

April 1, 2015

Scott Gustin, AICP, Senior Planner
Department of Planning and Zoning
149 Church Street
Burlington, VT. 05401

**Re: Nathaniel Hayward, 380 Colchester Ave.
Parcel 046-3-058-000; Zone: RL Ward: 1
Preliminary & Final Subdivision**

Dear Scott,

I am writing on behalf of Nathaniel Hayward, landowner of the referenced parcel and request review and approval of a combined Preliminary/Final Plat at this time. Since the subdivision will result in only 3 lots, it is eligible for combined preliminary/final plat review, per Sec. 10.1.7. of the Comprehensive Development Ordinance.

The landowner proposes to create three (3) new lots on Parcel 046-3-058-000, a 1.43+/- acre parcel with an existing duplex. The following lots will be created: Lot 1 - 1.12 ac., Lot 2 - 0.14 ac., Lot 3 - 0.17 ac. In addition, One (1) unit will be added to the existing duplex on Lot 1, converting the building to a triplex. Along with the proposed building addition, two shared driveways, sidewalks, and stormwater management infrastructure are proposed as part of this application.

As represented in the Sketch Plan Application, #14-1206SP, two new vacant building lots would result from the subdivision and the existing duplex will be retained and converted to a triplex. The property, in its' existing configuration, includes a duplex and an outbuilding. The property is relatively large at 1.43 acres, but much of it is wooded slope down to Riverside Avenue to the west. Previous zoning actions for this property include: 2/8/85, Approval to convert single family home to a duplex; 6/18/75, Approval to construct carport; 4/23/75, Approval to relocate house from 128 Riverside Ave to subject property.

The enclosed application addresses the review criteria in conjunction with the completed Check Lists for Preliminary and Final Subdivision. Please find enclosed the following items for this submission:

- A completed application form, signed by the property owner (1 copy)
- A check for \$1,446.00 for the proposed application fee
- COA III Final Plat Checklist (1 copy)
- Photographs of the subject property (1 copy)
- Plan entitled "Plat of Lands of Ghislaine L. Leveille, 380 Colchester Avenue, Burlington, VT", prepared by Richard W. Bell Land Surveying, and dated January 2014 (10 copies)
- Plan entitled "Subdivision of Lands of Ghislaine L. Leveille, 380 Colchester Avenue, Burlington, VT", prepared by Richard W. Bell Land Surveying, and dated October 2014 (10 copies)
- Sheets C1.0, C1.1, C1.2, C2.0, C2.1, and C2.2 for 380 Colchester Avenue, prepared by Engineering Ventures, P.C., and dated February 27, 2015 (10 copies)
- Half-size (11x17) set of plans prepared by Engineering Ventures, P.C. (1 copy)

- A set of colored rendered building elevations, architectural cross sections, and perspective view for the proposed building (6 copies)
- Detailed Landscaping Plan (See Sheet C 2.0 of drawings by Engineering Ventures)
- A letter for Sketch Plan review dated July 15, 2014 (1 copy)
- Burlington Department of Public Works Residential (R1 & R2) Stormwater Management Plan information sheet (1 copy)
- Burlington Department of Public Works Stormwater Management Plan Screening (1 copy)
- Burlington Department of Public Works Small Project Erosion Prevention & Sediment Control Plan (1 copy)
- A report entitled "Stormwater Management Narrative for 380 Colchester Avenue", prepared by Engineering Ventures, P.C., and dated March 31, 2015 (1 copy)
- A CD containing an electronic version of all items listed above.

As required to meet Section 10.1.9 Final Plat Approval Process, please find enclosed the following information:

1. A letter requesting review and approval of the final plat and giving the name and addresses of person(s) to whom notice of the hearing by the DRB thereon shall be sent. The following letter makes request for review and approval of the Final Plat, as noted above.

Adjoiners and Others to whom Notice of Hearing is requested:

046-3-057-001: Stephanie Taylor & Edward Schoen 352 Colchester Ave, Unit 1 Burlington, VT. 05401

046-3-057-002: Hillary Read Bidwell 352B Colchester Ave, Burlington, VT. 05401

046-3-081-000: Sisters & Brothers Investment Group LLP 75 S. Winooski Ave, Burlington, VT. 05401

046-3-062-000: J&S, LLC c/o Bissonette Properties, 100 North St., Burlington VT. 05401

046-3-063-000: James Goldsmith 10723 Route 116, Hinesburg, VT 05461

Landowner: Nathaniel Hayward, 302 Mountain View Dr., Suite 300, Colchester, VT. 05446

Land Surveyor: Richard W. Bell Land Surveying, 297 South Main Street, Barre, VT 05641

Civil Engineer: Engineering Ventures P.C., Kevin Worden 208 Flynn Ave., Suite 2A, Burlington, VT. 05401

2. A narrative describing the proposed project's conformance with each of the applicable review criteria in (d) below, and a timetable or phasing plan for the construction of all site improvements.

(d) Review Criteria:

The review of a preliminary plat by the DRB shall address all issues pertaining to:

- *conformance with city plans*
The proposed addition to the existing duplex, resulting in a triplex on the property, meets the city plan guidelines for the RL Zoning District. The adjacent properties are comprised of either single or multi-family residences. Therefore, this project conforms with city plans.
- *the capacity of municipal infrastructure and overall site development and configuration including but not limited to the preservation of open spaces and natural resources*
The municipal infrastructure as far as existing roadways and pedestrian paths will not be affected by the development. The project will generate a negligible increase in traffic to Colchester Avenue. In addition, the proposed development has been designed to minimize the impacts to the existing natural resource areas. The amount of woodland

and steep slope disturbance is limited to only a small area that is necessary in order to make the proposed project grades and layout work. The majority of the steep slopes and woodlands on the site will not be disturbed.

- *the layout of blocks and lots; streets, sidewalks pathways, and other access ways*
Lots 2 and 3 will be regularly shaped rectangular lots. The built area of Lot 1 will be regularly shaped as well; however, it will have a large rear appendage consisting of the unbuildable slope. Lot sizes vary widely along Colchester Avenue. The proposed lots would be within the established size range. The existing sidewalk along Colchester Avenue will remain intact, except across the driveway cuts, where it will be re-constructed.
- *stormwater management systems, water, sanitary sewage and other utility systems*
Most of the proposed impervious surfaces, as well as the existing building roof, will drain to one of three bio-retention/rain garden areas which will allow runoff to infiltrate and be treated prior to discharging to downstream areas. The proposed bio-retention areas will treat the runoff, then convey it to the existing catch basin located on the western side of Colchester Ave, where it will be conveyed to the existing system as it currently does today.

Water and sewer connections to the existing building and proposed building addition will not change from their existing connection layout. Connections for water and sewer are shown for future development on Lots 2 and 3.

- *buffering of uses.*
Not applicable

3. Ten (10) copies of the final plat, as specified in subsection (6) below. Find attached (10) copies of the Final Plat, as noted below in item (6).

4. Ten (10) copies of the final site plan, as specified in subsection (7) below. Find attached (10) copies of the Final Site Plan, as noted below in item (7).

5. Ten (10) copies of construction detail drawings of the sewer, water and drainage systems, other underground utilities, surface improvements, street profiles and street cross-sections as specified in subsection (8) below. Find attached (10) copies of the Construction Detail Plans, as noted below in item (8).

6. Final plat specifications: See attached COA Level III Preliminary and Final Checklists indicating the required and provided information per this Section. Items A-F of referenced Checklist are provided on the attached Plat entitled, "Subdivision of Lands of Ghislaine L. Leveille – 380 Colchester Avenue, Burlington, Vermont," prepared by Richard W. Bell Land Surveying Inc., and dated October, 2014.

7. Final Site Plan detail drawings: All submitted applications for final plat approval must likewise include a final site plan. See attached and outlined COA Level III Preliminary and Final Checklists indicating the required and provided information per this Section. Items A-C of referenced Checklist are provided on the attached Site Plans entitled:

- “Sheet C1.0 – Existing Conditions Plan”
- “Sheet C1.1- Demolition Plan/Site Layout Plan”
- “Sheet C1.2- Grading, Utility, and Erosion Prevention & Sedimentation Control Plan (EPSC Plan)”
- “Sheet C2.0 – Site Details and Stormwater Management Details”
- “Sheet C2.1 – Water and Wastewater Details”
- “Sheet C2.2- Erosion Control Details”

A. All information required for the preliminary site plan pursuant to Sec. 10.1.8 (a)5 above, updated and accurate;

(a) Preliminary Plat Submission Requirements

Eight (8) copies of a preliminary plat meeting the following specifications: A. Sheet size and scale: The preliminary plat shall be twenty-four (24) inches by thirty-six (36) inches outside dimension. The plat shall be clearly and legibly drawn to a scale of no larger than one-inch equals forty (40) feet. Larger sheet sizes will be allowed with approval of the administrative officer. A reduced, 11” X 17” copy as well as digital version in a format acceptable to the Administrative officer shall also be submitted.

As required for Final Plat submission, (10) copies of the Final Plat are included.

B. The preliminary plat must show all of the following as applicable: i) Subdivision name or title, address, scales, north arrow indicating magnetic and true north, date, and legend; ii) Names and addresses of the applicant, designer, and other parties to the subdivision; iii) Vicinity map, drawn at a scale of one inch equals six hundred (600) feet, showing boundary lines of adjoining developed and undeveloped land within an area bounded by nearest arterial streets or other natural boundaries; identifying type of use and ownership of surrounding land and showing alignments of existing streets; iv) Total acreage of subdivision and number of lots proposed; v) Exact boundary lines of the tract by bearings and distances with such measurements tied into an existing reference point and the boundaries of contiguous properties; vi) Location, widths, and names of all existing or previously platted streets, or other rights-of-way, parks, and other public open spaces, permanent buildings and structures, easements, and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.

As required for Final Plat submission, (10) copies of the Final Plat are included with the above required information provided.

vii) Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract; also indicate such data as grade invert elevations, and locations of catch basins, manholes, and hydrants;

B. Minimum front, side, and rear setback lines shall be shown and dimensioned in accordance with the applicable zoning ordinance requirements of Article 4. A detailed Zoning Table has been provided on Sheet C1.0 – Existing Conditions Plan outlining the required front, side and rear setbacks per Section 4, Table 4.4.4.1. In addition the Zoning Setback areas are provided on all lots. Minimum setbacks will be provided as required.

C. *Subsurface conditions of the tract, location, and results of tests made to ascertain subsurface soil rock and ground water conditions and depth to ground water, as may be reasonably required to carry out the purposes and intent of these regulations. Soils for the site have been shown on Sheet C1.0- Existing Conditions Plan. At this time there have been no test pits on site. Test pits will be conducted prior to the start of construction to verify subsurface conditions.*

8. Construction detail drawings: *All submitted applications for final plat approval must likewise have construction detail drawings consisting of the following as applicable:*

A. *Plans and profiles showing existing and proposed elevations along centerlines of all streets within the subdivision. There are no streets proposed with this application. The Site Plans provides the site grading and location of the two driveways.*

B. *Plans and profiles showing location of street pavements, curbs, gutters, sidewalks, manholes, catch basins, culverts and existing intersecting walks and driveways. See response to 8A above.*

C. *Typical cross-sections of improved streets indicating the material used for construction of the roadbed and surface sidewalk, curbing and tree belt, tree pit showing centerline right-of-way width, width of pavement and travel lanes, height of crown, curb reveal, and any other pertinent information. See response to 8A above.*

D. *Plans and profiles of the storm drainage system showing the location, pipe size and invert elevations of existing and proposed storm drains together with invert and rim elevations of all catch basins and manholes. Surface elevations and approximate depth of water shall be shown at each point where drainage pipe ends at a waterway. Drainage calculations prepared by the applicant's engineer, including design criteria used, drainage area and other information shall be sufficient for the city engineer to determine the size of any proposed drain, culvert, or bridge. Due to the minimal amount of drainage pipe for the site, the drainage system information including all inverts, rims, pipe slopes, materials, and sizes are shown on Sheet C1.2. There are also details for the proposed bio-retention areas on Sheet 2.0.*

E. *Plans and profiles of the sanitary sewer system showing the location, pipe size and invert elevations of existing and proposed sewage system together with invert and rim elevations of all manholes. All lots within the proposed subdivision shall be serviced by the municipal sewerage system. Where a gravity flow of sewage cannot be attained, the applicant shall install a pumping or lift station of a make and type specified by the sewage disposal superintendent to provide for the proper disposal of all waste into the existing sanitary systems. The applicant shall covenant that one year after the pumping station has been installed and found to function to the satisfaction of the city engineer said pumping station shall be deeded to the city and thereafter shall be maintained and operated by the waste water division of the public works department. There are no sanitary sewer or water mains proposed for this development. Connections will be made to the existing system located within Colchester Avenue.*

F. *Plans and profiles of the water supply system showing the location, pipe size and invert elevations of the subdivision water system. All lots within the proposed subdivision shall be supplied by the municipal water system. See response to 8E above.*

G. *All profiles shall be drawn with:*

- i. A horizontal scale of one inch to forty (40) feet and a vertical scale of one inch to four (4) feet.
- ii. Existing centerline in fine black line with elevation shown every fifty (50) feet.
- iii. Proposed centerline grades in heavier black line with elevations shown every fifty (50) foot station except that in vertical curves elevations shall be shown at twenty-five (25) foot station. All changes in street grade shall be shown by a tangent to the vertical curve with the grade of the tangent indicated at the point of tangency.
- iv. Cross-sections at every fifty (50) foot station or any unusual section, as is common practice in the design of roadways by the Vermont Agency of Transportation.
- v. Existing right-of-way line in fine black dash line.
- vi. Proposed right-of-way line in fine black dash line.
- vii. All elevations based on the U.S. Coast and Geodetic Survey benchmarks.
- viii. Requirements (i), (ii), (iii) and (iv) of such construction detail drawings must be approved by the city engineer prior to approval of the final plat by the DRB.

There are no profiles/road cross sections for this project – See response to 8 A-F above.

In accordance with the Sketch Plan Review, dated July 15, 2014, the following information has been provided:

**Article 3: Applications and Reviews Part 5, Conditional Use & Major Impact Review:
Sec. 3.5.6, Review Criteria:**

(a) Conditional Use Review Standards

1. The capacity of existing or planned community facilities;

As part of this project, one (1) additional unit will be added to the existing duplex, which will convert the building to a triplex. The two new lots created will be served by public sewer and water. Water service and sanitary service lines are shown on the plans to be constructed and stubbed at the end so that future connections can be made. Sufficient reserve capacity is available. A state wastewater permit will be required.

2. The character of the area affected;

The property is located within the Residential Low Density zone running in a strip along Colchester Avenue. Single and multi-family homes are the norm; however, institutional and commercial uses and a cemetery are all located close by. The RL zone is intended primarily for single family homes and duplexes. Insofar as the two newly created lots could be developed with single family homes, the proposed subdivision can be found in character with the area.

3. Traffic on roads and highways in the vicinity;

The subdivision itself will not create any additional traffic, and the addition of one unit to the existing property will create a negligible increase in traffic when compared to the existing traffic.

4. Bylaws then in effect;

The Subdivision plan is generally compliant with applicable bylaws.

5. Utilization of renewable energy resources; Not applicable.

6. Cumulative impacts of the proposed use; Not applicable.

7. Functional family; Not applicable.

8. Vehicular access points;

The Site Plan depicts two shared driveways. This configuration will maintain the existing number of access points along Colchester Avenue. The proposed curb cuts will need review and approval by the Department of Public Works. Sight lines are similar to existing conditions; however, sightlines will be improved by removal of obstructive vegetation.

9. Signs; Not applicable.

10. Mitigation measures; Not applicable.

11. Time limits for construction; Not applicable.

12. Hours of operation and construction; Per City Ordinance

13. Future enlargement or alterations; Not applicable.

14. Performance standards; Not applicable.

15. Conditions and safeguards; Not applicable.

Article 4: Maps & Districts Sec. 4.4.5, Residential Districts:

(a) Purpose

1. Residential Low Density (RL)

The subject property is located in the RL zone, which is intended primarily for single family homes and duplexes. One unit will be added to the existing duplex, which is permitted in this zone. In addition, the purpose of the application is to obtain Subdivision Approval for all (3) lots, so that in the future, Single Family Dwellings can be constructed on Lots 2 and 3. The proposed lots 2 and 3 are created to meet or exceed minimum lot size of 6,000 SF in the RL Zone.

(b) Dimensional Standards & Density

The minimum lot size in the RL zone is 6,000 SF for single family homes and 10,000 SF for duplexes. The existing lot would be subdivided into lots 1, 2, and 3. The lot areas are as follows:

Lot 1 - 48,961 SF

Lot 2 - 6,065 SF

Lot 3 - 7,465 SF

Lots 2 and 3 are adequately sized for single unit density (7 units/acre in the RL zone). Lot 1 is sufficiently sized for the existing duplex to be retained and an additional unit added to convert the building to a triplex. All three lots will have more than the minimum required 60' road frontage. Building envelopes are depicted on the two new vacant lots, lots 2 and 3. Compliant front, side, and rear yard setbacks are depicted in the Zoning Table. The shared driveways are depicted along the shared lot lines and are

allowed per 5.2.5, Setbacks, (b) Exceptions to Yard Setback Requirements, 6. Compliant Lot coverages and Building Heights are also shown in the Zoning Table.

(c) Permitted & Conditional Uses

Detached single family homes may be allowed, one on each Lot #2 and #3. The existing duplex on Lot#1 will remain, but an addition is proposed to provide use as a Triplex dwelling, as shown on the plans.

(d) District Specific Regulations

1. *Setbacks*

A. *Encroachment for Residential Driveways:* The driveways shown are shared driveways centered on the proposed property lines. The purpose of this was to limit access points onto Colchester Avenue. Access Driveway Easements are shown for the proposed driveways.

B. *Encroachment into the Waterfront Setback ;* Not applicable.

2. *Height*

A. *Exceptions in the Waterfront RM District;* Not applicable.

3. *Lot Coverage*

A. *Exceptions for Accessory Residential Features;* Not applicable.

4. *Accessory Residential Structures and Uses;* Not applicable.

5. *Residential Density;*

A: *Additional Unit to Multi Family:*

The Duplex on Lot 1 will be modified to provide for a Triplex dwelling. This is allowed per this section. Lots 2 and 3 will be single family dwellings as allowed.

B: *Additions to Existing Residential Structure:*

The landowner intends to modify and add 1,139 SF +/- of addition (footprint) to the existing duplex, as shown on C1.1. The gross floor area for the new building will be 2,687-SF +/-.

C: *Residential Occupancy Limits:*

The property will conform with the residential occupancy limits set forth in this section.

6. *Uses*

Not applicable. The property will be residential use.

7. *Residential Development Bonuses:* Not applicable.

Article 5: Citywide General Regulations

Sec 5.2.1, Existing Small Lots

Not applicable.

Sec 5.2.2 Required frontage or access

The proposed properties will all have frontage on Colchester Avenue.

Sec. 5.2.3, Lot Coverage Requirements

The proposed Lot Coverages for the project are as follows: Lot 1 (9.98%), Lot 2 (12.35%), and Lot 3 (5.92%), which all meet the maximum requirement. Lot coverages for Lots 2 and 3 will be updated during the development of these two lots.

Sec. 5.2.4, Buildable Area Calculation

Not applicable.

Sec. 5.2.5, Setbacks

See Sec. 4.4.5 (b) above.

Sec. 5.2.6, Building Height Limits

Building heights for Lots 2 & 3 will meet the minimum requirement and Building Permit applications will be filed for each lot prior to construction. The proposed building height for the triplex on Lot 1 will be 27.3', which matches the existing height.

Sec. 5.2.7, Density and Intensity of Development Calculations

See Sec. 4.4.5 (b) above.

Sec. 5.5.1, Nuisance Regulations

Nothing in the proposal appears to constitute a nuisance under this criterion, as the subdivision and uses for all (3) lots is residential, as allowed.

Sec. 5.5.2, Outdoor Lighting: Not applicable.

Sec. 5.5.3, Stormwater and Erosion Control

Although there are steep slopes along much of the property, the building development areas indicate slopes much more gradual and conducive for building. Most of the proposed impervious surfaces, as well as the existing building roof, will drain to one of three bio-retention/rain garden areas which will allow runoff to infiltrate and be treated prior to discharging to downstream areas. The proposed bio-retention areas will treat the runoff, then convey it to the existing catch basin located on the western side of Colchester Ave, where it will be conveyed to the existing system as it currently does today. Erosion prevention and sediment control will be provided by the placement of silt fencing downslope of all work areas, inlet protection, erosion control matting, and a stabilized construction entrance.

Sec. 5.5.4, Tree Removal:

Removal of existing wooded areas is necessary for the development of the project; however, the plan has been designed to limit disturbance to existing woodlands as much as possible.

Article 6: Development Review Standards:

Part 1, Land Division Design Standards

Sec. 6.1.2, Review Standards:

(a) Protection of important natural features

The subdivision itself will have a very limited impact on natural features. The site has been designed so that the steep slopes located on the site will be impacted as little as possible. Much of the property, including all of the slope, is wooded. Specimen trees (i.e. > 30" caliper) within the development area are noted. Given the size of the property and the limited potential development, identification of specimen trees is limited to the newly created lots 2 and 3. Very limited potential clearing is depicted on lot 1. Specimen trees have been retained insofar as possible, and a tree protection plan will be submitted as part of any construction plan for development of either new lot.

(b) Block size and arrangement; Not applicable.

(c) Arrangement of Lots

Lots 2 and 3 will be regularly shaped rectangular lots. The built area of lot 1 will be regularly shaped as well; however, it will have a large rear appendage consisting of the unbuildable slope. Lot sizes vary widely along Colchester Avenue. The proposed lots would be within the established size range.

(d) Connectivity of streets within the city street grid

While no new streets are proposed, the new lots will access Colchester Avenue with shared Driveways in the same locations as existing conditions. The proposed driveway locations will be subject to review and approval by the Department of Public Works. Driveways and parking are designed to allow cars to pull out forward onto Colchester Avenue.

(e) Connectivity of sidewalks, trails, and natural systems; All residential units will have access to the city sidewalk.

Part 2, Site Plan Design Standards

Sec. 6.2.2, Review Standards:

(a) Protection of important natural features

See response to 6.1.2(a) above.

(b) Topographical Alterations

The project has been designed to minimize the disturbance to the existing steep slopes as well as keep the same general topography as what currently exists on the site; however, due to the shared driveway and existing grades, the project will result in an overall cut of roughly 1,600 CY, which will be removed from the site. Erosion control measures such as silt fence and erosion control matting will control erosion for the site and prevent silt or dirt from flowing off-site due to proposed topographical alterations.

(c) Protection of Important Public Views

Not applicable.

(d) Protection of Important Cultural Resources

Not applicable.

(e) Supporting the Use of Renewable Energy Resources

The rear addition to the existing house will have a south facing roof suitable to support future installation of solar panels.

(f) Brownfield Sites

Not applicable

(g) Provide for nature's events

The project has been designed to minimize impacts on downstream areas with regards to stormwater runoff and erosion control. Bio-Retention areas have been designed to capture and infiltrate runoff for the low intensity storms. Higher intensity storms will only result in a slight increase in flows, which should not affect the downstream areas. Due to the site constraints, the most appropriate possible stormwater management has been provided.

(h) Building Location and Orientation:

Existing Building and proposed addition will be orientated as all of the other homes in the neighborhood.

(i) Vehicular Access:

The two shared driveways are designed to generally be centered on the proposed lot lines, since they are shared access drives. The purpose of these is to maintain the existing access locations onto Colchester Ave.

(j) Pedestrian Access:

A pedestrian access is provided in the front of the building, thus separating it from the parking areas in the back of the building.

(k) Accessibility for the Handicapped:

The site layout grades are less than 5% and suitable handicap access to the residential units is feasible.

(l) Parking and Circulation:

Parking for the site is either provided in 3 spots at grade in the back of the building, or in 3 spots within the garage. Turning movements have been provided to demonstrate adequate turnaround space and circulation in and out of spots. See Sheet C1.1.

(m) Landscaping and Fences:

Clear site Triangles are provided on the site plan (See Sheet C1.1), which shows that there are no trees or fences within the required site distances.

(n) Public Plazas and Open Space:

Not applicable

(o) Outdoor Lighting:

Not applicable

(p) Integrate infrastructure into the design:

Not applicable

Part 3, Architectural Design Standards Sec. 6.3.2, Review Standards:

(a) Relate Development to its environment

1. *Massing, Height, Scale*

The building height for the proposed addition will match the existing building height.

2. *Roofs and Rooflines*

The building roof of the proposed addition will have roof forms and pitches similar to the existing roof.

3. *Building Openings*

The existing building entrance will be maintained, however due to the proposed site grades, there will be steps in the front of the building. Because the existing porch already has steps to the front door, this area was previously not handicapped accessible. The driveways have been designed with slopes of less than 5%, so handicapped accessibility is feasible to the rear of the building. Window sizes and doors in the front of the building will not change, except for the proposed addition. Garage doors are around the back of the building and are generally not visible from the street.

(b) *Protection of Important Architectural Resources*

Not applicable

(c) *Protection of Important Public Views*

Not applicable

(d) *Provide an active and inviting street edge*

The existing building façade along the street edge will be maintained.

(e) *Quality of Materials*

The proposed building addition will be constructed with durable building materials meeting the requirements of this section.

(f) *Reduce Energy Utilization*

The proposed addition will contain insulation and will meet energy code requirements.

(g) *Make advertising features complementary to the site*

Not applicable.

(h) *Integrate infrastructure into the building design*

Not applicable.

(i) *Make spaces secure and safe*

The building will meet all the safety requirements in the ordinance.

We trust this submission is complete and meets the guidelines for Preliminary/Final Plan Approval, Subdivision Approval, and Planned Unit Development Approval set forth in the Burlington Comprehensive Development Ordinance. If you need any other information or have any questions about this submission, please do not hesitate to contact me.

Sincerely,



Kevin Worden, P.E., Vice President