## WILLISTON DEVELOPMENT REVIEW BOARD STAFF REPORT

| DP 21-03 | Pre-Application | 2300 St George Road Redevelopment |
|---|---|---|
| PERMIT NUMBER | REVIEW PHASE | PROJECT NAME |
| 2300 St George Road | 08-103-003-000 | 3JT, LLC |
| PROPERTY ADDRESS | PARCEL ID NUMBER | PROPERTY OWNER |
| October 13, 2020 | 3JT, LLC c/o Jim Mongeon | Abby Dery, Trudell Consulting Engineers |
| HEARING DATE | APPLICANT | REPRESENTATIVE |

BRIEF SUMMARY OF REQUEST

This is a request for pre-application review to add a 2-story, 7,600 SF commercial building and reconfigure access at 2300 St George Road. The site is currently developed with a 3-story, 45,000 SF office building, storage building, parking, and related appurtenances. The existing building is occupied by TD Bank and Dealer Policy. Former tenants include Howard Bank and Banknorth.

| 4.55 acres | Commerical | Commercial | State Road(s) |
|---|---|---|---|
| PROPERTY SIZE | CURRENT USE | PROPOSED USE | ACCESS |
| Taft Corners | Yes | No | HAAC |
| ZONING DISTRICT | DESIGN REVIEW | CONSERVATION REVIEW | ADVISORY BOARDS |

**APPLICABLE BYLAW CHAPTERS:**

| | | | | | |
|---|---|---|---|---|---|
| ☒ | 2. Nonconforming Lots, Uses, and Structures | ☒ | 16. Maintenance | ☒ | 24. Outdoor Lighting |
| ☐ | 4. Permit Exemptions | ☐ | 17. Non-Residential Accessory Uses and Structures | ☒ | 25. Signs and Public Art |
| ☐ | 10. Boundary Adjustments | ☐ | 18. Compatibility, Potential Hazards, and Nuisances | ☒ | 26. Street Trees |
| ☐ | 11. Growth Management | ☐ | 19. Density, Transfer of Development Rights | ☐ | 27. Conservation Areas |
| ☐ | 12. Subdivisions and Final Plans | ☐ | 20. Residential Improvements | ☐ | 28. Special Flood Hazard Areas |
| ☒ | 13. Access, Connectivity, Traffic Studies | ☐ | 21. Telecommunication Facilities | ☒ | 29. Watershed Health |
| ☒ | 14. Off-Street Parking and Loading | ☒ | 22. Design Review | ☒ | 31-42. Zoning District |
| ☒ | 15. On-Site Infrastructure | ☒ | 23. Landscaping | ☒ | 43-45. Impact Fees |

*Chapters 1, 3, 5-9, 30, 46 and Appendices are not usually discussed in DRB staff reports.*

## RECOMMENDED ACTION

| Take Testimony & Close | Tonight | Approve |
|---|---|---|
| HEARING[1] | DELIBERATE[2] | DECISION[3] |

*Procedural notes: [1]When continuing, the DRB must specify reason or request additional information and announce a date certain. [2]The DRB cannot deliberate or decide until a hearing has been closed. [3]The DRB has 45 days to issue a decision after closing a hearing.*

Staff recommends approval of this pre-application, but only if the DRB reviews the recommendations for development pattern, design review, and vehicular/ bicycle parking.

## HISTORY AND COMMENTS

**ATTACHMENTS**

| | | | | | |
|---|---|---|---|---|---|
| ☒ | Narrative Letter | ☒ | Photos | ☐ | Public Comment |
| ☒ | Site Plan(s) | ☒ | Elevations | ☒ | Other (specify): HAAC Design Review Addendum |

## PROJECT HISTORY

This is the first time the DRB is reviewing this request. Prior approvals include:

| | | |
|---|---|---|
| **February 11, 1986** | SP 86-02 | Original site plan approval (Howard Bank) |
| DATE OF APPROVAL | PERMIT NUMBER | DESCRIPTION |
| **October 20, 1992** | SP 93-05 | Add 58 parking spaces and storage building (Howard Bank) |
| DATE OF APPROVAL | PERMIT NUMBER | DESCRIPTION |
| **January 13, 2015** | DP 15-07 | Master Sign Plan |
| DATE OF APPROVAL | PERMIT NUMBER | DESCRIPTION |

## ADVISORY BOARDS

☒ *Checked boxes indicate that a finding, conclusion, or RECOMMENDATION must be drafted by the DRB*

| | | | |
|---|---|---|---|
| ☐ | **CONSERVATION COMMISSION (WCC)** | N/A | N/A |
| | NAME | TRANSMITTAL DATE | RECOMMENDATION |
| ☐ | **HISTORIC AND ARCHITECTURAL ADVISORY COMMITTEE (HAAC)** | September 15, 2020 | Included |
| | TRANSMITTAL DATE | TRANSMITTAL DATE | RECOMMENDATION |

NOTES:

The HAAC design review transmittal is attached, their recommendations are discussed further below.

## INTERDEPARTMENTAL REVIEW

☒ *Checked boxes indicate that a finding, conclusion, or RECOMMENDATION must be drafted by the DRB*

| | | | |
|---|---|---|---|
| ☐ | **PUBLIC WORKS** | September 18, 2020 | Included |
| | DEPARTMENT | MEMO DATE | RECOMMENDATION |
| ☐ | **FIRE** | September 21, 2020 | Included |
| | DEPARTMENT | MEMO DATE | RECOMMENDATION |
| ☐ | **POLICE** | N/A | N/A |
| | DEPARTMENT | MEMO DATE | RECOMMENDATION |

NOTES:

The applicant is encouraged to discuss the Fire and Public Works requirements prior to submitting a discretionary permit.

## PUBLIC COMMENT

1 comment letter was received at the time of mail out (October 8, 2020).

**NAMES**: Sam Judge on behalf of Winter Development LLC, dated October 6, 2020

## STAFF COMMENT

The purpose of pre-application review is to "*acquaint the DRB and its advisors with a proposed development site and its possibilities without requiring the presentation of extensive surveying, engineering, or design data. At this step in the review process, plans for complex projects should be presented in an informal way that invites comment and the discussion of alternatives*." (WDB 6.2.2)

## PROJECT ELEMENTS

☒ *Checked boxes indicate that a determination and/or new recommendation must be made by the DRB*

☐ **Taft Corners Zoning District (TCZD)** Specific

| WDB 41 | | | RECOMMENDATION |
|---|---|---|---|
| Bank | 52 | Yes | Allowed under "Finance and Insurance" |
| PROPOSED USE | NAICS CODE | ALLOWED | NOTES |
| Restaurant | 72 | Yes | Accommodation & Food Service; no drive-thrus |
| PROPOSED USE | NAICS CODE | ALLOWED | NOTES |
| Retail Trade | 44-45 | Yes | Some exclusions (gas stations, car dealers, etc.) |
| PROPOSED USE | NAICS CODE | ALLOWED | NOTES |
| Office | Various | Yes | Several types of office use are allowed |
| PROPOSED USE | NAICS CODE | ALLOWED | NOTES |

**Dimensional Standards, 41.3**

NOTES:

The new structure can comply with the setback and height requirements. Side and rear yard setbacks are determined by landscape buffers, discussed below. The setback from Route 2A is 25-ft, however pedestrian ways and plaza can be located within the setback. Building height is limited to 36-ft, and this project cannot claim the height incentive of 41.5.4 because a residential component is not proposed.

**Outdoor Sales and Storage, 41.4**

NOTES:

No outdoor sales or storage are proposed, nor allowed in this zoning district.

**Development Pattern, 41.5**

NOTES:

See discussion below.

**Adirondack Views, 41.7**

NOTES:

The discretionary permit in the TCZD must demonstrate, "*how views to the Adirondacks (where they exist) will be used as a feature of the proposed development*." **A draft recommendation is included**. The bylaw lists several ways in which this standard can be accomplished. It may be possible to design the urban park to include Adirondack views. However, if the existing building and/or tree line block the view, that should be documented. The applicant should consider how future development on the western end could incorporate Adirondack views.

BYLAW EXCERPT:

***41.7 Adirondack Views.*** *Much of this zoning district has great westward views to the Adirondacks. Every specific plan and every application for a discretionary permit in the TCZD must show how views to the Adirondacks (where they exist) will be used as a feature of the proposed development. This does not mean that views must be left unimpeded. It does mean that developments must find a way to use this natural asset. Compliance with this standard could take a variety of forms, including, but not limited to, an urban park (see WDB 41.5.3.9) with westward views, windows from indoor "public" spaces facing west; an outdoor dining area with an Adirondack view, etc.*

☒ **TCZD Development Pattern** Specific

WDB 41.5 RECOMMENDATION

NOTES:

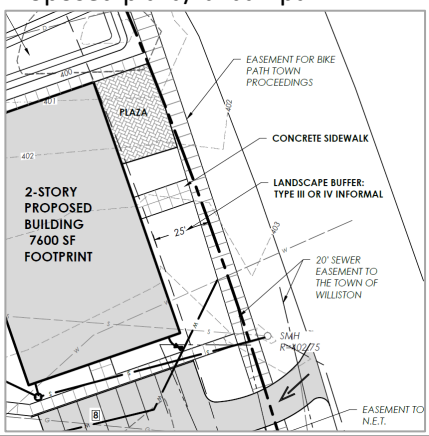
Discretionary permit must include elevations and material samples that demonstrate compliance with WDB 41.5.1 and 41.5.2. As proposed overall, the project is very likely to meet these standards. New development must offer at least 5 of the 9 design elements of 41.5.3 (aka the TCZD 5 of 9). The following 5 design elements are proposed:

- ***Multiple uses,*** *containing a combination of one retail use and at least one of the following: retail, office or residential uses on the same property;*
- ***Multiple stories,*** *not just the appearance of multiple stories where the floor area of upper level stories must be at least 60% or more of the first story floor area;*
- ***Wide sidewalks*** *that may be used for outdoor dining and/or with seating that encourages outdoor social interaction;*
- ***Public artwork,*** *the nature of which must be approved by the DRB, with the advice of the HAAC, public art must be proportionate in size and scale to the buildings in the proposed development, and be incorporated into the design of an urban park*
- ***Urban Park,*** *as discussed in 4.4 of the 2016-2024 Williston Comprehensive Plan Credit for compliance will be provided only where a proposed park is visible and accessible to the public so that it complements other proposed uses. A picnic table for employee lunch breaks is not an urban park.*

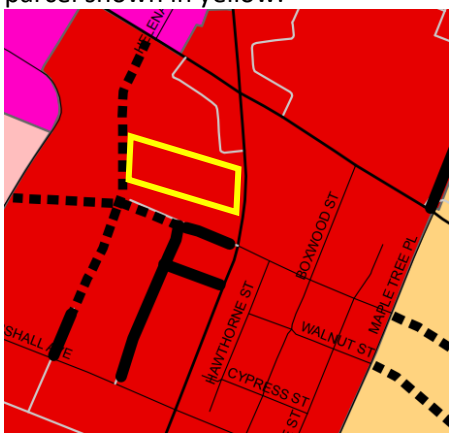
**The DRB should discuss the relationship between the multi-use path, urban park, and restaurant outdoor seating and may need to add or modify recommendations.** The site plan currently identifies 1 plaza facing Route 2A. The HAAC drafted recommendations #4B and #4L. The urban park must be accessible to the public, private dining does not meet that requirement. Outdoor dining is usually fenced or roped off, as required by the VT Dept of Liquor Control (DLC). Lastly, on-site renewable energy generation is not proposed but could be chosen as one of the 5 design elements. This is pre-application so the selected 5 of 9 criteria may change at discretionary permit.

Furthermore, western boundary of this property will have frontage on Trader Lane- a future proposed grid street. Currently, this end of the property is developed with parking and a storage building. **A recommendation is not included because significant redevelopment is not proposed along the future Trader Lane frontage. However, the applicant should consider how future development of this property will address Trader Lane.**

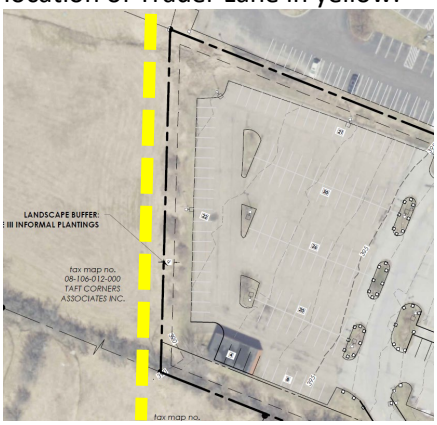
Proposed plaza/ urban park:




Screenshot of Map 4 w/ subject parcel shown in yellow:




Existing conditions w/ approximate location of Trader Lane in yellow:




BYLAW EXCERPT:

***41.1.3.1 Retail Sales.*** *The TCZD will evolve into an intensive retail center, with most new buildings coming to the sidewalk to help create amenable shopping streets along Trader Lane and other grid roads. Space consumptive retail uses, like auto dealers and building supplies, will be guided to the MUCZD or other locations.*

☐ **Access, Connectivity, Traffic Studies** Standard

WDB 13 RECOMMENDATION

NOTES:

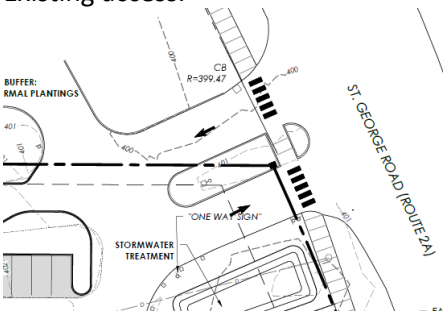
**13.2 Access Management.** The property has a single point of access on Route 2A, an arterial road. The curb cut is shared with the property to the north (100 & 300 Interstate Corp Center). The applicant is proposing a new right-turn only curb cut from Route 2A located to the south of the new building. Though WDB 13.2 calls for consolidated access where feasible, the applicant must ultimately receive an access permit from VAOT for the new curb cut.

**13.3 Bicycle and Pedestrian Access.** As proposed overall, the project is likely to meet these standards. The site plan includes sidewalks and crosswalks so bicyclists and pedestrians can safely reach entrances at both the existing and proposed buildings. The site plan includes 3 sidewalk connections to the multi-use path along Route 2A.

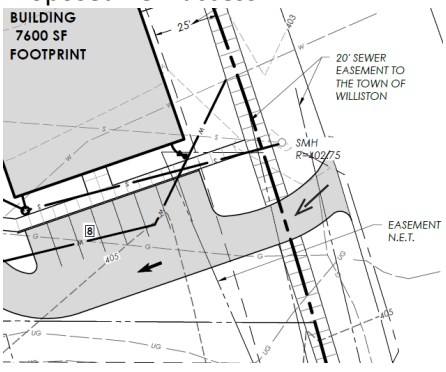
**13.6 Drive-Throughs.** The bylaw prohibits drive-throughs for most uses but allows them for financial institutions. The existing 3-lane drive-through will be removed. A single drive-through ATM kiosk is proposed.

**13.7 Connectivity.** The applicant should anticipate how this property will connect to Trader Lane and adjoining properties in the future if further redevelopment is proposed.

Existing access:




Proposed new access:




☒ **Traffic Studies** Not Included

WDB 13.8 RECOMMENDATION

NOTES:

At pre-application, the DRB can request a traffic study. Staff, after consulting with DPW, does not recommend a traffic study because Route 2A is a state highway and will require state permits. Staff notes that all discretionary permits must include traffic generation data. **If the DRB would like a traffic study, a recommendation must be written.**

BYLAW EXCERPT:

***13.8 Traffic Studies.*** *The town's review of proposed developments, including determinations about compliance with this and other chapters of this bylaw, will be based in part on traffic and transportation studies.*

***13.8.1 Is it possible to use existing information to evaluate transportation impacts?*** *In many cases, yes. All proposed developments for which a discretionary permit is required must submit estimated traffic generation data based on the most current edition of the Institute of Transportation Engineers Trip Generation. Beyond that, a traffic study will be required only where the DRB, with the advice of the DPW, determines that existing studies do not provide sufficient information on which to base a decision. This determination will be made during pre-application review so that the traffic study can accompany the application for a discretionary permit.*

☒ **Off-Street Parking and Loading** Specific

WDB 14 RECOMMENDATION

**Vehicular Parking**

NOTES:

The entire site must come into compliance as it relates to parking, which may require the elimination of excess parking spaces. The narrative notes 262 existing spaces and staff counts 259 spaces on the sketch plan (C2-02). The applicant's preliminary parking analysis determined 271 spaces based on the bylaw requirements. However, staff calculated 231 parking spaces before the reductions allowed by WDB 14.2. The discretionary permit must include information on size of each use for the shared parking analysis. If the site is overparked, excess spaces may need to be eliminated. **A draft recommendation is included requiring a shared parking study and the potential elimination of excess parking spaces.**

Side note: a bylaw amendment to Chapter 14 is pending. A Planning Commission hearing scheduled for October 20, 2020. The amendment will allow greater flexibility for vehicular parking reductions and expand bicycle and EOT facility requirements. Depending on when a discretionary permit is filed, the new parking standards may apply to this project.

**Bicycle Parking and End-of-Trip Facilities**

NOTES:

At discretionary permit, bicycle parking and EOT facilities must be identified. **A draft recommendation has been included to require an EOT facility within the proposed building.**

☐ **On-Site Infrastructure** Standard

WDB 15 RECOMMENDATION

NOTES:

The site is served by municipal water and sewer. New utilities must be located underground. The discretionary permit must include utility specifications and address DPW comments. A multi-use path already exists along the Route 2A frontage, in compliance with WDB 15.2.4.

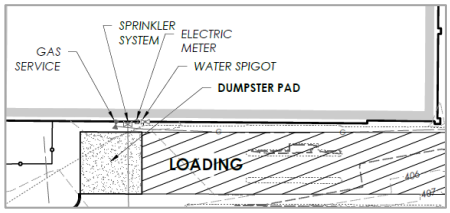
☐ **Maintenance** Standard

WDB 16 RECOMMENDATION

NOTES:

The discretionary permit must include a landscape maintenance plan for the urban park in compliance with WDB 16.3 and a snow removal/storage plan in compliance with WDB 16.6. Trash receptables must also be provided in compliance with WDB 16.4 to serve customers and urban park visitors. The receptacles are subject to design review.

The solid waste containers must be located and screened in compliance with WDB 16.7. HAAC recommendation #4G suggests, "*relocating the dumpster pad within the loading area to shorten the distance from the new building to the dumpsters for staff.*" The Fire Dept memo also noted potential conflict between the dumpster pad and gas service/sprinkler system.



☒ **Design Review** Specific

WDB 22 RECOMMENDATION

NOTES:

This building uses the same design as 62 Merchants Row (excluding the single-story end units where Panera and Aspen Dental are located). The DRB may choose to modify the HAAC recommendations, which are included in the decision below. **Staff has also added a recommendation that entrances facing Route 2A must be functional and windows cannot be blacked out.** The windows must offer a view into the tenant spaces so a passerby can determine if the business inside is open or closed. While 62 Merchants Row has doors and windows facing Route 2A, the glass is blacked out and tenants direct customers to the parking lot entrances. The proposed building uses a different floor plan with tenant spaces accessed from a shared corridor at the center of the building. This will allow the building to have a functional entrance facing Route 2A and the parking lot.

Black out windows at Panera Bread:


☐ **Landscaping** Standard

WDB 23 RECOMMENDATION

NOTES:

The discretionary permit must include a landscaping plan. Compliance with WDB 23 is feasible. The site plan identifies 9-ft Type III (Informal Plantings) landscape buffers along the north, west, and south property boundaries. The existing parking lot will be reconfigured to include landscaped islands and medians. Existing vegetation should be retained where feasible, a recommendation is included.

| **Required Landscaped Buffers per WDB 23.A** | | | | | | |
|---|---|---|---|---|---|---|
| **Proposed Land Use** | **Adjoining Land Use** | | **Type I** Existing Vegetation[1] | **Type II** Dense Plantings[2] | **Type III** Informal Plantings[3] | **Type IV** Formal Plantings[3] |
| **Retail/ service commercial** | North | retail/ service commercial | 50’ | 13' | **9'** | 23' |
| | South | retail/ service commercial | 50’ | 13' | **9'** | 23' |
| | West | retail/ service commercial | 50’ | 13' | **9'** | 23' |
| | East | Public way | *Typical Street Tree Section per WDB 26.* | | | |

(1) Minimum 50 feet width for Type I is based on typical tree height and reflects the protection of habitat values and low maintenance needs of remnant woodland or forest.
(2) Type II buffer heights are based on the width of a hedge plus an 8-foot planting strip. Type II is permitted only where space limitations preclude use of the other types.
(3) Type III and IV buffer heights are based on the maximum building height, or fractions thereof.
(4) All outdoor storage and work areas are to be treated as heavy commercial/industrial.

☐ **Street Trees** Standard

WDB 26 RECOMMENDATION

NOTES:

The discretionary permit landscaping plan must identify street trees in compliance with WDB 26. The sketch plan (C2-02) identifies a Type III or IV landscape buffer along Route 2A, which will not comply with WDB 23.6.

☐ **Outdoor Lighting** Standard

WDB 24 RECOMMENDATION

NOTES:

A lighting plan in compliance with WDB 24 must be provided at discretionary permit. Lighting fixtures are subject to design review.

☐ **Signs and Public Art** Standard

WDB 25 RECOMMENDATION

NOTES:

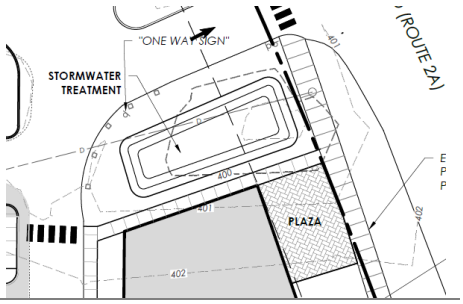
The existing Master Sign Plan (DP 15-07) must be amended at discretionary permit. The MSP should anticipate any temporary or portable signs the restaurant/retail uses may need.

☐ **Watershed Health** Specific

WDB 29 DECISION

NOTES:

There are no wetlands or waterways on or near the subject parcel. A new stormwater treatment area is proposed between the new building and curb cut. It is planned to be integrated into the landscaping plan. Discretionary permit must include an Erosion and Runoff Control Plan in compliance with WDB 29.4 and 29.5. The applicant should consider ways to reduce impervious surface and further integrate stormwater treatment into the landscaping and parking lot. **A draft recommendation is included.**




BYLAW EXCERPT:

***29.5.9 Make runoff and erosion control measures an asset.*** *Filter strips, swales, grassed waterways and others channels, stormwater ponds, and other erosion and runoff structures shall be integrated into the landscaping plan for a site, contributing to the appearance and marketability of the proposed development and the community, as well as to watershed protection.*

***29.5.1.4 Minimize Impervious Surfaces.*** *The extent of paving and other impervious surfaces should be minimized by thoughtful site planning that keeps roads as narrow and as short as possible, and that keeps surface parking areas small. The use of porous pavements where site conditions permit is also strongly encouraged, and may be required of uses that propose to place extensive parking areas in impaired watersheds.*

☐ **Impact Fees** Not Included

WDB 43-45 RECOMMENDATION

NOTES:

Transportation impact fees will be assessed by the Zoning Administrator when an administrative permit is submitted.

☐ **Vested Rights, Nonconforming Lots, Uses, Structures** Not Included

WDB 2 RECOMMENDATION

NOTES:

The lot and uses comply with the current bylaw. The site was developed 30+ years ago and is existing nonconforming because they do not meet the development pattern of the current bylaw. The new building and reconfigured parking lot will bring the property into compliance with the development standards for "pedestrian-friendly" design and parking lot landscaping requirements.

BYLAW EXCERPT:

***2.8 Correction of Nonconformities.*** *The DRB may require that nonconformities be corrected as a condition of approval of a discretionary permit for additional development on the same lot or on adjacent lots in the same ownership. This power is limited to requiring work that is reasonably proportional to the scale of the proposed development.*

## RECOMMENDATIONS AND MOTION

1. The proposed development and use(s) can meet the development standards of WDB Chapter 41.
    a. Discretionary permit must demonstrate compliance with the 5 of 9 criteria, including details on the proposed artwork

2. A discretionary permit application shall be in conformance with all the WDB requirements and standards, and subject recommendations determined by the DRB, including but not limited to:
    a. A landscaping and street tree plan in compliance with WDB 23 and 26, retaining existing vegetation where feasible
    b. Vehicular and bicycle parking in compliance with WDB 14
    c. A master sign plan in compliance with WDB 25, including any temporary or portable signs for the restaurant and/or retail tenant
    d. A lighting plan in compliance with WDB 24, including fixture specifications for design review
    e. Maintenance plan in compliance with WDB 16, including trash and recycling receptable specifications for design review
    f. Erosion and runoff control plan in compliance with WDB 29, including plans to integrate stormwater treatment into landscaping and reducing impervious surface

3. The discretionary permit application must address the comments of:
    a. Williston Public Works Memo dated September 18, 2020
    b. Williston Fire Department Memo dated September 21, 2020

4. The discretionary permit application must address the Historic and Architectural Advisory Committee (HAAC) recommendations from their memo dated September 15, 2020:
    a. Changes to materials, window shapes, cladding and/or color to differentiate from the similar building located at 62 Merchants Row.
    b. Landscaping and seating walls should be used to buffer the urban park from the vehicle traffic on Route 2A, while not completely severing its relationship to the multi-use path.
    c. DP must include elevations for all facades, and all façade must use the same materials
    d. Provide material samples at discretionary permit
    e. The outdoor park shall have a connection to the primary entrance facing St George Road
    f. Provide sideview elevations or 3D schematic of entry canopies
    g. The HAAC recommends relocating the dumpster pad within the loading area to shorten the distance from the new building to the dumpsters for staff.
    h. Show roof drains in DP plans
    i. Renderings and elevations shall depict rooftop mechanical and screening
    j. New outdoor lighting does not need to match existing lighting fixtures in parking lot or existing buildings, where minimally visible from Route 2A
    k. Any fencing proposed for the outdoor dining area should be compatible with the fence at Northfield Saving Bank.
    l. 41.5.3.9 (Taft Corners 5 of 9): Consider placing the urban park to south of the main entrance facing St George Road, especially if the proposed plaza is for restaurant seating only.

5. A shared parking study shall be submitted as part of an application for discretionary permit. Any excess parking spaces, beyond the maximum allowed in bylaw calculation, must be eliminated.

6. End-of-trip facilities must be provided in the new building and accessible to all tenant spaces.

7. The discretionary permit must demonstrate compliance with WDB 41.7 Adirondack Views, using photos, narrative description, and or project renderings.

8. Entrances facing Route 2A must be functional and windows must not be blacked out.

**MOTION**

**As authorized by WDB 6.6.3, I _____, move that the Williston Development Review Board, having reviewed the application submitted and all accompanying materials, including the recommendations of the town's staff and the advisory boards required to comment on this application by the Williston Development Bylaw, and having heard and duly considered the testimony presented at the public hearing of October 13, 2020, accept the recommendations for DP 21-03 and authorize this application to move forward to discretionary permit review**.

# Williston Fire Department FIRE / EMS

# MEMO

**To:** DRB Staff

**From:** Ryan Prouty, Lieutenant

**Date:** September 21, 2020

**Re:** DP 21-03 2300 St George Rd

---

The Fire Department has completed review of the above referenced project and at this time offers the following;

| | |
|---|---|
| SUBMITTALS REQUESTED | Alarm system location |
| | Hydrant locations up to 1000 feet in all directions |
| | Elevator dimensions |
| ACCESS | Road width in parking lot to be confirmed for truck access to be able to drive past another vehicle at the proposed ATM location |
| | Road width also to be confirmed to allow truck access to all parking areas. Apparatus turn radiuses are available. |
| | All overhangs shall be minimum of 13.5 ft. |
| | Key Safe/Lock Box access |
| | Any roof access will need a release mechanism non locking. |
| DISTANCE REQUIREMENTS | Refuse/recycling containers need to be at least 10 feet from adjacent structures with combustible walls or openings that do not provide fire ratings. |
| | The proposed dumpster location would place the dumpster in front of the gas shut offs and sprinkler FDC. This location will not work unless the gas and sprinkler are moved. |

| | |
|---|---|
| SIGNAGE | Building and mailbox marking per Town Ordinance |
| | Gas and Sprinkler connections marked with signage |
| | Truss roof and/or floor (If applicable) |
| | NFPA 704M Identification Plaque |
| SPRINKLER | FDC's need to be clear of plantings, marked with signage, and located per direction from the Fire Department |
| | 4" Stortz FDC Connection |
| | We also re requesting a strobe light be mounted above the FDC. This helps in locating the FDC, and more importantly, confirms an alarm within the building |
| FIRE ALARM | Main panel needs to be shown |
| | CAT 30 Key for Fire Alarm |
| | System needs to be addressable |
| | Building map/drawing needs to be located in the main entry/lobby |

I encourage the applicant to access this Standard so that these needs can be addressed. I also encourage the applicant to meet with the Fire Department in order to ensure that all requirements within the Standard are met.

Thank you for including the Fire Department in the review process.

Town of Williston
7900 Williston Road
Williston, VT 05495
•
1763
•
**Public Works**
(802) 878-1239

# MEMORANDUM

To: Matt Boulanger, Town Planner

From: Lisa Schaeffler, PW Assistant Director

CC: Bruce K. Hoar, Public Works Director

Date: September 18, 2020

RE: DP 21-03 2300 St. George Road

Public works has completed a technical review of the above referenced plan. Project shall conform to the latest Public Works Standard Specifications. As-Built plans and Engineering Certifications are required at the completion of the project, prior to Certificate of Occupancy (CO). Please provide a **written response** to the following items prior to receiving approval for the project:

1. A change in use will be required for converting the 5,500 sf of the existing building into retail use.
2. Sewer allocation must be obtained for the proposed building. The existing building may need to purchase more as well. Provide usage calculations.
3. What is the status of the State Stormwater permit?
4. The additional access off St. George will require a permit from VTrans.
5. Provide total impervious area calculations.
6. Provide information on how the connection of the new water service will done.
7. Existing water and sewer services need to be removed.

The applicant must obtain the signature of DPW staff on the Final plans Checklist showing that the final plans address the above comments prior to submitting final plans to the Planning and Zoning staff for review and approval.