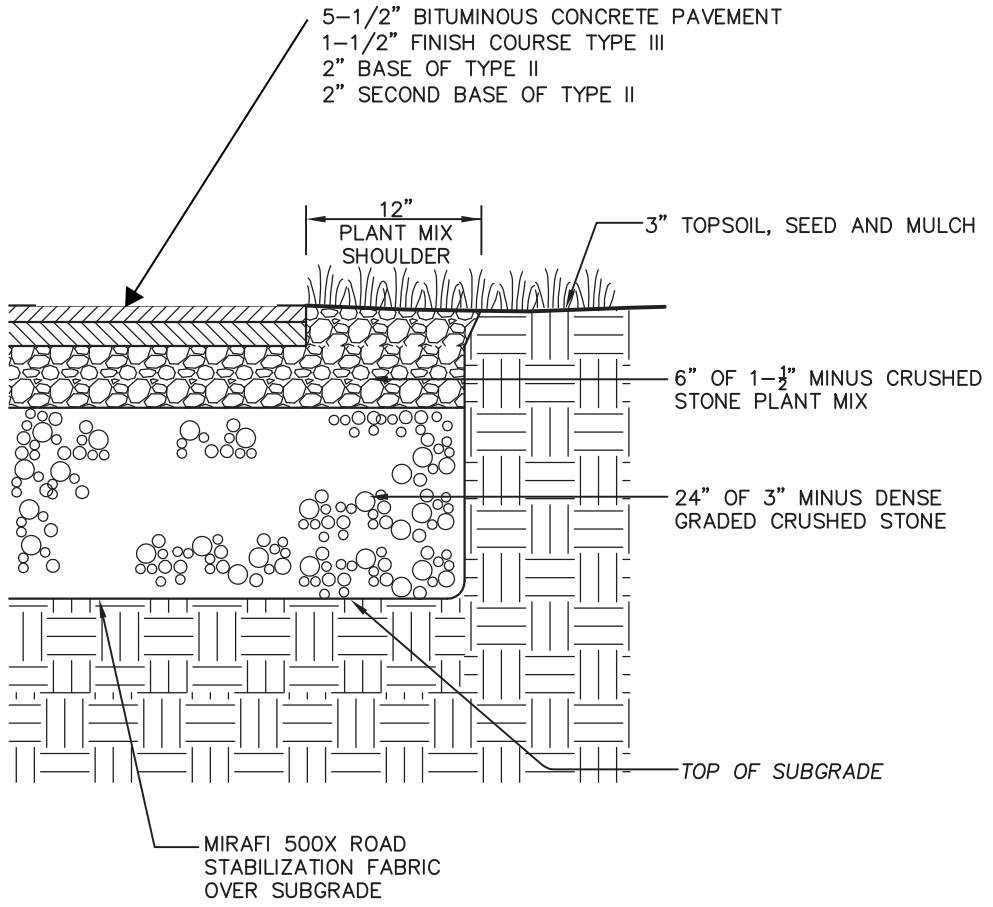
P.O. Box 445
 Waterbury, VT 05676
 Date: 10.10.17
 Dwn By: TJM
 Scale: 1" = 20'
 Sheet No: C1 of 6
 Dwg Name: C1-SE SITE SPP
 File No: 808 - 1257

C1



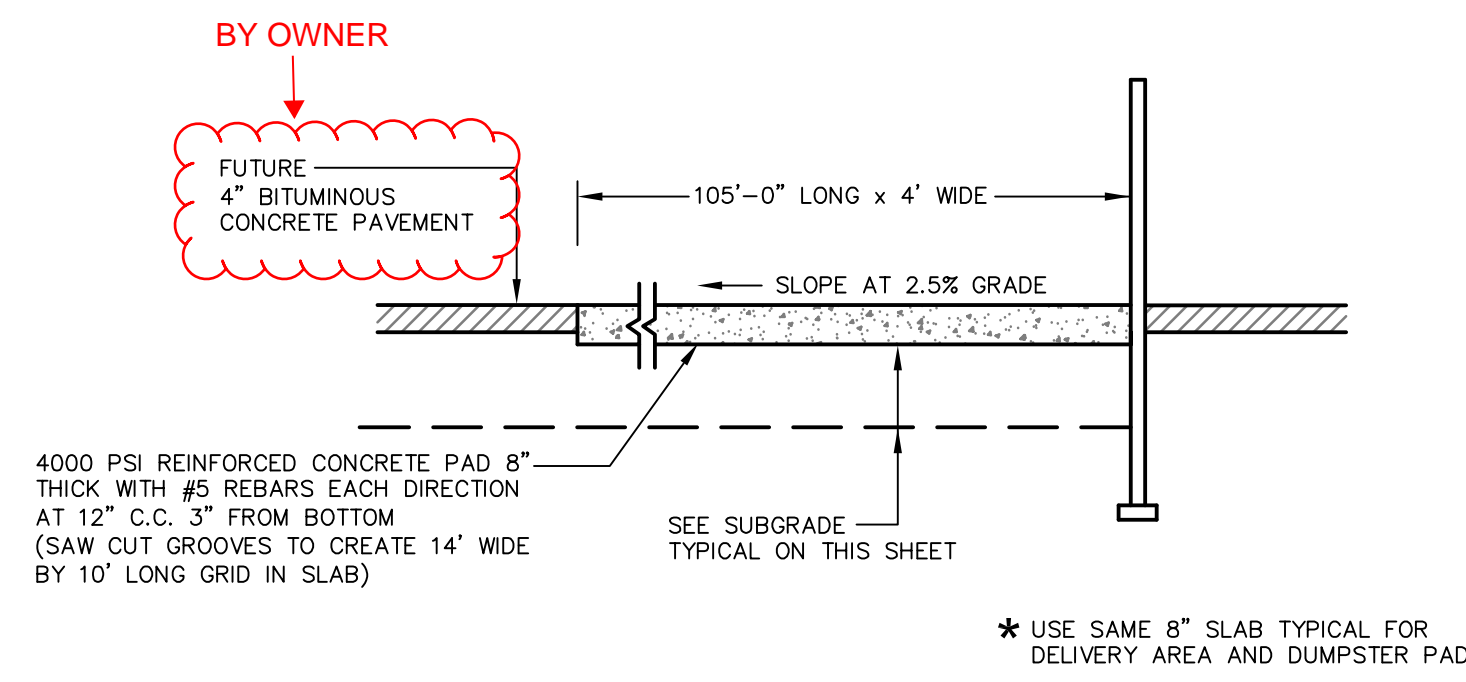
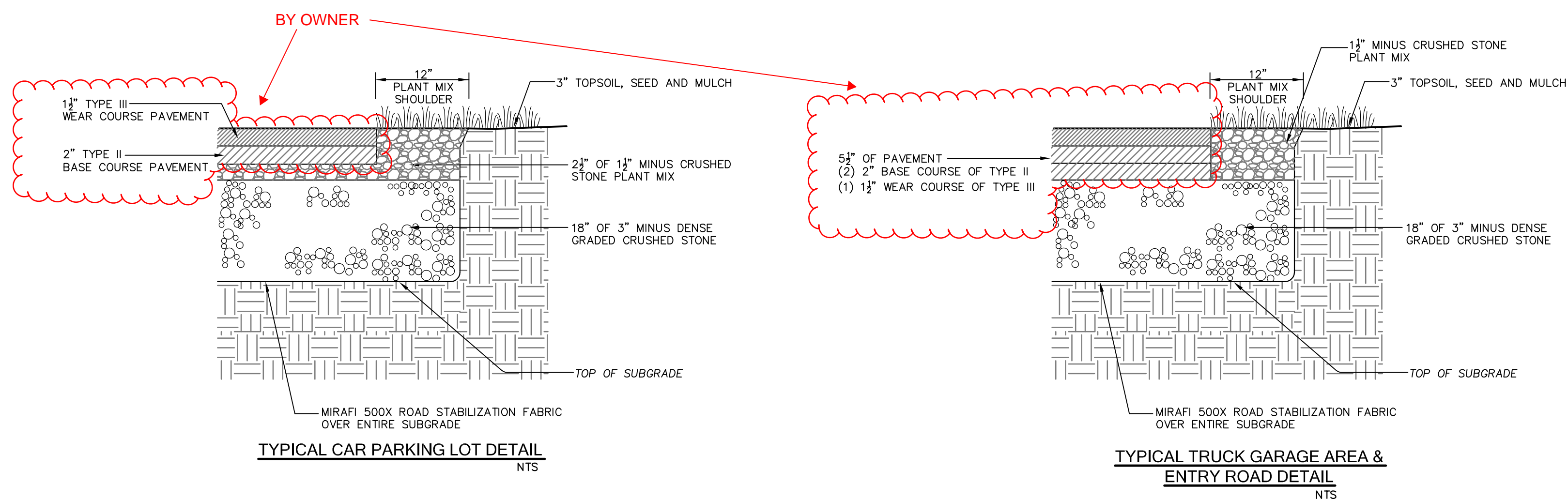
NOTE:
 FOR EXACT LOCATIONS OF ELECTRICAL SERVICE,
 TELEPHONE CONDUIT & WIRE SCHEDULE, SEE PLANS
 BY GOULD CORP.

ADAM'S MILL
 SUBDIVISION
 COMMON LAND



TYPICAL PARKING LOT DETAIL

NTS



BACKFILL MATERIAL SPECIFICATIONS

SAND BORROW AND CUSHION: SAND BORROW AND SAND CUSHION SHALL CONSIST OF MATERIAL REASONABLY FREE FROM SILT, LOAM, CLAY OR ORGANIC MATTER. IT SHALL BE OBTAINED FROM APPROVED SOURCES AND SHALL MEET THE REQUIREMENTS OF THE FOLLOWING TABLE:

*** TABLE 703.03A - SAND BORROW AND CUSHION**

SIEVE DESIGNATION	PERCENTAGE BY MASS (WEIGHT) PASSING SQUARE MESH SIEVES
50 MM (2 INCH)	100
37.5 MM (1-1/2 INCH)	90 TO 100
12.5 MM (1/2 INCH)	70 TO 100
4.75 MM (NO. 4)	60 TO 100
150 U.M. (NO. 100)	0 TO 20
75 U.M. (NO. 200)	0 TO 8

GRANULAR BORROW: GRANULAR BORROW SHALL BE OBTAINED FROM APPROVED SOURCES, CONSISTING OF STONE AND SAND REASONABLY FREE FROM LOAM, SILT, CLAY AND ORGANIC MATERIAL AND SHALL MEET THE REQUIREMENTS OF THE FOLLOWING TABLE:

*** TABLE 703.04A - GRANULAR BORROW**

SIEVE DESIGNATION	PERCENTAGE BY MASS (WEIGHT) PASSING SQUARE MESH SIEVES
4.75 MM (NO. 4)	20 TO 100
75 U.M. (NO. 200)	0 TO 12

THE MAXIMUM SIZE OF STONE PARTICLES IN THE GRANULAR BORROW SHALL NOT EXCEED 67 PERCENT OF THE THICKNESS OF THE LAYER BEING SPREAD.

DENSE GRADED CRUSHED STONE FOR SUBBASE: DENSE GRADED CRUSHED STONE FOR SUBBASE SHALL CONSIST OF CLEAN, HARD, UNIFORMLY GRADED, CRUSHED STONE. IT SHALL BE SUFFICIENTLY FREE FROM DIRT, DELETERIOUS MATERIAL AND PIECES THAT ARE STRUCTURALLY WEAK AND SHALL MEET THE FOLLOWING REQUIREMENTS:

SOURCE: THIS MATERIAL SHALL BE OBTAINED FROM APPROVED SOURCES AND THE AREA FROM WHICH THIS MATERIAL IS OBTAINED SHALL BE STRIPPED AND CLEANED BEFORE BLASTING.

GRADING: THE MATERIAL SHALL MEET THE REQUIREMENTS SPECIFIED IN THE FOLLOWING TABLE:

**TABLE 704.06A - DENSE GRADED CRUSHED STONE FOR SUBBASE (3\"/>

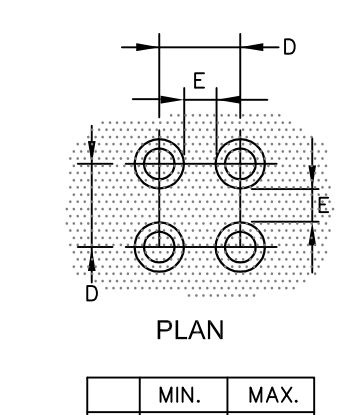
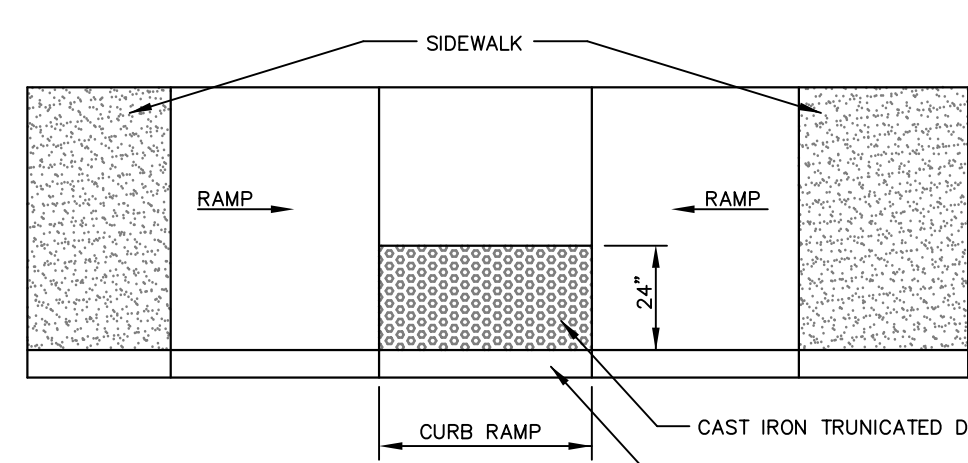
SIEVE DESIGNATION	PERCENTAGE BY MASS (WEIGHT) PASSING SQUARE MESH SIEVES
90 MM (3-1/2 INCH)	100
75 MM (3 INCH)	90 TO 100
50 MM (2 INCH)	75 TO 100
25 MM (1 INCH)	50 TO 80
12.5 MM (1/2 INCH)	30 TO 60
4.75 MM (NO.4)	15 TO 40
75 U.M. (NO.200)	0 TO 6

FILLER: THE APPROVED FILLER SHALL BE OBTAINED FROM APPROVED SOURCES AND SHALL CONSIST OF CLEAN, HARD, UNIFORMLY GRADED, CRUSHED STONE AND/OR STONE SCREENINGS PRODUCED BY THE CRUSHING PROCESS. THE MATERIAL SHALL CONSIST OF HARD DURABLE PARTICLES, SUFFICIENTLY FREE FROM DIRT, ORGANIC MATERIAL, STRUCTURALLY WEAK PIECES, AND OTHER DELETERIOUS MATERIALS.

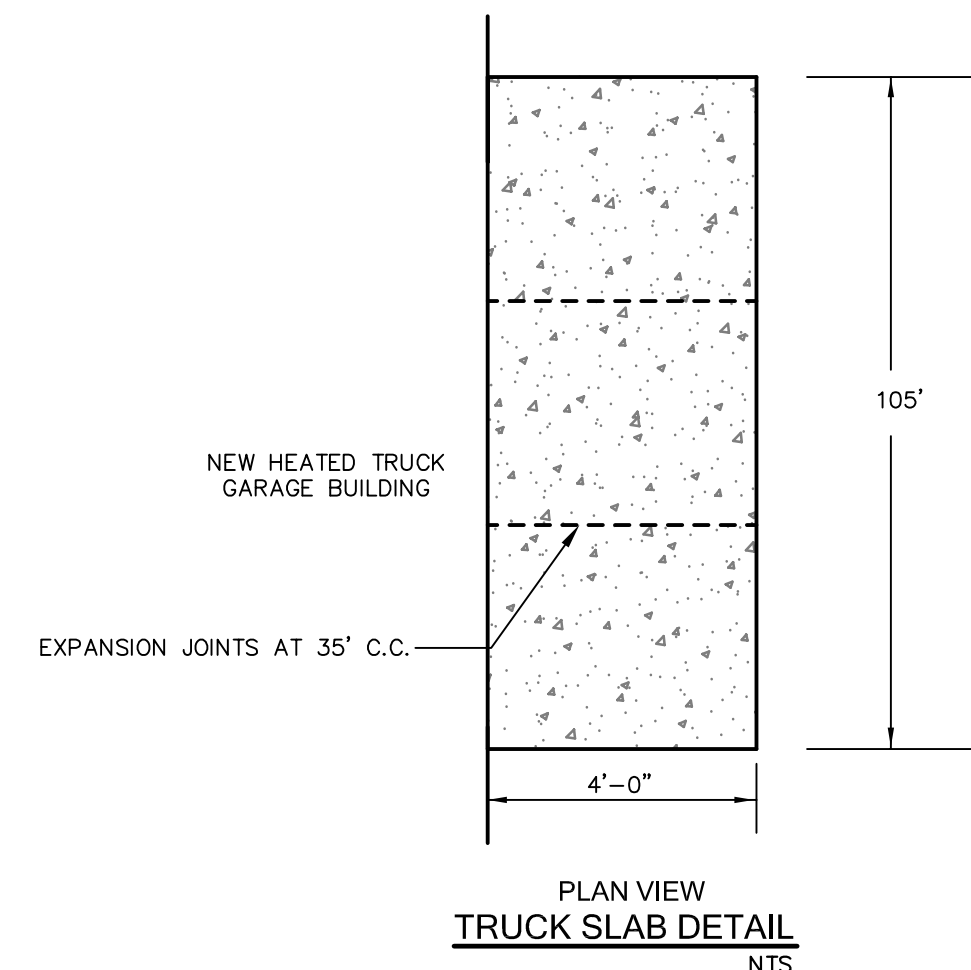
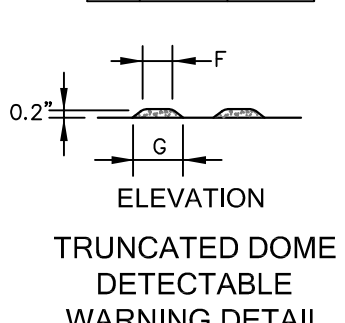
APPROVED FILLER MATERIAL SHALL MEET THE REQUIREMENTS SPECIFIED IN THE FOLLOWING TABLE:

**TABLE 704.06B - APPROVED FILLER (1-1/2\"/>

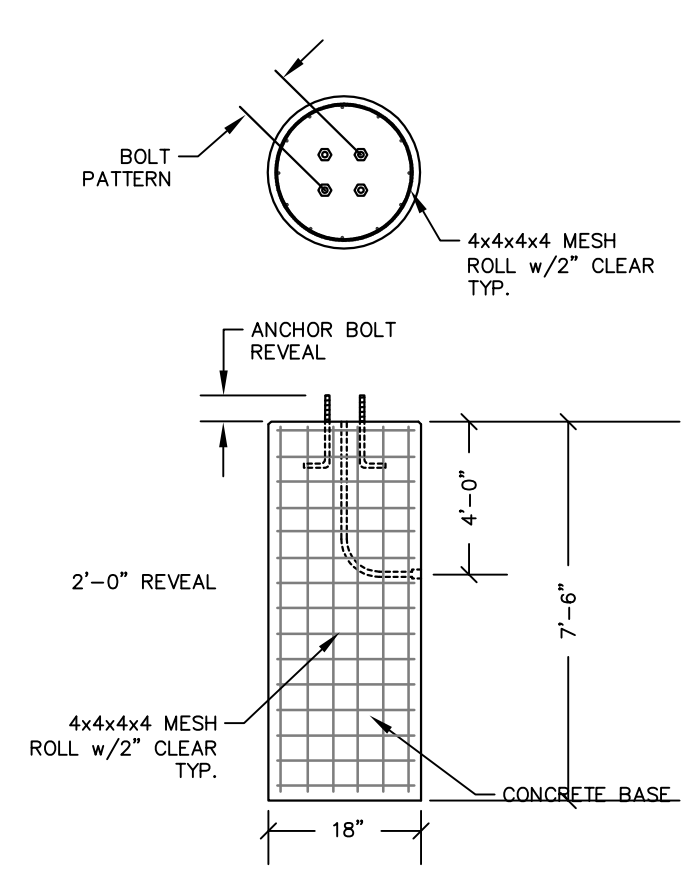
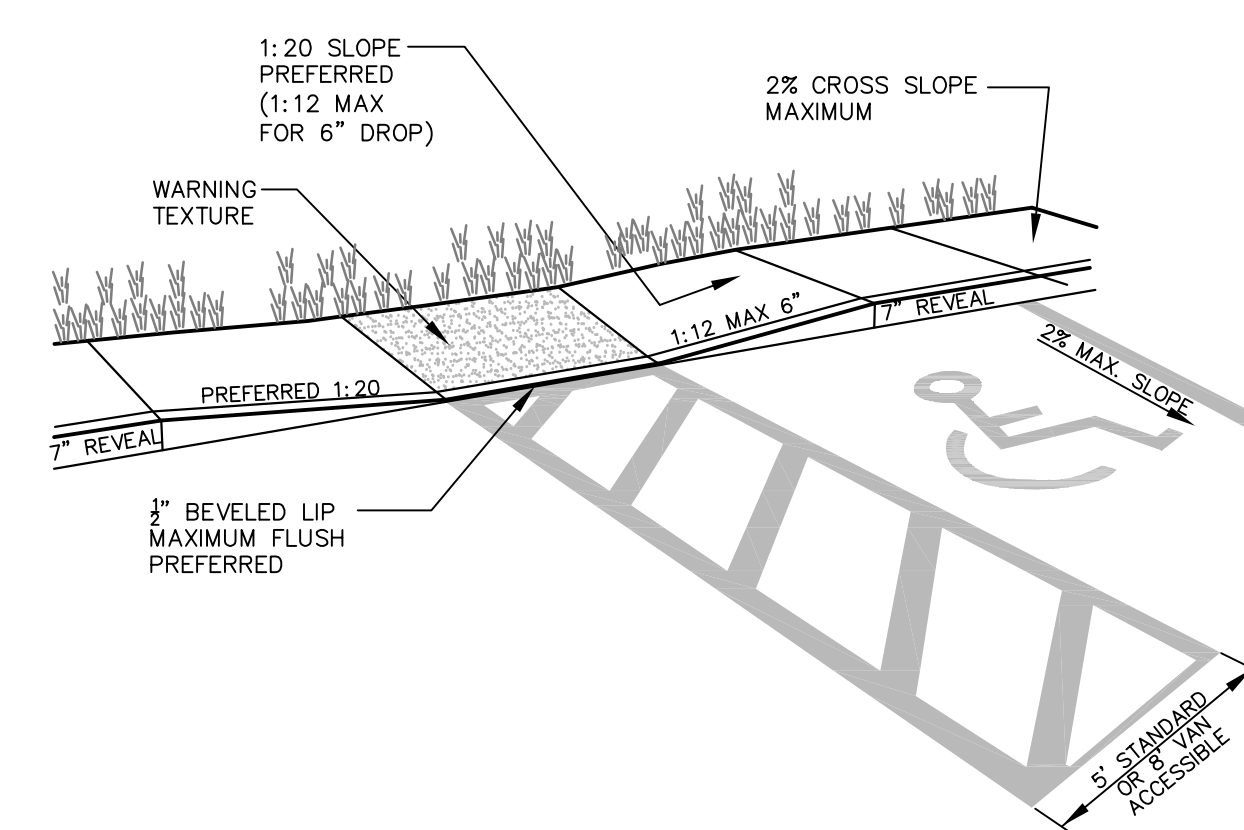
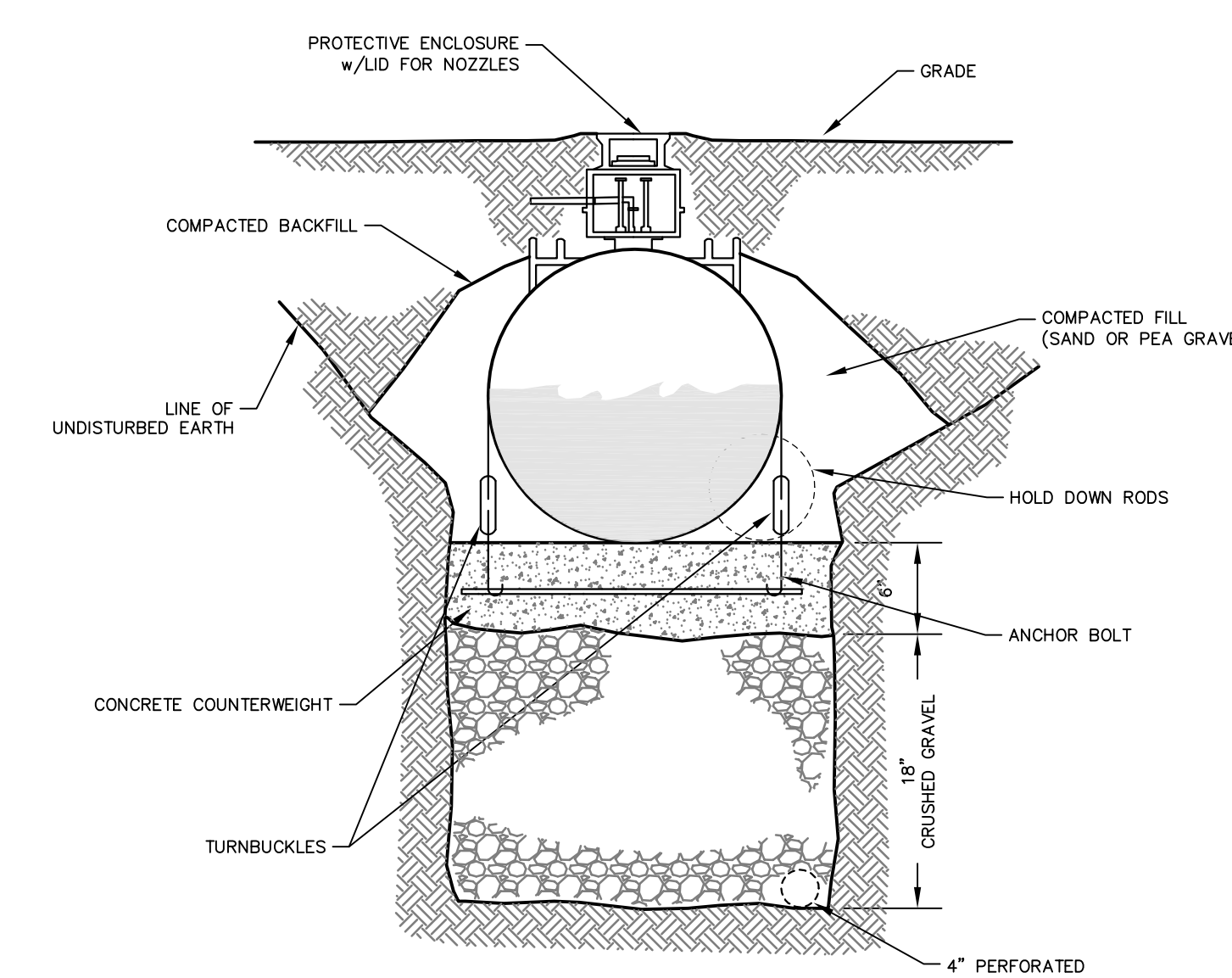
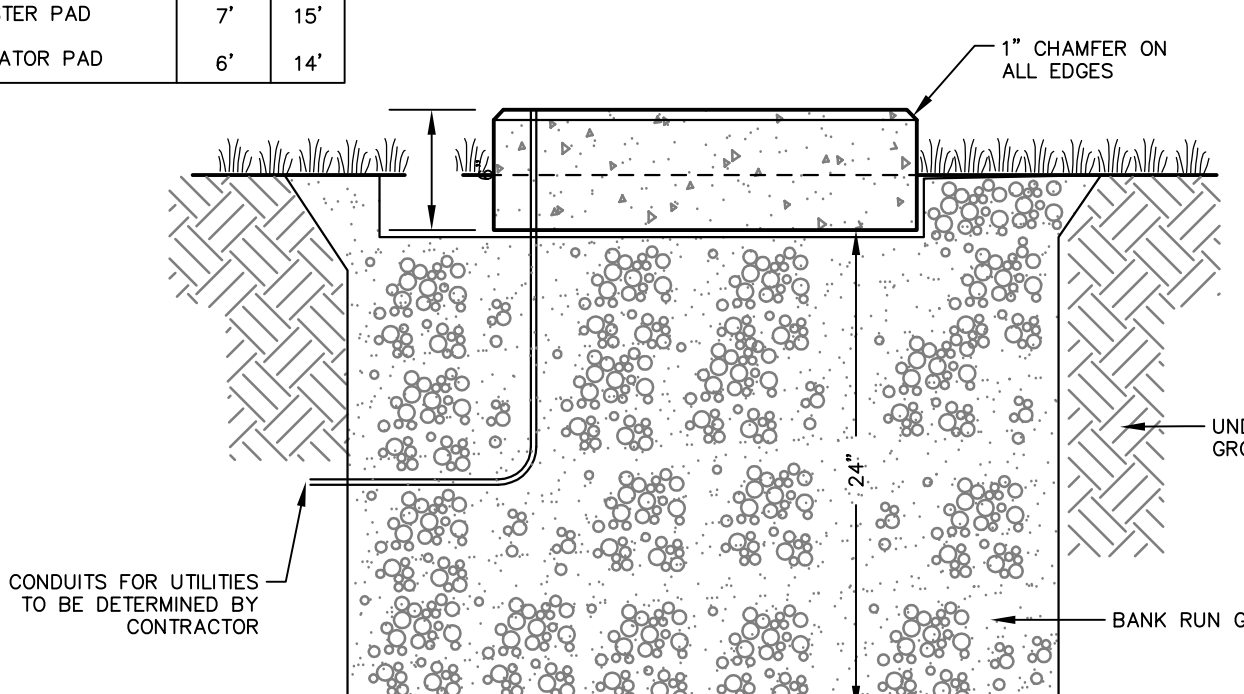
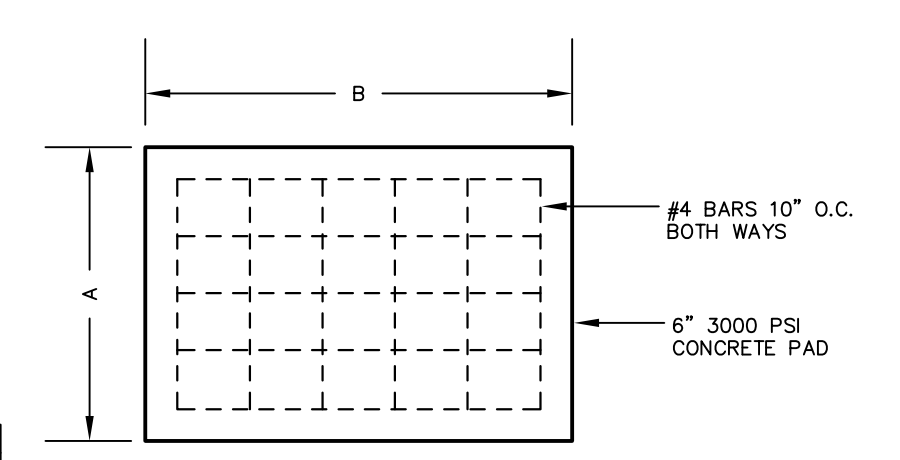
SIEVE DESIGNATION	PERCENTAGE BY MASS (WEIGHT) PASSING SQUARE MESH SIEVES
19 MM (3/4 INCH)	100
12.5 MM (1/2 INCH)	70 TO 100
4.75 MM (NO.4)	50 TO 90
150 U.M. (NO.100)	0 TO 12
75 U.M. (NO.200)	0 TO 6



	MIN.	MAX.
D	1.60"	2.40"
E	.65"	1.50"
F	.45"	.80"
G	.90"	1.40"



ITEM	A	B
(2) EQUIPMENT PADS	4'	4'
DUMPSTER PAD	7'	15'
GENERATOR PAD	6'	14'



NOTES:
 CONCRETE: MINIMUM COMPRESSIVE STRENGTH 3000 PSI. CONCRETE MUST CURE FOR 15 DAYS PRIOR TO INSTALLATION TO INSURE PROPER BONDING. ALL CONCRETE COLORING/ADDITIVES SHALL BE INTEGRAL, NOT SURFACE APPLIED. ALL "SURFACE CURING" COMPOUNDS OR SEALERS SHALL BE REMOVED BY METHOD OF GRINDING ON ANY CONCRETE THAT IS LESS THAN 6 MONTHS OLD BEFORE PRODUCTS ARE INSTALLED. SURFACE FINISH SHOULD BE MEDIUM BROOM FINISH FOR MAXIMUM ADHESION.
 SURFACES: ALL SURFACES TO BE CLEAN AND DRY. TRUNCATED DOMES AND ALL RELATED INSTALLED SURFACES TO BE INSTALLED ACCORDING TO MANUFACTURERS SPECIFICATIONS. ALL DETECTABLE WARNING SURFACE INSTALLATIONS SHALL BE A MINIMUM, AT LEAST AS NON SKID AS THE SURROUNDING PEDESTRIAN SURFACES.

WARNING TEXTURE DETAIL

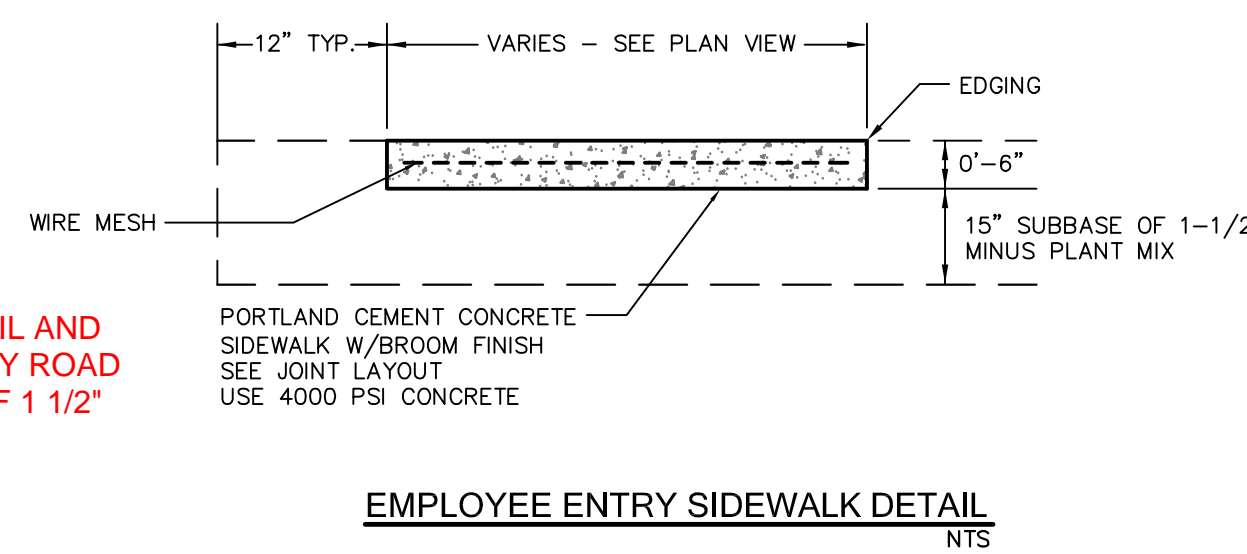
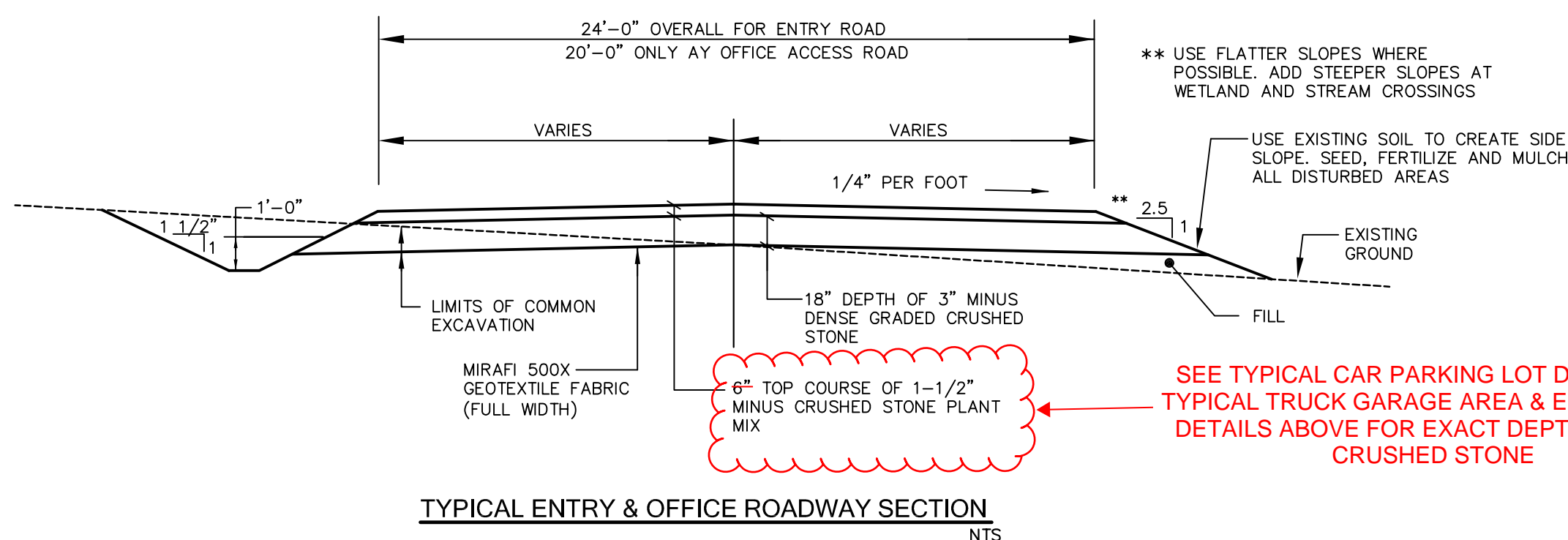
TRUNCATED DOME DETAIL

SIDEWALK & CAST-IN-PLACE CONCRETE CURB, TYPE B

UNDERGROUND FUEL TANK ANCHOR DETAIL

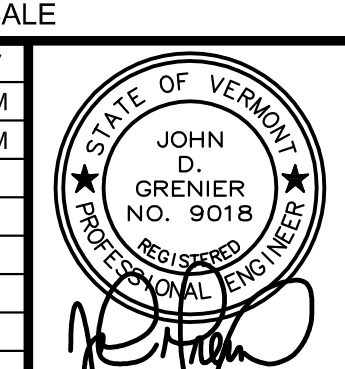
HANDICAP ACCESS RAMP

ROUND LIGHT POLE BASE DETAIL



NOTE: ORIGINAL PLAN 24" x 36". OTHER SIZES NOT TO SCALE

No.	Date	Revision	By
1	5.30.18	ISSUED FOR CONSTRUCTION	TJM
2	6.05.19	REVISED CAR & TRUCK PARKING DETAILS	TJM



BULLETIN #4 ISSUED FOR CONSTRUCTION
NEW STOWE ELECTRIC DEPARTMENT HEADQUARTERS
ROAD, SIDEWALK & PARKING LOT DETAILS

OLD MOSCOW MILL SITE
MOSCOW ROAD STOWE

GRENIER ENGINEERING, PC
 155 DEMERITT PLACE #2
 P.O. Box 445
 Waterbury, VT 05676
 TEL (802) 244-6413
 FAX (802) 244-1572
 grenierengineering.com

Date: 10.27.17
 Dwn By: TJM
 Scale: A/N
 Sheet No: C3 of 6
 Dwg Name: R&P DETS
 File No: 808-1237

C3

**Notice of DRB Decision
Town of Stowe Zoning Office
PO Box 216
Stowe VT 05672**

You recently received approval for the project listed below from the Development Review Board. Attached is a copy of the DRB decision for your records. Any conditions of approval required to issue a zoning permit have been met and your zoning permit will be issued without any further action required from you.

Please contact the Planning and Zoning Office at 253-6141 if you have any questions.

APPLICATION INFORMATION

Project Number 5711
Application Date 10/10/2017
Physical Location 435 MOSCOW RD
Map ID 03-033.000 Tax ID 05018
Project Description CONSTRUCT 3,842 SQ FT OFFICE BUILDING AND 5,628 SQ FT GARAGE
Owner STOWE ELECTRIC DEPARTMENT
Applicant BREAD LOAF CORPORATION JOHN DALE
Applicant Address 1293 ROUTE 7 SOUTH
 MIDDLEBURY VT 05753

APPROVALS ON RECORD

Action Taken	Date	End of Appeal Period	Expiration Date
DRB DECISION	11/15/2017	12/15/2017	12/15/2019

Richard Baker

Zoning Office

TOWN OF STOWE
DEVELOPMENT REVIEW BOARD
Findings of Fact & Conclusions of Law

IN RE: **Ellen Burt**
 Stowe Electric Department
 56 Old Farm Road
 Stowe, VT 05672

5711

PROCEDURAL HISTORY:

The Development Review Board received this application on October 9, 2017. The application was warned in the Stowe Reporter on October 19, 2017. A public hearing was held November 7, 2017 at which time the hearing was closed. The Board rendered this decision electronically on November 15, 2017. John Dale presented the application to the Board.

FINDINGS OF FACT & CONCLUSIONS OF LAW: During its review of this application, the Board made the following Findings of Fact:

1. Stowe Electric Department owns a 4.5- acre parcel at 435 Moscow Road within the Moscow Commercial (MC) zoning district and Flood Hazard District (FHD).
2. The parcel has a single-family dwelling and a vacant building historically associated with the mill operations. A manufacturing building that occupied this site was demolished in 2017.
3. The applicant is seeking approval construct a 3,842 square-foot office and 5,628 square-foot garage.
4. The applicant submitted a DRB Review Submission Package prepared by Bread Loaf dated 10/26/17. The package included a site plan, site lighting layout plan, lighting details, architectural site plan, floor plans, and elevations.
5. Also submitted was:
 - An email was submitted from Michael Alexander dated 10/15/17.
 - An email was submitted from Rebecca Pfeiffer dated 10/10/17.
 - A letter from Cleveland and Virginia Patterson dated 11/2/17
 - A letter from Henry Lunde, Alan Levine, Ethan Carlson, and the Adams Mill Home Owners Association Board of Directors dated 11/2/17.
6. Under the provisions of the Zoning Ordinance, this application was reviewed as a conditional use within the limitations of V.S.A. 24 § 4413. No design review was completed since review was limited with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use.

3.7(2)(A) – Standards of review (Conditional Use Applications): Pursuant to the requirements of the Stowe Zoning Regulations, all Conditional Use Applications are reviewed under the requirements of Section 3.7(2)(A):

7. **Section 3.7(2)(A)(1) – Capacity of existing or planned community facilities and services:** This requirement cannot be reviewed under the limitations established by V.S.A. 24 § 4413.

Conclusion: This provision is not applicable.

8. **Section 3.7(2)(A)(2) – Traffic on roads and highways in the vicinity:** Daytime traffic will be generated by Stowe Electric employees and customers. Occasionally evening and nighttime traffic will be generated by Stowe Electric crews during emergencies. All traffic will have direct access to Moscow Road. Previously this site had a ±5,500 square-foot manufacturing building.

Conclusion: The traffic generated will not create an undue adverse impact on Moscow Road.

9. **Section 3.7(2)(A)(3) – The character of the area affected:** This requirement cannot be reviewed under the limitations established by V.S.A. 24 § 4413.

Conclusion: This provision is not applicable.

10. **Section 3.7(2)(A)(4) – Regulations and ordinances in effect:** Offices are conditional uses permitted within the MC district. Under Section 3.4(4) municipal uses are subject to the least restrictive setbacks of any zoning district which would be ten feet for all setbacks. All applicable setbacks are met. The lot coverage is less than the maximum of 20%. The parking requirements are discussed below.

Conclusion: The proposed use conforms to the regulations and ordinances in effect

11. **Section 3.7(2)(A)(5) – Utilization of renewable energy resources:** The development will not restrict the ability to use renewable resources.

Conclusion: The proposed use will not adversely affect the utilization of renewable energy resources.

Section 4.7(2)(B) – Other Standards of Review:

12. **Section 3.7(2)(B)(1) – Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, or rare and irreplaceable natural areas.** This requirement cannot be reviewed under the limitations established by V.S.A. 24 § 4413.

Conclusion: This provision is not applicable.

13. **Section 3.7(2)(B)(2) - Project will not result in undue water, noise or air pollution.** Water and air pollution cannot be reviewed under the limitations established by V.S.A. 24 § 4413. A certain amount of noise will be generated by vehicles accessing the site during the day and during evening and nighttime when there are emergencies. When considering the undue impact of noise, the Board shall consider the existing noise levels in the area of the development, the impact on other (or off-site) properties, and the level of noise customarily generated from uses permitted within the zoning district. The MC District allows for a variety of commercial and manufacturing uses. A mix of commercial and residential uses is found in the vicinity.

Conclusion: The Board concludes that there will be no undue noise pollution resulting from this proposed project.

14. **Section 3.7(2)(B)(3) –Access Management:** No new driveway access is proposed.

Conclusion: This provision is not applicable.

15. **Section 3.7(2)(B)(4) – Shared Access:** An existing shared access serving a mixed-use building at 515 Moscow Road will remain.

Conclusion: The shared driveway as it currently exists is adequate.

16. **Section 3.7(2)(B)(5) – Circulation and Parking:** A parking tabulation is included on the site plan. A total of 17 spaces are required for the Stowe Electric operations and another 11 spaces are required by an easement with 515 Moscow Road (Patterson easement), for a total of 28 required spaces. A total of 30 spaces are provided. Parking is broken into different locations. No one lot has more than 20 spaces. Seven spaces are partially on another lot through an easement.

Conclusion: No additional parking is anticipated to be needed due to this project.

17. **Section 3.7(2)(B)(6) – Pedestrian Circulation and Access:** This requirement cannot be reviewed under the limitations established by V.S.A. 24 § 4413.

Conclusion: This provision is not applicable.

18. **Section 3.7(2)(B)(7) – Landscaping and Screening:** A landscaping plan has been submitted. New trees are proposed throughout the site. Trees will be located adjacent to the proposed parking areas. Three trees will be located along the on Moscow Road approximately 30 feet part excluding the existing driveway area. Trees will also be located behind the garage to help screen its visibility from across the river. The final tree locations may vary slightly with the final site design. A screened dumpster is also proposed. The applicant testified that there will be no outside storage except for the dumpsters.

Conclusion: The Board concludes that no additional landscaping beyond what is shown on the plan is required. The Board will require, as a condition of approval, that that there shall be no outside storage except for the dumpsters and that the proposed dumpster shall be fenced on all sides with a material similar to the buildings.

19. **Section 3.7(2)(B)(8) – Stormwater Management:** This requirement cannot be reviewed under the limitations established by V.S.A. 24 § 4413. The impervious surface area is being reduced by 0.1 acres.

Conclusion: This provision is not applicable.

20. **Section 3.7(2)(C) – MC Standards** The existing driveway will remain. The front yard is limited to landscaping. The office building is setback ±220 feet from Moscow Road. Section 3.7(2)(C) (f) requires buildings in the MC District to have a consistent building line. The other buildings on this area of Moscow Road are in close proximity to the road. However, the Stowe Electric building is located at the site of the previously demolished building. The DRB may waive the specific requirements of this section when it is found that mitigation through design, screening or other mitigation will accomplish the objectives outlined for the designated districts.

Conclusion: The Board waives the requirement to have a consistent street frontage given the previous development pattern of development. The provisions of this section have been satisfied.

Section 4.8 – Outdoor Lighting

21. **Section 4.8(2) – Lighting plan:** A lighting plan and cut sheets are provided. Eight 13.5-foot high parking lot posts with dark sky lighting are proposed. In addition, nine full-cut off scone lights are proposed on the buildings. Concerns were raised by abutting property owners about late night lighting.

Conclusion: The Board will require, as a condition of approval, that all outdoor lighting shall not be on between the hours of 6 PM and 7 AM except if motion-activated.

Section 7 Flood Hazard District

22. **Section 7.7 – Development Standards:** No new buildings will be located within the Flood Hazard District. An existing building that was partially within the overlay district has been removed. The only new development in the overlay district is the addition of fill for the office parking area. The final site work within the overlay district results in an overall reduction of in fill material. According to the Rebecca Pfeiffer email, the project meets the requirements for Stowe Flood Hazard District.

Conclusion: The requirements of Section 7.7 are satisfied.

DECISION

Based upon the foregoing Findings of Fact, in RE: **5711 (Stowe Electric)**, the Board found that the application met the criteria for approval with the following conditions:

1. This project shall be completed according to the plans hereby approved. Any change to the plans or the proposed use of the property shall require review and approval by the Board.
2. There shall be no outside storage except for the dumpsters.
3. The proposed dumpster shall be fenced on all sides with a material similar to the buildings.
4. All outdoor lighting shall not be on between the hours of 6 PM and 7 AM except if motion-activated.

Voting in favor: Mr. Clymer, Mr. Aumand (alternate), Mr. Mumley Mr. Lizotte, Mr. Hand, Mr. Walton and Mr. White. Voting to deny: None Voting to abstain: None Absent: Mr. Diender

The motion carries 7– 0; the application is approved with conditions.

By: *Douglas White*
Douglas White, Chair

Any interested person may appeal this decision to the Vermont Environmental Court within thirty (30) days in accordance with 24 V.S.A. § 4471.

CC: Breadloaf Architects
Grenier Engineering

TOWN OF STOWE
DEVELOPMENT REVIEW BOARD
Findings of Fact & Conclusions of Law



PROJECT: 5875

SUBJECT PROPERTY: 435 Moscow Road; #03-033.000

PROPERTY OWNER:

Stowe Electric Department [c/o Ellen Burt]
56 Old Farm Road
Stowe, VT 05672

APPLICANT:

Bread Loaf Corporation
1293 Route 7
Middlebury, VT 05753

APPLICATION: *(Application materials on file at the Stowe Town Office, procedural history attached.)*

The Applicant, Bread Loaf Corporation on behalf of the Stowe Electric Department, (herein referred to as the "Applicant"), request amended conditional use approval to modify a previous approved site plan (Project 5711). The Applicant request approval to modify the outdoor light fixture and correct the height of the previously submitted outdoor light poles for the parking area; installation of an emergency generator and landscape screening; and approval to modify the driveway and parking area surface from hard pack gravel to asphalt. Project #5711 was approved by the Board in a written decision dated November 15, 2017.

The subject parcel, consisting of ±4.5 acres and located at 435 Moscow Road (#03-033.000), is in the Moscow Commercial (MC) Zoning District and Flood Hazard Overlay District (FHOD). The property is served by Moscow Road, a Class 2 town-maintained road and is bound to the north and east by Moscow Road and to the south by the Little River. The application has been reviewed by the Stowe Development Review Board (DRB) under applicable standards of the Town of Stowe Zoning Regulations (as adopted June 12, 2017) as an amendment to a previously approved conditional use.

The Development Review Board's procedural history and relevant findings are attached.

REVIEW PROCESS: *(Application materials, hearing notices, meeting minutes on file at the Stowe Town Office.)*

An application for amended conditional use review was filed by Applicant John Dale of Bread Loaf Corporation on August 20, 2018. The application was accepted as administratively complete by Town of Stowe Zoning Director Sarah McShane and referred to the Development Review Board for a public hearing. A public hearing of the DRB was scheduled for September 18, 2018 and warned by the Zoning Director in accordance with Section 2.14 of the regulations and 24 V.S.A. §4464. The hearing notice was published in the Stowe Reporter on August 30, 2018. The Applicant submitted a completed certificate of service in accordance with Section 2.14(1)(B).

The public hearing to consider the application convened on September 18, 2018 at the Akeley Memorial Building, 67 Main Street, with a quorum of the DRB present. No ex parte communications or conflicts of interests were reported.

The following persons attended and participated in the hearing process, and may be afforded status as interested persons with rights to appeal:

- John Dale, Bread Loaf Corporation, 1293 Route 7, Middlebury, VT 05753
- John Johnston, Bread Loaf Corporation, 1293 Route 7, Middlebury, VT 05753
- Etienne Morris, 460 Sylvan Park Road, Stowe, VT 05672
- Paul Morris, 460 Sylvan Park Road, Stowe, VT 05672
- Trish Waugh, Stowe Electric Department, PO Box 190, Stowe, VT 05672
- Dave Kresock, Stowe Electric Department, PO Box 190, Stowe, VT 05672
- Ellen Burt, Stowe Electric Department, PO Box 190, Stowe, VT 05672
- Ron Crawford, 81 Smithfalls Lane, Stowe, VT 05672

The following materials were submitted in support of the application and entered into the hearing record:

1. Town of Stowe Development Application, dated 8/16/2018;
2. Architectural Site Plan 'Stowe Electrical Department Office Building', Sheet A-1.2, prepared Bread Loaf, dated 12/11/12; (depicts location of proposed emergency generator);
3. Stowe Electrical Dept Site Lighting Layout, prepared by Swaney Lighting Associates, Inc., dated 10/19/2017;
4. Architectural Site Plan 'Stowe Electrical Department Office Building', Sheet A-1.2, prepared Bread Loaf, dated 12/11/12; (depicts location of proposed outdoor lighting);
5. Manufacturer details and specifications for outdoor lighting (4 pages), Beacon Light Fixture, dated February 7, 2018;
6. Manufacturer details and specifications for outdoor lighting (2 pages), VK 2300 LED Series Alumilite, no date;
7. Manufacturer details and specifications for Emergency Generator, Kohler Power Systems, Model 100REZGD (3 pages), no date;
8. Town of Stowe Development Review Board (DRB) written decision Project 5711, dated 11/15/2017. (Staff)

The DRB adjourned the hearing that evening, following the submission of testimony and evidence, marking the start of the 45-day period for the issuance of written findings and a decision.

FINDINGS OF FACT & CONCLUSIONS OF LAW: The Applicant's request for amended conditional use approval was reviewed by the Stowe Development Review Board (DRB) for conformance with applicable requirements of the Town of Stowe Zoning Regulations (as adopted June 12, 2017) including the following:

- Section 2- Administration and Enforcement
- Section 3- General Regulations
- Section 4- Specific Use Standards
- Section 5- Zoning Districts
- Section 6- Uses, Dimensional Requirements and Density
- Section 7- Flood Hazard Overlay District
- Section 10- Stowe Historic Overlay District
- Section 15- Parking Regulations

During its review of the application, the Board made the following Findings of Fact and Conclusions of Law:

1. The subject parcel contains ±4.5 acres and is located at 435 Moscow Road (#03-033.000). The parcel is within the Moscow Commercial (MC) Zoning District and the Flood Hazard District as shown on the

Official Town of Stowe Zoning Map (effective July 3, 2017). The Applicant request approval to modify a previous approved site plan (Project 5711). The Applicant request approval to modify the light fixture and to correct the height of the previously submitted outdoor light poles; installation of an emergency generator and landscape screening; and approval to modify the driveway and parking area surface from hard pack gravel to asphalt.

2. In a written decision dated November 15, 2017 (Project 5711), the Board granted approval for the construction of a 3,842-sf office building and a 5,628-sf garage for use of the Stowe Electrical Department. The buildings are currently under construction. During its review of the original application, the Board concluded that the proposal will not result in undue adverse impact on traffic on roads and highways in the vicinity, will be completed in conformance with the regulations and ordinances in effect, and will not restrict the utilization of renewable energy sources. Based on the above findings, the Board finds the proposed amendments will not impact the conditional use criteria as outlined in Section 3.7.
3. Staff requested comments on the proposal from respective Town departments including the Department of Public Works, Fire Department, Stowe Electric, Police Department, EMS, and Parks and Recreation. No Municipal Department review forms returned indicated that the proposed development would have any adverse impact on existing or planned community facilities and services. The requested site plan amendments are not expected to generate a significant increase in traffic on roads and highways in the vicinity or adversely impact existing or planned community facilities.
4. 24 V.S.A. §4413 establishes limitations on municipal bylaws and states the following:

“The following uses may be regulated only with respect to location, size, height, building bulk, yards, courts, setbacks, density of buildings, off-street parking, loading facilities, traffic, noise, lighting, landscaping, and screening requirements, and only to the extent that regulations do not have the effect of interfering with the intended functional use:

A. State- or community-owned and operated institutions and facilities.

B. Public and private schools and other educational institutions certified by the Agency of Education.

C. Churches and other places of worship, convents, and parish houses.

D. Public and private hospitals.

E. Regional solid waste management facilities certified under 10 V.S.A. chapter 159.

F. Hazardous waste management facilities for which a notice of intent to construct has been received under 10 V.S.A. § 6606a.”

The approved use of the parcel is a community owned facility- Stowe Electric Department. The Board’s review is limited to the items listed above and only to the extent that regulations do not have the effect of interfering with the intended functional use.

5. **Section 3.10 Setbacks from Watercourses:** To protect water quality and maintain the scenic beauty of the Town’s watercourses, there shall be no development, excavation, landfill or grading in any zoning district within a minimum distance of fifty (50') feet from the top of the bank of any watercourse in the Town. The top of the bank shall mean the point along a stream bank where an abrupt change in slope is evident. Within the fifty (50') foot setback, a vegetation buffer shall be left in an undisturbed state with the exception of minimal clearing necessary to accommodate and build public recreation and transportation paths, recreational river accesses, driveways, public or private road and utility crossings, landscaping, permitted impoundments and dams and stream bank stabilization and restoration projects.

Private driveways and private and public roads within the buffer, with a width of no greater than sixteen (16') feet, may also be allowed when reasonably necessary to permit access to a lot.

The parcel is bound to the south by the Little River, as shown on the Town's Official Zoning Map. The revised Architectural Site Plan prepared by Bread Loaf (Sheet A-1.2) (dated 12/11/12) shows the location of the Little River, the 50' setback from top of bank, the location of the proposed emergency generator, and associated screening. Portions of the generator were originally proposed to be located within the 50' watercourse setback. Prior to the hearing, the Applicant revised the plans to show the proposed generator outside of the 50' watercourse setback.

Conclusion: Based on the above findings, the Board finds the proposed revisions in conformance with the required setbacks from watercourses.

6. **Section 4.6 Landscaping and Screening:** The regulations require landscaping details and screening of garbage collection areas, outdoor storage, commercial ventilation systems over two square feet; loading and unloading areas and other outdoor utilities, including solar installations, be provided as part of proposed site development plans. The Applicant provided a revised architectural site plan (Sheet A-1.2) which depicts the proposed emergency generator and surrounding landscaping. As proposed, the generator will be screened by five (5) Redwing Viburnam. The listed maturity height of Redwing Viburnam is 8'. The proposed generator will only be used during emergency situations. Provided with the application were two plans both entitled 'Architectural Site Plan, Sheet A-1.2.' One site plan shows the location of the emergency generator and the surrounding landscaping, the other shows the location of the outdoor lighting. The depicted landscaping on the two plans is inconsistent. During the hearing, the Applicant reported that the landscaping as shown on the lighting plan evolved during the original permitting and that it did not show the final approved landscaping. During the hearing, the Applicant also requested the flexibility to install a different species of trees. It was reported that an abutting property owner recently requested that two previously approved trees be replaced with a species of comparable maturity height and screening.

Conclusion: The Board concludes the proposed landscaping and screening are appropriate for the intended use and site location. As a condition of approval, the Applicant will be required to provide an updated site plan 'Architectural Site Plan 'Stowe Electrical Department Office Building', Sheet A-1.2, prepared Bread Loaf' depicting the location of proposed emergency generator, a revised planting legend incorporating the additional five (5) Redwing Viburnam, and the most recent revised date. The Applicant will also be required to maintain landscaping in a healthy condition. Dead or dying plants shall be replaced within one growing season with a comparable plant (type, form, size at maturity, etc.).

7. **Section 4.8 Outdoor Lighting.** The regulations require that all outdoor lighting shall be installed in accordance with the following standards:
- A. Sodium vapor lights are prohibited.
 - B. All lighting fixtures shall be shielded and aimed so that illumination is directed only to the designated area and does not cast direct illumination or cause glare beyond the boundary lines of a property.
 - C. The mounting height of a lighting fixture shall be defined as the vertical distance from the grade elevation directly below the fixture to the bottom of the lighting fixture. The height shall be the minimum necessary to illuminate the project area, and in no case shall exceed sixteen (16') feet for parking lot lighting.

(2) When reviewing lighting plans pursuant to this section, including proposed gas station canopy or apron lighting, proposed illumination of building façades or parking area lighting, the DRB shall consider

appropriate levels and distribution of illumination. In determining appropriate levels of illumination, the Board will consider the following guidelines.

- A. *Parking lot and security lighting should be designed and installed with a minimum illumination level of not less than 0.2-foot candles and not greater than 1.0-foot candles, and with a uniformity ratio of not more than 4:1.*
- B. *Light fixtures mounted under canopies shall be recessed so that the lens cover does not extend beyond the bottom surface (ceiling) of the canopy; lights should not be mounted on the top or sides of the canopy, and the sides (fascias) of the canopy should not be illuminated.*
- C. *Areas around the pump island(s) and under canopies should be illuminated so that the maximum horizontal luminance is no greater than 2.0-foot candles and the uniformity ratio is no greater than 4:1. Areas used for parking or vehicle storage should be illuminated in conformance with standards for parking areas.*
- D. *The maximum illumination on any vertical surface of a building, or angular roof surface, should not exceed 2.5-foot candles and lighting should be carefully located, aimed and shielded so that light is directed only on the building façade.*
- E. *Lighting installations should include timers, dimmers, and/or sensors to reduce the overall energy consumption and eliminate unneeded lighting.*
- F. *Exterior lighting shall be cut-off fixtures as defined by the Illuminating Engineering Society of North America (IESNA). Exceptions to this standard to accommodate a particular "period" or architectural style, providing the maximum initial lumens generated by each fixture not exceed 2,000 (equivalent to a 150-watt incandescent bulb) may be permitted.*

Under previous approval, the Applicant proposed eight (8) parking area light post and fixtures 13.5' in height. On page 4 of the Board's decision dated November 15, 2017 (Project 5711), Section 4.8 findings include the following statement "Eight 13.5-foot high parking lot posts with dark sky lighting are proposed." The Applicant is requesting approval to modify the light fixture and light pole height. The proposed light pole height is a 13.5' light post mounted on a 30" pier for a total mounting height of 16'. A photometric plan showing the lighting levels and distribution was provided. During the hearing, it was noted that the photometric plan shows the lighting levels and distribution for the Urban Series fixture, a non-standard fixture. The Applicant reported that they are seeking the optional fixture change to the Alumlite VK Series if the fixture can be adapted to meet the required lighting provisions.

Under prior approval, the Board required as a condition of approval that all outdoor lighting not be illuminated between the hours of 6:00 PM and 7:00 AM unless motion activated. The Applicant is not requesting any modifications to this condition of approval.

Conclusion: The Board concludes the proposed modified outdoor lighting is in conformance with Section 4.8 and has been designed to minimize spill into the night sky and is appropriate for the intended use and site location. As a condition of approval, the Applicant will be required to submit an updated Lighting Plan which correctly notes the proposed height pole installation height to not exceed 16' and a most recently revised date.

8. **Section 7- Flood Hazard Area.** The provisions of Section 7 apply only to the proposed development within the floodplain (i.e. paving portions of the parking area). Section 7.4 outlines when a permit is required within the Flood Hazard Area. A permit is required for all proposed construction or other development, including the placement of manufactured homes, in areas of special flood hazard. Prior to the issuance of a zoning permit, conditional use approval by the DRB is required for: (1) New buildings; (2) Substantial improvement of existing buildings; and (3) Development in a floodway. The Applicant is not proposing any new buildings, substantial improvement of existing buildings, or development in the floodway. The proposed modification of the parking paving material from hard pack gravel to asphalt is eligible for administrative review pending Flood Hazard Area review.

Review Required. The regulations require that all development and subdivisions within the Flood Hazard District be reviewed to assure that such proposals minimize potential flood damage, public facilities and utilities such as sewer, gas, electrical, and water systems are constructed so as to minimize flood damage, and adequate drainage is provided to reduce exposure to flood hazards.

Development as defined under the Flood Hazard Area District is “any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, extraction or drilling operations or storage of equipment or materials.” The Applicant proposes to modify the parking paving material from hard pack gravel to asphalt. Portions of the parking area are within the Flood Hazard Area District, as shown on the provided site plan. During the hearing, the Applicant testified that they are seeking the optional change in parking area surface from hard pack gravel to asphalt. If the project budget allows, the desired parking area surface is asphalt. The Applicant reported that the change in parking area material is not expected to significantly alter drainage patterns.

Section 7.5 Procedures. In accordance with Section 7.5(1) and 24 V.S.A. §4424, prior to issuing a permit, a copy of the application and supporting information must be submitted by the administrative officer to the State National Floodplain Insurance Program Coordinator at the Vermont Agency of Natural Resources, Department of Environmental Conservation, River Management. A permit may be issued only following receipt of comments from the Agency or the expiration of thirty (30) days from the date the application was mailed to the Agency, whichever is sooner. Pursuant to Section 7.5(1) and 24 V.S.A. §4424, the application was referred to ANR Floodplain Coordinator Rebecca J. Pfeiffer on 9/4/2018 for review and comment. No comments were received for consideration during the hearing.

Conclusion: Based on the above findings, the Board concludes the project entails paving within the Flood Hazard Area District and will require, as a condition of approval, that the zoning permit not be issued until receipt of comments from the Agency or the expiration of thirty (30) days from the date the application was mailed to the Agency and any comments received be incorporated into the relevant zoning permit conditions.

DECISION

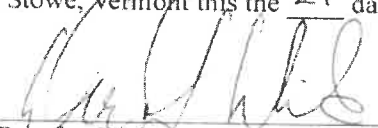
Based upon the foregoing Findings of Fact, in RE: **5874** the Board finds (5-0) the requested amendments meet the Stowe Zoning Regulations, as amended through July 3, 2017, subject to the following conditions of approval:

1. This project shall be completed according to the plans hereby approved. Any change to the plans or the proposed use of the property shall be brought to the Zoning Administrator’s attention, prior to its enactment, for a determination if an amendment is required.
2. All conditions of previous approvals, except as amended herein, remain in full force and effect.
3. The zoning permit shall not be issued until receipt of comments from the Agency or the expiration of thirty (30) days from the date the application was mailed to the Agency. Any comments received shall be incorporated into the relevant zoning permit conditions.
4. Prior to the issuance of a zoning permit, the Applicant shall submit the following information:
 - An updated site plan ‘Architectural Site Plan ‘Stowe Electrical Department Office Building’, Sheet A-1.2, prepared Bread Loaf’ depicting the location of the proposed emergency generator, a revised planting legend incorporating the additional five (5) Redwing Viburnam, and the most recent revised date.
 - An updated Lighting Plan which correctly notes the proposed pole installation height to not exceed 16’ and the most recent revised date.
 - A revised photometric plan which correctly depicts the lighting levels for the selected outdoor light fixture and approved installation height of 16’. The revised photometric plan must include a most recent revised date.

5. The Board authorizes the Zoning Director to administratively approve, under Section 2.7, minor landscaping revisions with a different species which provides comparable screening and is of comparable maturity height.
6. Landscaping shall be maintained in a healthy condition. Dead or dying plants shall be replaced within one growing season with a comparable plant (type, form, size at maturity, etc.).
7. Parking lot lighting shall be designed and installed with a minimum illumination level of not less than 0.2-foot candles and not greater than 1.0-foot candles and with a uniformity ratio of not more than 4:1 as required under §4.8(2)(A).
8. The Board approves the optional change in parking area surface from hard pack gravel to asphalt and the optional light fixture change to Alumilite.
9. A certificate of occupancy must be obtained from the Zoning Director following the construction but prior to occupancy and use to ensure that it has been constructed as approved by the Development Review Board, as required under Section 2.10 of the zoning regulations.
10. These conditions of approval shall run with the land and are binding upon and enforceable against the permittee and his successors. By acceptance of this permit, the permittee agrees to allow authorized representatives of the Town of Stowe to access the property subject to this approval, at reasonable times, for purpose of ascertaining compliance with the conditions of approval.

Voting favor: D.White, M.Deinder, C.Walton, A. Volansky, T.Mumley
 Voting to deny: None
 Abstain: T. Hand

Dated at Stowe, Vermont this the 29 day of September 2018

By: 
 Douglas White, Chair

NOTICES:

1. In accordance with 24 V.S.A. § 4449(e), applicants are hereby notified that state permits also may be required prior to land subdivision or construction. The applicant should contact the DEC Permit Specialist for District #5 (802-505-5367) to determine whether state permits are required.
2. The applicant or another interested person may request reconsideration of this decision by the Development Review Board, including associated findings and conditions, within 30 days of the date of this decision by filing a notice of appeal that specifies the basis for the request with the Secretary of the Development Board. Pursuant to 24 V.S.A. § 4470, the board may reject the request within 10 days of the date of filing if it determines that the issues raised on appeal have already been decided or involve substantially or materially the same facts by or on behalf of the appellant.
3. This decision may also be appealed to the Environmental Division of the Vermont Superior Court by the applicant or another interested person who participated in the proceeding before the Development Review Board. Such 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 Division Court Proceedings.
4. In accordance with 24 V.S.A. § 4455, on petition by the municipality and after notice and opportunity for hearing, the Environmental Division may revoke this permit based on a determination that the permittee violated the terms of the permit or obtained the permit based on misrepresentation of material fact.