



9 May 2016

Scott Gustin  
Department of Planning and Zoning  
149 Church Street  
Burlington, VT 05401

Dear Scott:

Enclosed please find materials to initiate sketch review meetings with Burlington's Design Advisory Board, Development Review Board, and Conservation Board. We request these meetings as next steps in the review process for the proposed redevelopment of the Burlington Town Center site as indicated in the Pre Development Agreement approved by the City Council on May 2, 2016 ("PDA").

Included with this letter are:

1. An Application form for sketch plan review
2. A check in the amount of \$900.
3. Plans for the redevelopment of Burlington Town Center (the "Project") as described in the PDA.
4. A summary of changes proposed to the Burlington Zoning Ordinance contemplated in the PDA's Exhibit D.

We are also transmitting these materials in digital format, and will include in that transmission the animation files for aerial views and sun/shadow studies that were presented to the City Council on April 25. We request that the Design Advisory Board, Development Review Board, and Conservation Board review the Project under current standards as they are proposed to be modified by Exhibit D (or draft amendments to the Burlington Zoning Ordinance that are consistent with Exhibit D).

We request the sketch review meetings at each Board's earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'William Fellows', written over the word 'Sincerely,'.

William Fellows, AIA

SHERIDA E. PAULSEN, FAIA  
WILLIAM B. FELLOWS, AIA  
TIMOTHY WITZIG, AIA

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