

## Department of Permitting & Inspections

Zoning Division  
645 Pine Street  
Burlington, VT 05401  
Telephone:(802) 865-7188

William Ward, Director  
Scott Gustin, AICP, CFM, Principal Planner  
Mary O'Neil, AICP, Principal Planner  
Ryan Morrison, Associate Planner  
Vacant, Permit Technician  
Ted Miles, Code Compliance Officer  
Charlene Orton, Permitting & Inspections Administrator



### MEMORANDUM

**TO:** Development Review Board  
**FROM:** Scott Gustin  
**DATE:** February 15, 2022  
**RE:** ZP-21-844; 77-79 Monroe Street

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**Note: These are staff comments only; decisions on projects are made by the Development Review Board, which may approve, deny, table or modify any project. THE APPLICANT OR REPRESENTATIVE MUST ATTEND THE MEETING.**

Zone: RH Ward: 3C

Owner/Applicant: Lucas Jenson / 77-79 Monroe Street, LLC

**Request:** Establish a bed and breakfast (short term rental) within existing residence. Convert 1 duplex unit.

#### **Applicable Regulations:**

Article 2 (Administrative Mechanisms) Article 3 (Applications, Permits, & Project Reviews), Article 4 (Zoning Maps and Districts), Article 8 (Parking)

#### **Background Information:**

The applicant is requesting approval to convert one unit within the existing duplex into a bed and breakfast (short term rental). No alterations to the building or site are proposed.

Previous zoning actions for this property:

- 6/4/02; Approval to install replacement windows

**Recommendation:** Consent approval as per, and subject to, the following findings and conditions.

#### **I. Findings**

##### **Article 2: Administrative Mechanisms**

###### **Sec. 2.7.8, Withhold Permit**

There is a single open and expired zoning permit associated with this property – the window replacement permit issued in 2002. It lacks its required certificate of occupancy. Prior to issuance of a certificate of occupancy for this new conditional use permit, this prior permit must be closed out. **(Affirmative finding as conditioned)**

##### **Article 3: Applications, Permits, and Project Reviews**

###### **Part 5, Conditional Use & Major Impact Review:**

###### **Section 3.5.6 (a) Conditional Use Review Standards**

*Approval shall be granted only if the DRB, after public notice and public hearing, determines that the proposed conditional use and associated development shall not result in an undue adverse effect on each of the following general standards:*

*1. Existing or planned public utilities, facilities or services are capable of supporting the proposed use in addition to the existing uses in the area;*

The use of one unit within the existing duplex as a bed and breakfast (short term rental) has no appreciable impacts on existing or planned public utilities, services, or facilities. The applicant is advised to check with VT DEC as to whether a state wastewater permit is needed. **(Affirmative finding as conditioned)**

*2. The character of the area affected as defined by the purpose or purposes of the zoning district within which the project is located, and specifically stated policies and standards of the municipal development plan;*

The property is located within the residential – high density zone. The neighborhood consists largely of multi-family apartment buildings. It is located within close proximity to the downtown and a variety of services and attractions. The subject rental will continue to serve as a place for people to stay, except that it will serve occupants on a short term basis rather than long term. The owner/applicant will live onsite in the other duplex unit. **(Affirmative finding)**

*3. The proposed use will not have nuisance impacts from noise, odor, dust, heat, and vibrations greater than typically generated by other permitted uses in the same zoning district;*

As noted above, the short term rental will continue to serve as a place for people to stay within the neighborhood, albeit on a short term basis. The short term rental is not expected to generate nuisance impacts from noise, odor, dust, and the like. **(Affirmative finding)**

*4. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street designations and capacity; level of service and other performance measures; access to arterial roadways; connectivity; transit availability; parking and access; impacts on pedestrian, bicycle and transit circulation; safety for all modes; and adequate transportation demand management strategies;*

Little change in traffic is expected. The unit configuration remains unchanged. Rather than residents arriving and departing, short term guests will arrive and depart within established timeframes. The property is within easy walking distance of the downtown, waterfront, and alternative means of transportation. **(Affirmative finding)**

*5. The utilization of renewable energy resources;*

No part of this application would prevent the use of wind, water, solar, or other renewable energy resources. **(Affirmative finding)**

*6. Any standards set forth in existing City bylaws and city and state ordinances;*

The short term rental must adhere to the life safety standards, and provide payment of applicable rooms and meals taxes, as per the State of Vermont. **(Affirmative finding as conditioned)**

***(b) Major Impact Review Standards***

Not applicable.

***(c) Conditions of Approval:***

*In addition to imposing conditions of approval necessary to satisfy the General Standards specified in (a) or (b) above, the DRB may also impose additional conditions of approval relative to any of the following:*

*1. Mitigation measures, including but not limited to screening, landscaping, where necessary to reduce noise and glare and to maintain the property in a character in keeping with the surrounding area.*

The short term rental is not expected to produce adverse effects in need of mitigation.

**(Affirmative finding)**

*2. Time limits for construction.*

No construction timeline or phasing is included in this proposal. **(Affirmative finding)**

*3. Hours of operation and/or construction to reduce the impacts on surrounding properties.*

It is recommended that guest check-ins be limited to 7:00 am – 10:00 pm to minimize noise, traffic, and neighborhood nuisances. **(Affirmative finding as conditioned)**

*4. That any future enlargement or alteration of the use return for review to the DRB to permit the specifying of new conditions; and,*

Any future enlargement or alteration will be reviewed under the zoning regulations in effect at that time. **(Affirmative finding)**

*5. Such additional reasonable performance standards, conditions and safeguards, as it may deem necessary to implement the purposes of this chapter and the zoning regulations.*

Not applicable.

#### **Article 4: Maps & Districts**

##### ***Sec. 4.4.5, Residential Districts:***

###### ***(a) Purpose***

###### ***(5) Residential High Density (RH)***

The Residential High Density (RH) district is intended primarily for high density residential development in the form of multi-family attached dwelling units. Large buildings set close together are anticipated. Use of 1 duplex unit as a short term rental does not affect the property's relationship to the overall character of the neighborhood and remains consistent with the intent of the zone. **(Affirmative finding)**

###### ***(b) Dimensional Standards and Density***

Not applicable. No changes to the density or site are proposed.

###### ***(c) Permitted and Conditional Uses***

The "bed and breakfast" (short term rental) use is conditional in the RH zone. Owner occupancy is required, and up to 5 rooms may be let. In this case, the applicant is the owner, and the 2-bedroom unit will be let as a whole. He does not presently live onsite but is in process of doing so. Primary residency is anticipated by April 2022. Approval is contingent on owner-occupancy of the residence. The other duplex unit will serve as the short term rental. **(Affirmative finding as conditioned)**

###### ***(d) District Specific Regulations***

**1. Setbacks**

Not applicable.

**2. Lot Coverage**

Not applicable.

**3. Accessory Residential Structures, Buildings, and Uses**

Not applicable.

**4. Residential Density**

Not applicable.

**5. Uses**

Not applicable.

**6. Residential Development Bonuses**

Not applicable.

**Article 8: Parking**

**Sec. 8.1.8, Minimum Off-Street Parking Requirements**

The subject property is located within the neighborhood parking district. Within that district, duplexes require 4 onsite parking spaces (2 per dwelling unit). There is a single-width driveway onsite that contains room for 2 tandem parking spaces. There is currently a 2-space “grandfathered” parking nonconformity.

The short term rental unit contains 2 bedrooms. The applicable parking standard is 1 space per bedroom. The resultant parking requirement for the property remains unchanged at 4 spaces with two spaces actually present. Lacking an increase in parking requirement, the existing nonconformity may be retained. **(Affirmative finding)**

**II. Conditions of Approval**

1. The subject property must be, and remain, owner occupied as long as the bed and breakfast (short term rental) remains in operation.
2. The short term rental must adhere to the life safety standards, and provide payment of applicable rooms and meals taxes, as per the State of Vermont.
3. It is recommended that guest check-ins be limited to 7:00 am – 10:00 pm to minimize noise, traffic, and neighborhood nuisance.
4. All guest parking shall be on-site and off-street.
5. A state wastewater permit may be required. It is the applicant’s responsibility to inquire with VT DEC as to whether such permit is necessary.
6. Any additional B&B room, or physical alteration, will require a new zoning permit, subject to regulations in effect at the time of permit application submittal.
7. The Applicant/Property Owner is responsible for obtaining all necessary Zoning Permits and Building Permits through the Department of Public Works as well as other permit(s) as may be required, and shall meet all energy efficiency codes of the city and state as required.
8. Standard permit conditions 1-15.