



Town of Bradford
 172 North Main Street, PO Box 339, Bradford, VT 05033
 Phone: (802) 222-4727/ Fax: (802) 222-3520/ E-mail: Zoning@bradford-vt.us
 Website: www.bradford-vt.us

received Via snail mail 3/11/20
 3/11/2020

PERMIT #2020-004

ZONING/BUILDING APPLICATION

Name of Landowner: Copeland Properties

Mailing Address: 156 Industrial Drive

City/Town: Bradford State: Vt. Zip code: 05033

Phone: 802 222 9282 Property Location/ 911 #: 64 Main St, Bradford, Vermont

Parcel ID #: 23-85-0024, 23-97-0026 Deed Reference: Book: 97 Page (s) 26,30
23-97-0030, 23-97-0052

APPLICANT/CONTACT INFORMATION (Relationship to Landowner)

Owner (If so, skip to site information) Lessee Contractor Under purchase contract

Name of Applicant: _____ Mailing Address: _____
 City/Town: _____ State: _____ Zip Code _____
 Company (if any): _____ Phone (Day): _____

SITE INFORMATION

Nature of Project: Change of Use - Retail to Office Zone: CBD Lot Size: .77

Building Length: 85 Width: 42 # of Stories: 3 Height: _____

Number of Bed Rooms: _____ # of Full Bath _____ 1/2 Baths: _____ Total # of All Rooms: _____

Setbacks: Road Right of Way: _____ Rear: _____ Side: _____ Side: _____

Stream/Pond: _____ Road Frontage: _____ Amount of off Street parking: _____

Type of Water System: Public Drilled Well Shallow Well

Type of Septic System: Public Single Septic Multiple Septic

Septic Design on File: Yes No State Wastewater Permit #: _____

New Curb Cut: Yes No New Driveway Yes No Access Permit# _____

 Town of Bradford Access Permits require a separate application form. State Permits may also be required for your project. Please contact a state permit specialist at 802-476-0195 to determine whether you need any state permits.

I, the undersigned, request a zoning/building permit for the use and/or construction stated, to be issued on the basis of the representation contained in this application and any required submission materials. I fully understand that any incorrect or misleading representations may result in the permit becoming void and that legal action may be initiated by the Town of Bradford. I further understand that the permit may contain conditions with which I will be required to comply.

I agree to allow Town of Bradford personnel access to the property to review all aspects of this application. The below signed hereby agrees that the proposed work shall be done accordance with the application, plan, specifications and associated documentation and that the work shall conform to all applicable Town ordinances and regulations.

NOTICE: ALL PROJECTS SHALL COMPLY WITH VERMONT ENERGY CODE PRIOR TO THE ISSUANCE OF A REQUIRED CERTIFICATE OF COMPLIANCE

Applicant Signature: [Signature] Landowner Signature: [Signature] Date: 2/26/20

Please attach a sketch of the property drawn to approximate to scale on a separate sheet showing the dimension of the

lots, any existing and proposed structures, septic systems, water supply, driveways, right-of-way and utilities.

Page 1 of 2

NOTE: The Zoning/Building Permit & Recording Fees are REQUIRED with each Application in addition to any other applicable fees listed below.

- Non-Construction \$30.00
- Construction <600 Sq. Ft. \$30.00
- Construction >600 Sq. Ft. \$50.00
- Extraction \$300.00
- Site Plan Review \$75.00
- Conditional Use \$75.00
- Combined Review \$125.00 if both Planning & ZBA review project
- Appeals \$75.00
- Variance \$75.00

Historic District review \$75.00

RECORDING FEE \$30.00 (REQUIRED WITH EACH APPLICATION)

TOTAL FEES: \$135.00

PAYABLE TO: TOWN OF BRADFORD

***** Had copy filed 3/11/2020 via internet *****

FOR OFFICE USE ONLY:

PERMIT NUMBER: 2020-008 DATE RECEIVED: 3/4/2020 AMOUNT RECEIVED: \$135

Via email

Zoning Administrator's Decision

Approved _____ Denied _____ Reason for Denial: _____

REFERRED to the PLANNING COMMISSION for REVIEW on: 3/4/2020

REFERRED to the ZONING BOARD OF ADJUSTMENT for REVIEW on: _____

Planning Commission or Zoning Board of Adjustment Decision

~~ZONING BOARD OF ADJUSTMENT HEARING on _____ Decision Date _____~~

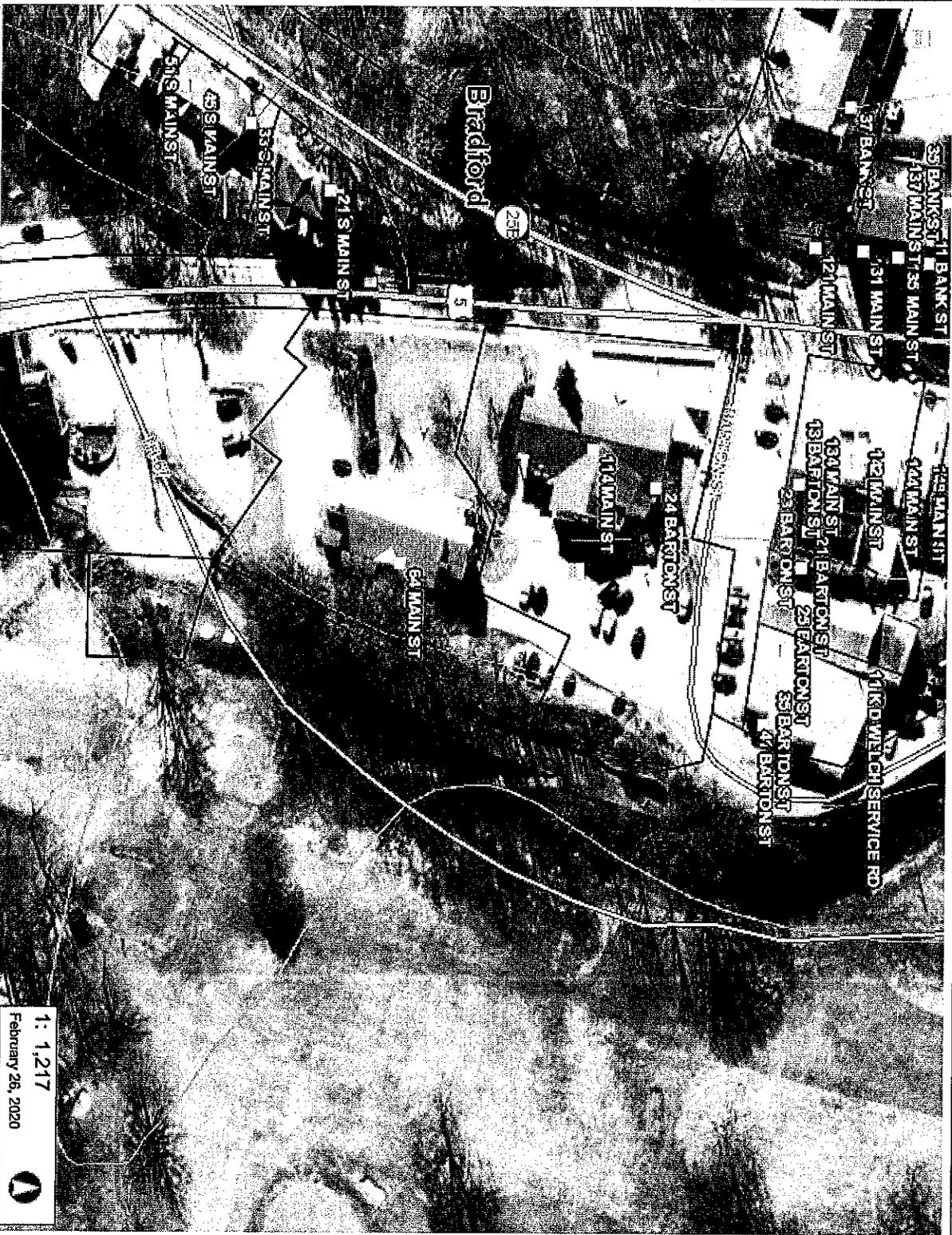
PLANNING COMMISSION HEARING on _____ Decision Date _____
set for 3/31/2020

REQUIREMENT OR COMMENTS: _____

Signatures: ~~Selectboard~~ _____ Zoning Administrator _____ Date _____
H. Paul Berlejung

APPEAL RIGHTS: An interested person may appeal any decision by the Zoning Administrator to the Zoning Board of Adjustment in accordance with 24 VSA, Chapter 117, §4465, in writing, within 15 days of the date of such decision. The fee is \$75.00. An interested person who has participated in the municipal regulatory proceeding may appeal the decision rendered in that proceeding by the appropriate municipal panel (Planning Commission or Zoning Board of Adjustment) to the Environmental Court in accordance with 24 VSA, Chapter 117, §4471, in writing within 30 days of the date of such decision. If you fail to appeal a decision, your right to challenge the decision at some future time may be lost because you waited too long. You will be bound by the decision, pursuant to 24 VSA §447(d)

___ Applicant ___ Listers ___ Post ___ 911 Coordinator ___ ZA Copy

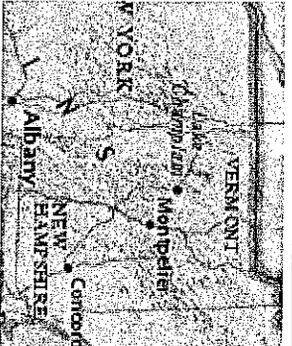


1: 1,217
February 26, 2020

62.0
0
31.00
62.0 Meters

1" = 101 Ft. 1cm = 12 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.



LEGEND

- Parcels (standardized)
- Parcels (non-standardized)
- Buildings (E911)
- Ad250 Permits **INCOMPLETE
- Roads**
 - Interstate
 - Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector
 - Local
 - Not part of function Classification S
- Waterbody**
 - Stream/River
 - Town Boundary

NOTES

Map created using ANR's Natural Resources Atlas

Bradford Zoning

From: Bradford Zoning
Sent: Thursday, January 30, 2020 3:33 PM
To: bruce.williams@oesu.org
Cc: Tim Copeland; Ted Unkles (Ted.Unkles@vermont.gov); Planning Commision
Subject: Fw: OESU move

Mr. Williams:

It looks as if you haven't received these emails as your address was entered incorrectly.
H. Paul Berlejung, Town of Bradford zoning administrator

From: Bradford Zoning <zoning@bradford-vt.us>
Sent: Wednesday, January 29, 2020 9:31 PM
To: Tim Copeland <tim@copelandfurniture.com>; Bradford Planning <planning@bradford-vt.us>; Ted Unkles (Ted.Unkles@vermont.gov) <Ted.Unkles@vermont.gov>
Cc: burce.williams@oesu.org <burce.williams@oesu.org>
Subject: Re: OESU move

All:

1. I'm not sure of the state of the zoning bylaws for the parcel in 2000 when the change of use to retail occurred. Not knowing the then bylaws I assume the change of use should have been by permit or conditional use permit. Because the change occurred more than 15 years ago it is not actionable. The use is "grandfathered" in.
2. The present use of the parcel as retail is a permissible use but is not evidence by either a permit or a conditional use permit. It is not a non conforming use because retail is a permissible use in the Central Business District.
3. Unless someone convinces me differently the change the use to office requires a site plan review.

Paul

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Wednesday, January 29, 2020 3:56 PM
To: Bradford Zoning <zoning@bradford-vt.us>; Bradford Planning <planning@bradford-vt.us>
Cc: burce.williams@oesu.org <burce.williams@oesu.org>
Subject: RE: OESU move

Paul, Marcy,

I've been operating under the assumption that site planning approval was not necessary as the building was originally permitted, constructed and used as an office building. It was built in 1982 for Bankware (also known as BKW) and used as office space until we started using it as a retail space in 2000. I don't think we applied for an amendment to the permit of special permit for a change of use. OESU will be using as per the use anticipated under the original permit. I assumed that no new permitting was necessary.

Is my understanding incorrect?

Tim Copeland
802 222 9282 x105

207 841 5249 cell
www.copelandfurniture.com



From: Bradford Zoning [mailto:zoning@bradford-vt.us]
Sent: Wednesday, January 29, 2020 2:03 PM
To: Tim Copeland <tim@copelandfurniture.com>
Subject: OESU move

Mr. Copeland:

1. It has come to my attention of a move of the OESU to your building on Main Street.
2. Based upon my reading of the attached documents the move will require site plan approval by the Planning Commission.
3. Please contact me if you have any questions.

Paul

Bradford Zoning

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Tuesday, March 10, 2020 12:26 PM
To: mgc0526@gmail.com
Cc: Bradford Zoning
Subject: RE: hearing on change of use at 64 main street
Attachments: Sharpm350@copeland.com_20200310_104949.pdf; Sharpm350@copeland.com_20200310_113125.pdf

Hi Marcey,

Attached is the lease for the parking lot behind the Community Bank and adjacent to our building at 64 Main St.. and our notice to the Town that the lease will not be automatically renewed this coming June 21st.

Tim Copeland
802 222 9282 x105
207 841 5249 cell
www.copelandfurniture.com



From: Marcey Carver [mailto:mgc0526@gmail.com]
Sent: Tuesday, March 10, 2020 10:38 AM
To: Tim Copeland <tim@copelandfurniture.com>
Cc: Paul Berlejung <Zoning@bradford-vt.us>
Subject: hearing on change of use at 64 main street

notice has been mailed to you along with abutters.

also a request that you provide as soon as possible a copy of your lease agreement with the town for the parking area as well as any other written agreements you have concerning that parking area and parking in the vicinity of the building at 64 main street.

please send these agreements to the attention of the bradford planning commission at PO Box 339, Bradford, Vt.

the notice has been posted in three places and is scheduled to be printed in the JO edition tomorrow, March 11th.

I have attached the documents that were mailed to you yesterday.

Marcey Carver
Bradford Planning Commission

LEASE

This agreement entered into on June 21, 2007, by and between Copeland Properties, Inc., of Bradford, in the County of Orange, and the State of Vermont, Lessor, and the Town of Bradford, a municipal corporation existing by and under the laws of the State of Vermont, referred to as Lessee.

Lessee desires to lease the following described property and to use this property for a public parking lot:

Being the existing parking lot in the Town of Bradford bounded on the North by Barton Street, on the East by the Bradford Golf Club, on the South by Lessor and on the East by the Merchants Bank. Reference is made to the Warranty Deed from the Merchants Bank to Copeland Properties, Inc., dated October 27, 1998 and recorded in Book 90 at Page 207 in the Bradford Land Records.

The Lessor and Lessee agree, that for and in consideration of the mutual performance of the conditions, as follows:

1. Lease of Property: The Lessor agrees to lease to Lessee the above described property.
2. Term of Lease: The term of this lease to Lessee shall be for five (5) years beginning June 21, 2007 and ending June 21, 2012.
3. Renewal Option: This lease shall automatically renew for one (1) additional five (5) year terms unless either party notifies the other in writing at least three (3) months prior to expiration of the lease term on June 21, 2012 of its intent to terminate. Thereafter the lease shall automatically renew for one (1) year terms unless either party notifies the other in writing at least three (3) months prior to expiration of the lease term.
4. Use of Property: The premises shall be used by Lessee for a parking lot for the general public for parking and events and for storage of equipment reasonably necessary for the repair and/or maintenance of said parking lot and Barton Street.
5. Improvements to Premises: Lessee shall reconstruct/repave the existing parking lot. Lessor agrees to contribute one half up of the actual cost to make said improvement up to the sum of ten thousand dollars (\$10,000.00), whichever is less. Following reconstruction, Lessee shall provide all snowplowing and routine maintenance at its sole expense. It is understood and agreed by the parties that all permanent improvements made to the premises by either party shall immediately become the property of the Lessor and shall remain the property of the Lessor upon expiration or termination of this agreement.

6. Litter: Lessee will, at its own expenses, keep and maintain the leased premises in a clean and orderly manner free from litter, trash and debris at all times.

7. Assignment or Sublet: Lessee shall not assign this lease or sublet any part of the premises without prior written consent of the Lessor.

8. Indemnification: Lessee agrees to pay, indemnify and save the Lessor harmless from any and all damages, loss or liability occurring by reason of any injury of any person or property occasioned by an act or omission, neglect, or wrongdoing of the Lessee or any of its officers, agents, representatives, guests, employees, invitees, or persons contracting with Lessee, and Lessee will, at its own cost and expense, defend and protect the Lessor against any and all such claims or demands which may be claimed to have arisen as a result of or in connection with the occupancy or use of the premises by the Lessee.

9. Termination for Cause: The Lessor may terminate this Agreement for any material breach in the performance of any of the terms, covenants or conditions of this agreement and the failure of the Lessee to remedy, or to undertake to remedy, the breach to the Lessor's satisfaction for a period of thirty days after receipt of notice from Lessor. This provision is cumulative with all other remedies available to the Lessor as provided by law.

10. Return of Premises on Expiration or Termination: At the end of the term, the Lessee shall quit and deliver the premises to the Lessor in as good condition as they are now, or are put in during the term of the Lease, ordinary wear, and damage by the elements excepted.

11. Compliance with Regulations: The Lessee will obtain, at its own expense, all required and necessary licenses and permits and comply with all laws and regulations of the United States of America, the State of Vermont, the Town of Bradford, as may pertain to its use of the leased premises.

12. Notice: All notices, requests, demands or other communications under this agreement shall be in writing, and shall be deemed to have been duly given if delivered in person, or within seven (7) days after deposit in the United States Mail, postage prepaid, certified with return receipt requested.

13. Agreement: This Agreement, including attachments, if any, constitutes the entire agreement between the Lessor and the Lessee and shall be governed by and interpreted in accordance with the laws of the State of Vermont. No change will be valid, unless made by supplemental written agreement, executed and approved by the principal parties.

14. Severability: Should any section or any part of any section of this agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such determination shall not render void, invalid or unenforceable any other section or any part of any section in the agreement.

15. Heading: The section headings are inserted in this agreement for convenience and reference only, and in no way define, limit or otherwise describe the scope or intent of any provisions of the agreement.

In witness, the parties have signed this agreement on the date first above written.

Dated at Bradford, Vermont this 21st day of June, 2007.

Copeland Properties, Inc., Lessor

[Signature]
Witness

BY: [Signature]
Duly Authorized

Dated at Bradford, Vermont this 25th day of June, 2007.

Town of Bradford, Lessee

[Signature]
Witness

BY: [Signature]
Duly Authorized

State of Vermont
Orange County SS

Subscribed and sworn to before me at Bradford, Vermont this
26th day of June, 2007.

Attest: [Signature]
Notary Public
My Commission Expires 2-10-11

BRADFORD, VERMONT TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
THIS 26 DAY OF June A.D. 2007
AT 1 O'CLOCK 00 MINUTES 0 M. AND
RECORDED IN BOOK 113 PAGE 865 -
OF BRADFORD LAND RECORDS
ATTEST [Signature]
TOWN CLERK

Tim Copeland

From: Unkles, Ted <Ted.Unkles@vermont.gov>
Sent: Thursday, March 5, 2020 2:15 PM
To: Tim Copeland
Subject: RE:

Thank you for the notice Tim. I will inform the rest of the Selectboard.

Ted Unkles
UST Program Coordinator
Vermont Department of Environmental Conservation
802-522-0488
ted.unkles@vermont.gov

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Thursday, March 5, 2020 2:14 PM
To: Unkles, Ted <Ted.Unkles@vermont.gov>
Subject:

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
Ted Unkles,

Copeland Properties and the Town of Bradford have a lease agreement for the parking lot behind the Community Bank. The lease expires this coming June 21st. This email is to provide written notice that we do not intend to automatically renew the lease upon the June 21st expiration.

Tim Copeland

Copeland Properties
802 222 9282 x105
207 841 5249 cell

www.copelandfurniture.com

The logo for Copeland Furniture features the word "copeland" in a lowercase, sans-serif font. Above the letter "d" is a stylized graphic of a leaf or feather. Below "copeland" is a horizontal line, and underneath that line, the word "FURNITURE" is written in all-caps, spaced-out, sans-serif font.

copeland
FURNITURE

Bradford Zoning

From: Bradford Zoning
Sent: Wednesday, March 4, 2020 5:32 PM
To: Tim Copeland
Subject: Fw: FW:
Attachments: Sharpm350@copeland.com_20200226_163051.pdf; Sharpm350@copeland.com_20200226_163330.pdf

FYI the email forwarding your request to the chair of the PC.

From: Bradford Zoning <zoning@bradford-vt.us>
Sent: Wednesday, March 4, 2020 5:30 PM
To:
Subject: Fw: FW:

Marcey: I am forwarding the attached to you for Planning Commission consideration. Please contact Mr. Copeland directly and keep me in the loop. In another email that I will send to you Mr. Copeland believes the submission is complete and ready for the PC's consideration. Paul

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Wednesday, March 4, 2020 3:38 PM
To: Bradford Zoning <zoning@bradford-vt.us>
Subject: FW:

Paul,

As per your request, I am resending the application. Are you able to forward this? I will put the check in the mail.

Tim

Paul,

Attached please find our application for change of use from retail to office for our building at 64 Main Street in Bradford. Also included is a map of the parcel as well as the parcel immediately to the north which we also own

The parking lot immediately to the north of the building has **41** spaces, with another **3** spaces immediately adjacent to the building. The parking area at the south entrance of the building has **9** spaces for a total of **53** spaces. Additionally, by informal, reciprocal agreement with the owner of the building which The Little Grille occupies, another **7** spaces are available to the tenants of our building during daytime business hours.

Our tenant, Orange East Supervisory Union, needs **26** spaces for people who work in the office and as many as **10** spaces for visitors. Community Bank uses **6** spaces Central Vermont Adult Basic Education uses **3**.

Tim Copeland
802 222 9282 x105
207 841 5249 cell

www.copelandfurniture.com



Bradford Zoning

To: Unkles, Ted; Marcey Carver
Subject: FW: Site plan approval for Copeland's to OESU
Attachments: Copeland's to OESU.pdf; Zoning permit with HPB.docx

Ted/Marcey: FYI. Paul

From: Bradford Zoning
Sent: Wednesday, February 5, 2020 3:15 PM
To: Tim Copeland <tim@copelandfurniture.com>
Subject: Site plan approval for Copeland's to OESU

Mr. Copeland:

1. Per our phone conversation I am going to hold off for one week about the sign on the property in the Industrial Park.
2. Here is how I arrived at your needing Site Plan Approval for the change to OESU:
 - a. The present use is Retail/Principal Retail.
 - b. OESU's use will be Office/Professional Office and/or Public or Quasi-Public Building or Use.
 - c. As set out in Table 7.2 the change of use from Retail/Principal Retail to Office/Professional Office and/or Public or Quasi-Public Building or Use in the Central Business District requires site plan review.
3. Attached is the permit application. The fee is \$135; \$30 – non-construction; \$75 – site plan review; and \$30 – recording fee.
4. Among other items, attached is the Site Plan Approval section of the zoning bylaws. To receive site plan approval you must be ready to address by way of drawings/plats/plans, in writing and narratively during the hearing items including but not limited to those items in bylaw 4.1 site plan approval. I will forward the application to the Planning Commission once I have received from you a completed application as set out in the proceeding sentence.
5. Contact me if I can help in moving along the process.

Paul

Bradford Zoning

To: Tim Copeland
Subject: Site plan approval for Copeland's to OESU
Attachments: Copeland's to OESU.pdf; Zoning permit with HPB.docx

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5. Contact me if I can help in moving along the process.

Paul

RESOURCE-BASED USE: A use predominantly processing wood, stone, gravel, or agricultural products.

RESTAURANT: An establishment whose principal use is the preparation, serving and consumption of food and drink, primarily within the principal building.

RESTAURANT, NON-FORMULA: An establishment whose principal use is the preparation, serving and consumption of food and drink, primarily within the principal building and whose building, signage or design is not formulaic based upon franchise rules or standards.

RETAIL, PRINCIPAL: Includes a shop or store open to the public at least 20 hours per week principally for the sale of retail goods, such as a grocery store, department store, pharmacy or other business where the products are to be used off site, regardless of whether the use is located in a building with other uses.

RETAIL, SECONDARY: The sale of merchandise associated with a primary use other than retail. Examples include manufacturing showrooms in a factory, wholesale warehouse, lumber mills, parts or products in a service business, auctions, and permitted sales in home businesses and home occupations.

RIPARIAN BUFFER: Riparian buffers are strips of trees, shrubs, or vegetative grasses along banks of streams and rivers. They represent a transition area between water and land uses. They provide areas for wildlife habitat, filter polluted run-off, and improve water quality. It is the intent of this provision to limit development along shorelines and the removal or disruption of vegetation within these areas.

see 5.11
RURAL ENTRPRISE: An owner-run commercial use, other than principal retail, on a lot no less than one (1) acre that has no more than seven (7) employees besides the owner.

SETBACK, FRONT: The distance from the centerline of the travelled portion of a road to the nearest part of any building or structure.

SETBACK, REAR: The distance from the rear lot line to the nearest part of any building or structure.

SETBACK, SIDE: The distance from the side lot line to the nearest part of any building or structure.

see 5.10
SHORT-TERM RENTALS: Rental of residential properties for periods of less than 30 days outside of permitted lodging establishments such as hotels, inns, and boarding houses.

STRUCTURE: An assembly of materials with fixed location on or below the ground, or attached to an object having an affixed location on the ground, excluding mailboxes, roads or driveways, underground utilities, stone walls and fences.

NONCONFORMING USE: Use of land that does not conform to the present bylaw but did conform to all applicable laws, ordinances, and regulations prior to the enactment of the present bylaw, including a use improperly authorized as a result of error by the Administrative Officer. (24 V.S.A. § 4303(15))

OUTDOOR RECREATION: Land with outdoor facilities which typically involve provision of a service, including swimming pools, sports clubs, cross-country ski trails and facilities, golf courses, tennis courts, playing fields, trap, skeet, archery ranges, skating rinks, hiking trails, licensed seasonal camps and similar places of private outdoor recreation.

PARKING SPACE: A defined space outside of the right-of-way used for the parking of one motor vehicle which affords practical access to the road or right-of-way and is graveled or paved sufficiently to permit year-round use. Spaces shall be able contain a rectangle of no less than 18 feet long and 9 feet wide, unless for parallel parking, in which case they shall be a minimum of 22 feet long and 8 feet wide. Spaces shall be reasonably level. ADA compliant parking spaces shall be of dimensions/grades as are required by the most recent ADA guidelines.

PRINCIPAL STRUCTURE: The dominant structure in terms of use of a property, and not a structure that is typically an accessory structure. For example, a house is a principal structure and garage is an accessory structure to it. Under PUDs and other types of development, there may be more than one principal structure if these structures would typically be principle structures on a lot.

PRIVATE ROAD: A travelled way, not maintained by the town, accessing six or more lots or principal structures.

PROFESSIONAL OFFICE: Place where the principal use is the financial, administrative or management functions of a commercial, industrial, service, or professional individual or organization are transacted. Includes structures and uses normally associated with "office operations" as understood and applied in current popular usage.

PUBLIC OR QUASI-PUBLIC BUILDING OR USE: A building or use of land that is occupied by a municipality, county, state, or federal government for governmental purposes, or a quasi-public building or use of land that is occupied by an organization such as a church, private school, medical clinic, hospital, library, museum, or similar organization.

REPAIR OR SERVICE FACILITY: A business where the principal use is the repair or servicing of goods, including tailor, cobbler, etc. as well as the provision of a service such as hairdressing, health care, veterinary services, plumbing, electrical or rental of items. Not included in this definition are vehicle or large equipment repairs or gas stations.

Table 7.2

Uses	Central Business	Lower Plain	Residential Service	Village Residential	Residential	Low Density Residential	Industrial Park	Industrial Mixed
Res Accessory Structure	AO	AO	AO	AO	AO	AO		
1- and 2-unit dwellings	-	AO	AO	AO	AO	AO		
Accessory Dwelling	AO	AO	AO	AO	AO	AO		
Home Occupation	AO	AO	AO	AO	AO	AO		AO
Non-Formula								
Restaurant	S	S						S/C
Principal Retail	S	S/C	S/C					
Home Business	S	S	S/C	S/C	S/C			S/C
Lodging	S	S						
Office	S	S	S/C					S/C
Large Group Home	-	S/C	S/C		S/C			
Bank	S							
Public/Quasi Public	S	S/C	S/C	S/C				S/C
								S/C
Multi-Unit Dwelling 3-4	S	S	S	S	S/C			
Multi-Unit 5+	S	S	S	S				
Industrial	-	-	-	-	-	-	S/C	S/C
Inn/Short-term Rental	S	S	S	S	S/C			
Outdoor Recreation	-	S/C	-	-	S/C	S/C		
Indoor Recreation	-	S/C	-	-				S/C
Light Manufacturing	-	-	-	-	-	-	S/C	S/C
Gas Station	-	S/C	-	-	-	-		
Repair/Service Facility	S/C	S/C	S/C	-	-	-		S/C
Vehicular Service	-	S	-	-	-	-		
Resource-Based	-	-	-	-	S/C	S/C		
Rural Enterprise	-	-	S/C	-	S/C	-		S/C

AO= Applicant can receive a Permit directly from the Administrative Officer without additional board review, provided that their application meets the requirement of these bylaws.

S = Site Plan review is required as part of the permitting process.

C = Conditional use review is required as part of the permitting process.

Other similar uses not listed above may be allowed as conditional uses upon a written determination by the Board of Adjustment that such use is of the same general character as those permitted and the use is not detrimental to other uses in the District as well as adjoining uses.

Applicants should be aware that for all uses within the Historic Village Overlay, additional review is required as part of your application. Additionally, other permits/approvals outside of this Bylaw from the Town, State, or Federal entities may be required in all districts.

4.0 QUASI-JUDICIAL HEARINGS

4.1 Site Plan Approval

- A. No Zoning Permit shall be issued by the Administrative Officer for any commercial, industrial, public and quasi-public use, or multi-family dwelling (three (3) units or more) until the Planning Commission (or DRB if established) grants site plan approval. In considering its action, the AMP shall review the application information and any testimony at hearings, and shall impose sufficient safeguards and conditions, to find that:
- 1) The safety and function of vehicular, bicycle and pedestrian circulation between the site and street network and adjacent traffic generators are maintained, impacts to current and future mobility are minimized, and that internal traffic circulation in all modes and parking and loading facilities are safe and adequate. Mobility is best maintained through limiting of access points on main roads, and accordingly the AMP may require shared vehicular/pedestrian access with adjoining properties, access to the site be from a side street or secondary highway, access points be separated by sufficient distance, a reduction or alteration of existing accesses, and, where access is required to only a portion of the parcel under consideration by the AMP, it may require sharing that access with future uses of the remainder of the parcel. Access to parcels located on Routes 5 or 25 may be limited to frontage roads, required to install frontage or service roads, or permitted to have temporary access with provisions to build such roads pending additional development. For proposed uses that are determined to be likely to cause or contribute to traffic congestion, unsafe conditions, or otherwise materially jeopardize or interfere with the function and efficiency of transportation in all modes, the AMP may require new, or modifications to existing, signage, circulation, and parking within and adjacent to the site as needed in order to minimize such impacts, including, but not limited to: reduction in curb cuts; change in location or number of access points; the construction of, or set aside of lands for, turning lanes, sidewalks, transit stops, bike lanes and racks, pedestrian paths; new signage or striping; and provision for emergency vehicles.
 - 2) Adequate landscaping, screening, and setbacks are in place to achieve compatibility between uses and protection of adjacent properties and the public from unsightly views. Existing vegetation, especially large trees, and notable features of the site such as stone walls, shall be reasonably preserved. Landscaping shall take the form of shade trees, deciduous shrubs, evergreens, grassed areas, and ground cover. Landscaping may be required to be installed and maintained in front and side yards or adjacent to public roads. Where reasonable in terms of site size and layout, large parking lots serving commercial buildings or uses may be required to be located to the sides or in the rear of a lot or be screened to reduce their visual impact.
 - 3) Unnecessary glare is avoided. Lighting fixtures, levels and distribution are appropriate for the use of the site, compatible with the character of the neighborhood and district, designed to minimize glare and not directly light beyond the boundaries of the area to be illuminated or onto adjacent properties or

result in excessive lighting levels, and are shielded to direct light downward and only onto the site, and not into the night sky and to reduce traffic hazards. Screening may be required to reduce glare and to achieve compatibility with adjacent properties.

- 4) Any substantial change (to be determined by the Administrative Officer) in exterior lighting for existing commercial or industrial uses shall require Site Plan Approval by the AMP.
 - 5) Surface drainage facilities are adequate. All sites with 0.5 acres of impervious surface (including buildings) shall have an on-site stormwater system compliant with state standards.
 - 6) The utilization of renewable resources is protected through the continued provision of solar access to the site and adjacent sites.
 - 7) That municipal services are adequate for the development and will not be adversely impacted.
- D. If a project would require both Conditional Use Approval and Site Plan Approval, the two processes may be combined into a single hearing by both the Board of Adjustment and Planning Commission (or for both DRB if established).
- E. For existing projects with Site Plan and/or Conditional Use Approval, a Zoning Permit, and outside the Historic District Overlay, minor changes to exterior features may be permitted instead by the Administrative Officer, provided that notice of the permit and appeal rights is provided to all abutters. Such changes shall not reduce the effect of any requirements permitted under 4.1 or 4.2 but may allow minor changes in location/size/materials/dimensions.

4.2 Zoning Board of Adjustment - Conditional Uses

- A. No Zoning Permit shall be authorized or issued by the Administrative Officer for any use listed as requiring Conditional Use Approval within the various zoning districts, unless the Zoning Board of Adjustment has granted such approval. The Zoning Board of Adjustment, upon receipt of a complete application, shall conduct a legally noticed public hearing, shall follow the procedures of 24 V.S.A. §4461-4, and shall render a written decision approving, approving with conditions or denying the request. In granting approval, the ZBA shall find that the proposed use, with any conditions it set forth in its decision, meets with the general and specific standards prescribed for such uses in these bylaws. In its approval, the ZBA shall find that the use will not result in an undue adverse effect on:
- 1) The capacity of existing or planned community facilities;
 - 2) The character of the area affected, as defined by the purpose(s) of the district within which the project is located, and by the specific policies and standards in the Town Plan;
 - 3) Traffic on roads and highways in the vicinity;
 - 4) The provisions of these Zoning Bylaws and other town bylaws and ordinances in effect; and
 - 5) Utilization of renewable energy resources.

Bradford Zoning

From: Monique E. Priestley <mepriestley@gmail.com>
Sent: Friday, March 6, 2020 11:29 PM
To: mgc0526@gmail.com
Cc: Bradford Zoning; Ron Huntington; Sarah Pushee; Unkles, Ted
Subject: Re: follow up on hearing for copeland change of use--site plan review

Thanks!

On Fri, Mar 6, 2020 at 7:22 PM Marcey Carver <mgc0526@gmail.com> wrote:
tim copeland is out of town for the april meeting.

everyone but monique is available on the 31st....so I have gone with that date. sorry monique.

marcey

--

Monique E. Priestley (she/her)
www.mepriestley.com | mepriestley@gmail.com
mobile 802.222.1909 | online @mepriestley

Bradford Zoning

From: Marcey Carver <mgc0526@gmail.com>
Sent: Tuesday, March 10, 2020 10:38 AM
To: Tim Copeland
Cc: Bradford Zoning
Subject: hearing on change of use at 64 main street
Attachments: Hearing for Site Plan Review on Conditional Use of Copeland Properties.docx; Hearing Notice Cover Letter for Copeland Properties Site Plan Review 030920 with request for additional material to Copeland.docx; Hearing Notice Cover Letter for Copeland Properties Site Plan Review 030920.docx

notice has been mailed to you along with abutters.

also a request that you provide as soon as possible a copy of your lease agreement with the town for the parking area as well as any other written agreements you have concerning that parking area and parking in the vicinity of the building at 64 main street.

please send these agreements to the attention of the bradford planning commission at PO Box 339, Bradford, Vt.

the notice has been posted in three places and is scheduled to be printed in the JO edition tomorrow, March 11th.

I have attached the documents that were mailed to you yesterday.

Marcey Carver
Bradford Planning Commission

Bradford Planning Commission
PO Box 339
Bradford, Vermont 05033

Dear Mr. Copeland,

As part of a complete application for the Change of Use of your building at 64 Main Street in Bradford, please provide to the above address as soon as possible, a copy of the current agreement you have with the town and any other agreements you may have related to the parking areas either owned by you or in the vicinity thereof.

Sincerely,

Marcey Carver, Chair
Bradford Planning Commission

Bradford Planning Commission
PO Box 339
Bradford, Vermont 05033

Dear Applicant and Abutters:

In response to an application from Copeland Properties for Change of Use at their property at 64 Main Street, a public hearing for Site Plan Review has been scheduled by the Town of Bradford Planning Commission for March 31, 2020 at 7pm at the Bradford Academy. A site visit will precede this hearing at 6:30pm at 64 Main Street.

Enclosed please find a copy of the hearing notice.

Your participation in this proceeding is a prerequisite to the right to make any subsequent appeal.

Sincerely,

Marcey Carver, Chair
Bradford Planning Commission

Bradford
Planning Commission
Bradford, Vermont 05033
NOTICE OF HEARING

There will be a site visit at 64 Main Street at 6:30pm on Tuesday, March 31, 2020 followed by a public hearing for Site Plan Review before the Bradford Planning Commission in Conference Room 10A of the Bradford Academy Building at 7:00 pm on Tuesday, March 31, 2020 to consider the following:

1. Warned Hearing on Application 2020-TBD for Site Plan Review by Copeland Properties (Landowners and Applicants) on the following property:
Location: 64 Main Street, Bradford, VT
Parcel Number: 23-85-0024 and 23-97-0026
Zone: Central Business District
Proposal: Change of Use from Retail to Office with expected need for 26 parking spaces for staff plus additional 10 spaces for visitors. No changes to site or exterior of building proposed.

Materials related to the upcoming matters may be reviewed in the Town Clerk's office during regular business hours or by appointment.

Pursuant to 24 VSA sections 4464(a)(1)(c) and 4471 (a) participation in this local proceeding is a prerequisite to the right to make any subsequent appeal.

Marcey Carver
Planning Commission
Date: March 3, 2020

23-97-0026
23-97-0030
23-85-0024
23-97-0052



Property Card: 64 MAIN ST
Bradford, VT

Parcel ID: 23-97-0026	
Owner: COPELAND PROPERTIES INC.	
Co-Owner:	
Mailing Address: C/O TIM COPELAND 156 INDUSTRIAL DR BRADFORD, VT 05033	

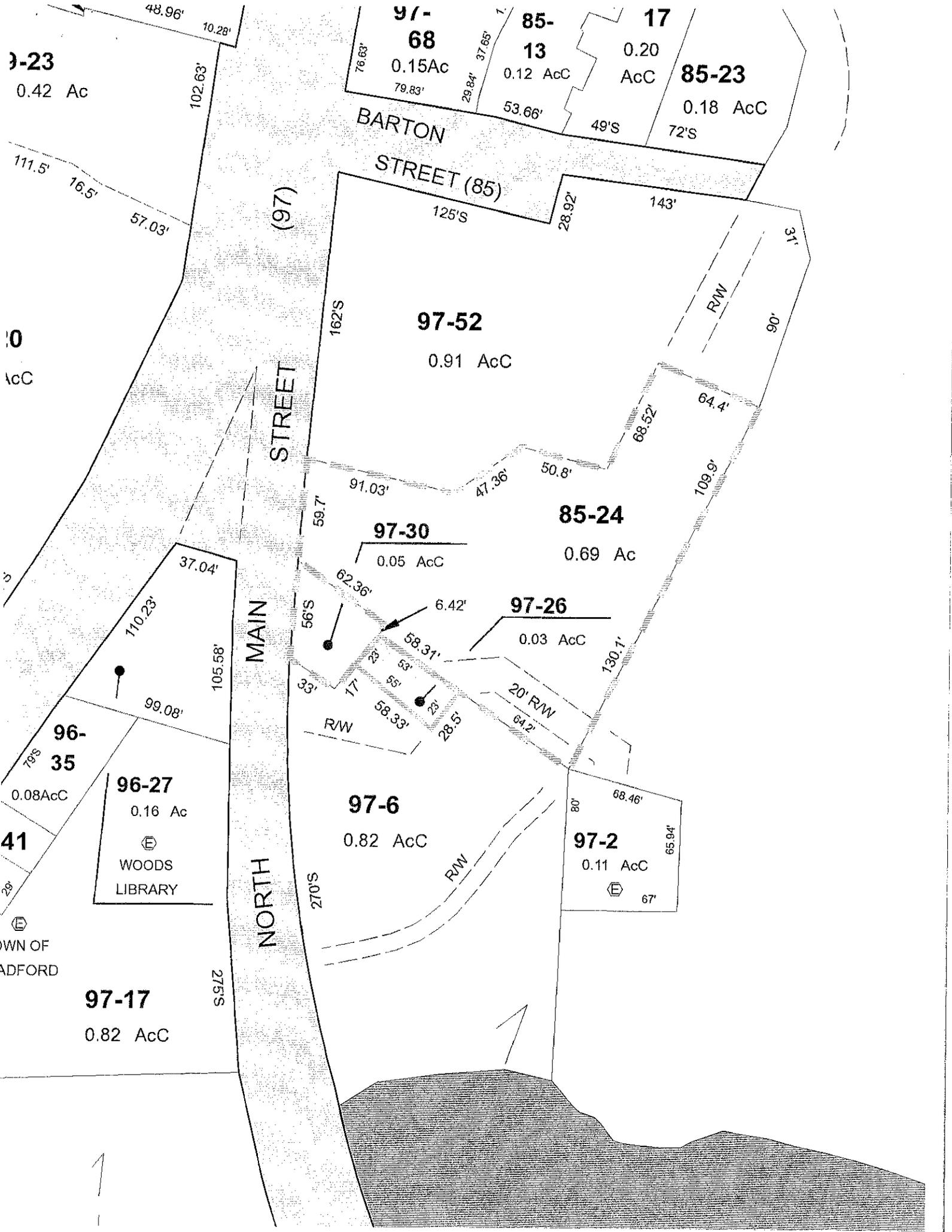
Property Description: BUILDING & LAND W/ 23-97-26 & 30
SPAN: 072-022-10256
Acres: 0.77

Values

Total Assessed Value: \$377100.00
Total Building Value: \$316700.00
Total Land Value: \$60400.00



Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.



97-23
0.42 Ac

97-68
0.15Ac
76.63'
79.83'

85-13
0.12 AcC
29.84'
37.65'
53.66'

85-17
0.20
AcC
49'S
72'S

85-23
0.18 AcC

111.5'
16.5'
57.03'

102.63'

10.28'

48.96'

BARTON
STREET (85)

125'S
143'
28.92'

97-52
0.91 AcC

162'S
31'

90'

R/W

68.52'

64.4'

91.03'
47.36'
50.8'

85-24
0.69 Ac

59.7'

97-30
0.05 AcC

109.9'

37.04'
110.23'

105.58'

99.08'

56'S

62.36'

6.42'

97-26
0.03 AcC

58.31'

53'

55'

23'

58.33'

28.5'

20' R/W

64.2'

130.7'

96-35
0.08AcC

96-27
0.16 Ac

WOODS
LIBRARY

33'

17'

270'S

97-6
0.82 AcC

R/W

80'

68.46'

97-2
0.11 AcC

65.94'

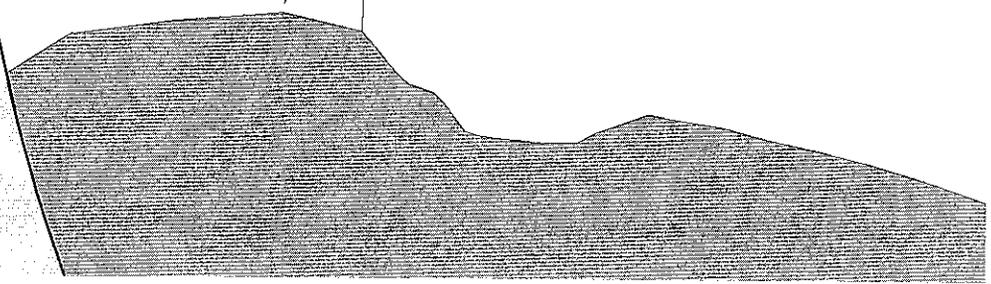
67'

41

TOWN OF
ADFORD

97-17
0.82 AcC

275'S





Town of Bradford
 172 North Main Street, PO Box 339, Bradford, VT 05033
 Phone: (802) 222-4727/ Fax: (802) 222-3520/ E-mail: Zoning@bradford-vt.us
 Website: www.bradford-vt.us

Received via email 3/7/2020
 Flood copy 3/11/2020
 PERMIT # 2020-004

ZONING/BUILDING APPLICATION

Name of Landowner: Copeland Properties

Mailing Address: 156 Industrial Drive

City/Town: Bradford State: Vt. Zip code: 05033

Phone: 802 222 9282 Property Location/ 911 #: 64 Main St. Bradford, Vermont

Parcel ID #: 23-85-0024, 23-97-0026 Deed Reference: Book: 97 Page (s) 26,30

APPLICANT/CONTACT INFORMATION (Relationship to Landowner)

Owner (If so, skip to site information) Lessee Contractor Under purchase contract

Name of Applicant: _____ Mailing Address: _____

City/Town: _____ State: _____ Zip Code _____

Company (if any): _____ Phone (Day): _____

SITE INFORMATION

Nature of Project: Change of Use - Retail to Office Zone: CBD Lot Size: .77

Building Length: 85 Width: 42 # of Stories: 3 Height: _____

Number of Bed Rooms: _____ # of Full Bath _____ 1/2 Baths: _____ Total # of All Rooms: _____

Setbacks: Road Right of Way: _____ Rear: _____ Side: _____ Side: _____

Stream/Pond: _____ Road Frontage: _____ Amount of off Street parking: _____

Type of Water System: Public Drilled Well Shallow Well

Type of Septic System: Public Single Septic Multiple Septic

Septic Design on File: Yes No State Wastewater Permit #: _____

New Curb Cut: Yes No New Driveway Yes No Access Permit# _____

 Town of Bradford Access Permits require a separate application form. State Permits may also be required for your project. Please contact a state permit specialist at 802-476-0195 to determine whether you need any state permits.

I, the undersigned, request a zoning/building permit for the use and/or construction stated, to be issued on the basis of the representation contained in this application and any required submission materials. I fully understand that any incorrect or misleading representations may result in the permit becoming void and that legal action may be initiated by the Town of Bradford. I further understand that the permit may contain conditions with which I will be required to comply.

I agree to allow Town of Bradford personnel access to the property to review all aspects of this application. The below signed hereby agrees that the proposed work shall be done accordance with the application, plan, specifications and associated documentation and that the work shall conform to all applicable Town ordinances and regulations.

NOTICE: ALL PROJECTS SHALL COMPLY WITH VERMONT ENERGY CODE PRIOR TO THE ISSUANCE OF A REQUIRED CERTIFICATE OF COMPLIANCE

Applicant Signature: [Signature] Landowner Signature: [Signature] Date: 2/26/20
 Please attach a sketch of the property drawn to approximate to scale on a separate sheet showing the dimension of the

lots, any existing and proposed structures, septic systems, water supply, driveways, right-of-way and utilities.

Page 1 of 2

NOTE: The Zoning/Building Permit & Recording Fees are REQUIRED with each Application in addition to any other applicable fees listed below.

Non- <input type="checkbox"/> construction	\$30.00
Construction <input type="checkbox"/> <600 Sq. Ft.	\$30.00
Construction <input type="checkbox"/> >600 Sq. Ft.	\$50.00
Extraction <input type="checkbox"/>	\$300.00
Site <input type="checkbox"/> Plan Review	\$75.00
Conditional Use <input type="checkbox"/>	\$75.00
Combined Review <input type="checkbox"/>	\$125.00 if both Planning & ZBA review project
Appl <input type="checkbox"/> s	\$75.00
Variance <input type="checkbox"/>	\$75.00

Historic District review \$75.00

RECORDING FEE \$30.00 (REQUIRED WITH EACH APPLICATION)

TOTAL FEES: _____

PAYABLE TO: TOWN OF BRADFORD

FOR OFFICE USE ONLY:

PERMIT NUMBER: _____ DATE RECEIVED: _____ AMOUNT RECEIVED:\$ _____

Zoning Administrator's Decision

Approved _____ Denied _____ Reason for Denial: _____

REFERRED to the PLANNING COMMISSION for REVIEW on: _____

REFERRED to the ZONING BOARD OF ADJUSTMENT for REVIEW on: _____

Planning Commission or Zoning Board of Adjustment Decision

ZONING BOARD OF ADJUSTMENT HEARING on _____ Decision Date _____

PLANNING COMMISSION HEARING on _____ Decision Date _____

REQUIREMENT OR COMMENTS: _____

Signatures: _____
Selectboard Zoning Administrator Date
H. Paul Berlejung

APPEAL RIGHTS: An interested person may appeal any decision by the Zoning Administrator to the Zoning Board of Adjustment in accordance with 24 VSA, Chapter 117, §4465, in writing, within 15 days of the date of such decision. The fee is \$75.00. An interested person who has participated in the municipal regulatory proceeding may appeal the decision rendered in that proceeding by the appropriate municipal panel (Planning Commission or Zoning Board of Adjustment) to the Environmental Court in accordance with 24 VSA, Chapter 117, §4471, in writing within 30 days of the date of such decision. If you fail to appeal a decision, your right to challenge the decision at some future time may be lost because you waited too long. You will be bound by the decision, pursuant to 24 VSA §447(d)

___ Applicant ___ Listers ___ Post ___ 911 Coordinator ___ ZA Copy



Natural Resources Atlas
Vermont Agency of Natural Resources

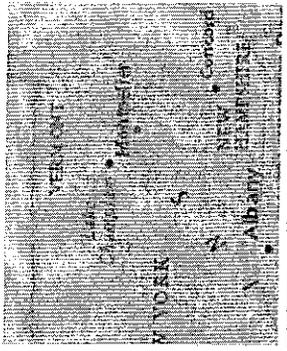
vermont.gov



1: 1,217
February 26, 2020

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

62.0 Meters 0 31.00 62.0 Meters
1" = 101' 1" = 12 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION
WGS 1984 Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources



LEGEND

- Parcels (standardized)
- Parcels (non-standardized)
- Buildings (E911)
- Act250 Permits **INCOMPLETE
- Roads
 - Interstate
 - Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector
 - Local
 - Not part of function Classification S
- Waterbody
- Stream/River
- Town Boundary

NOTES
Map created using ANR's Natural Resources Atlas

2650

COPELAND PROPERTIES INC.

156 INDUSTRIAL DRIVE
BRADFORD, VT 05033

REG. U.S. PAT. & TM. OFF. © 2004

54-198/117

Date 2/26/20

Pay to the order of Town of Bradford

\$ 135⁰⁰/₁₀₀

One Hundred Thirty Five and 00/100

Dollars

LEDYARD NATIONAL BANK

(888) 746-4562
WWW.LEDYARDBANK.COM

Jerry Copeland

For _____

⑈002650⑈ ⑆011701987⑆

40934⑈

Bradford Zoning

From: Bradford Zoning
Sent: Wednesday, March 4, 2020 3:11 PM
To: Tim Copeland
Subject: Re: FW:

1. Please resend the application and other documents as I don't have all the functions here at home as I do at work. I will then forward it to Marcey Carver chair of the Planning Commission. 2. The fee is \$135; \$30 non-construction; \$75 site plan review; and \$30 recording fee. 3. I am not sure when they will schedule the hearing as it has to be advertised in the Journal - Opinion, etc.

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Wednesday, March 4, 2020 1:08 PM
To: Bradford Zoning <zoning@bradford-vt.us>
Subject: RE: FW:

Paul,

Thanks for sending this. In response to your question, I would like you to pass the application along with the email that addresses the parking issue to the planning commission.

When might they take it up?

Thank you,

Tim Copeland
802 222 9282 x105
207 841 5249 cell
www.copelandfurniture.com



From: Bradford Zoning [mailto:zoning@bradford-vt.us]
Sent: Wednesday, March 4, 2020 12:31 PM
To: Tim Copeland <tim@copelandfurniture.com>
Subject: Re: FW:

1. Below is what is in the document. 2. I am sure Ted is right as he is on the PC but I never, ever know what they are looking for. 3. After looking over this tell me how you want me to proceed.

4.1 Site Plan Approval

A. No Zoning Permit shall be issued by the Administrative Officer for any commercial, industrial, public and quasi-public use, or multi-family dwelling (three (3) units or more) until the Planning Commission (or DRB if established) grants site plan approval. In considering its action, the AMP shall review the application information and any testimony at hearings, and shall impose sufficient safeguards and conditions, to find that:

1) The safety and function of vehicular, bicycle and pedestrian circulation between the site and street network and adjacent traffic generators are maintained, impacts to current and future mobility are minimized, and that internal traffic circulation in all modes and parking and loading facilities are safe and adequate. Mobility is best maintained through limiting of access points on main roads, and accordingly the AMP may require shared vehicular/pedestrian access with adjoining properties, access to the site be from a side street or secondary highway, access points be separated by sufficient distance, a reduction or alteration of existing accesses, and, where access is required to only a portion of the parcel under consideration by the AMP, it may require sharing that access with future uses of the remainder of the parcel. Access to parcels located on Routes 5 or 25 may be limited to frontage roads, required to install frontage or service roads, or permitted to have temporary access with provisions to build such roads pending additional development. For proposed uses that are determined to be likely to cause or contribute to traffic congestion, unsafe conditions, or otherwise materially jeopardize or interfere with the function and efficiency of transportation in all modes, the AMP may require new, or modifications to existing, signage, circulation, and parking within and adjacent to the site as needed in order to minimize such impacts, including, but not limited to: reduction in curb cuts; change in location or number of access points; the construction of, or set aside of lands for, turning lanes, sidewalks, transit stops, bike lanes and racks, pedestrian paths; new signage or striping; and provision for emergency vehicles.

2) Adequate landscaping, screening, and setbacks are in place to achieve compatibility between uses and protection of adjacent properties and the public from unsightly views. Existing vegetation, especially large trees, and notable features of the site such as stone walls, shall be reasonably preserved. Landscaping shall take the form of shade trees, deciduous shrubs, evergreens, grassed areas, and ground cover. Landscaping may be required to be installed and maintained in front and side yards or adjacent to public roads. Where reasonable in terms of site size and layout, large parking lots serving commercial buildings or uses may be required to be located to the sides or in the rear of a lot or be screened to reduce their visual impact.

3) Unnecessary glare is avoided. Lighting fixtures, levels and distribution are appropriate for the use of the site, compatible with the character of the neighborhood and district, designed to minimize glare and not directly light beyond the boundaries of the area to be illuminated or onto adjacent properties or

29

result in excessive lighting levels, and are shielded to direct light downward and only onto the site, and not into the night sky and to reduce traffic hazards. Screening may be required to reduce glare and to achieve compatibility with adjacent properties.

4) Any substantial change (to be determined by the Administrative Officer) in exterior lighting for existing commercial or industrial uses shall require Site Plan Approval by the AMP.

5) Surface drainage facilities are adequate. All sites with 0.5 acres of impervious surface (including buildings) shall have an on-site stormwater system compliant with state standards.

6) The utilization of renewable resources is protected through the continued provision of solar access to the site and adjacent sites.

7) That municipal services are adequate for the development and will not be adversely impacted.

D. If a project would require both Conditional Use Approval and Site Plan Approval, the two processes may be combined into a single hearing by both the Board of Adjustment and Planning Commission (or for both DRB if established).

E. For existing projects with Site Plan and/or Conditional Use Approval, a Zoning Permit, and outside the Historic District Overlay, minor changes to exterior features may be permitted instead by the Administrative Officer, provided that notice of the permit and appeal rights is provided to all abutters. Such changes shall not

reduce the effect of any requirements permitted under 4.1 or 4.2 but may allow minor changes in location/size/materials/dimensions.

3.13 Historic District Overlay

Within the historic district overlay district, historic design review is required for all forms of development (see section C below). Every community has a unique character, found in buildings, streetscape and landscape. Character is what gives a community its identity. Bradford is a community that has been treasured and admired for its unique character, portions of which have been included as a National Historic Register District. Change is and should be a part of the community. Sympathetic new design can be a positive contribution to the character of the District. Historical, architectural, and visual integrity can be maintained while present and future needs are met. To acknowledge both growth and character, existing buildings and structures should be recognized as products of their own time.

A. Purpose: to protect and promote the historic, cultural and architectural character and integrity of buildings or sites that are located within the overlay area.

B. Historic District Plan Approval: Except as hereinafter provided, no person shall do or cause to be done any of the following acts to any structure located within the Historic Design District without first obtaining Historic District Plan Approval from the Planning Commission (or DRB if established):

- 1) Construction of a building or structure regulated under these bylaws;
 - 2) Relocation of a building or structure regulated under these bylaws;
 - 3) Demolition of a building or structure regulated under these bylaws;
 - 4) Addition to or alteration of the exterior of a building which increases or decreases the square footage of the building, whether enclosed or not;
 - 5) Alteration of the exterior wall of a building by tearing down or removing any portion thereof, or, by filling in, sealing, boarding up, closing or enclosing any portion of an existing window, door space, porch, or breezeway thereon;
 - 6) Alteration of the roofline of buildings, excluding chimneys;
 - 7) Addition or removal of materials to or from the exterior of a building or structure where materials so added or exposed are of a kind or type different from those existing; and
 - 8) Addition or alteration of exterior structures such as permanent awnings and canopies.
- 27

C.. Exemptions: The following actions are exempt from this Section and thus shall not require Historic District Approval:

- 1) A change of use or type of occupancy which does not cause any of the acts identified in Section 3.12(C) above; and
- 2) Routine or emergency maintenance or repairs which replace materials in kind and do not alter the exterior of the structure or building.

D.. See Section 4.0 Quasi-Judicial Hearings for information on Historic District Review Process.

2.6 Off-Street Parking

For every building hereafter erected, extended or substantially changed in use, there shall be provided, at a minimum, off-street parking provided below, except in the Central Business District, where no provision for

parking is required. In the Village Historic Design Overlay reasonable steps shall be taken to locate parking to the side or rear of structures.

A. Residential Uses: One parking space for every new dwelling unit, or an accessory dwelling unit.

B. Restaurant/lodging: One parking space is required for every three seats/unit, plus one additional space for every employee vehicle. Where no seats are provided for patrons, one space for every 300 square feet of floor area is required.

C. Industrial Uses: One parking space for every business and employee vehicle, plus sufficient area to safely accommodate off-street loading by delivery vehicles.

D. Other commercial uses: One parking space for every business and employee vehicle, plus one space for every 300 square feet of floor area.

During permit review and approval, the AMP may alter the requirements above as needed to provide safe, but not excessive, parking, including allowing parking spaces to be located on lands not part of the site or lot on which the principal building is situated, shared between uses so long as they find that an equivalent amount of parking will be provided that would otherwise be required, or increasing or lessening 18

parking requirements as they find are needed due to the particular circumstances of the project or when the applicant has demonstrated that the parking requirements are not applicable to the project. Such alterations and the reasons supporting them shall be written as findings of fact and contained in any approval decision. See also Section 4.1.B.

From: Tim Copeland <tim@copelandfurniture.com>

Sent: Wednesday, March 4, 2020 11:28 AM

To: Bradford Zoning <zoning@bradford-vt.us>

Subject: RE: FW:

Paul,

I think it addresses the salient issues. In conversation with Ted Unkles, he offered that the only issue in question would be parking. The body of the email and the attached parcel map addresses the issue of parking.

In this morning's email, you included a .wsp attachment relating to site plan review, historic district review and off street parking. Might you be able to send that in a different format? None of my devices recognize .wsp and won't open the attachment.

Thanks,

Tim Copeland
802 222 9282 x105
207 841 5249 cell
www.copelandfurniture.com



From: Bradford Zoning [<mailto:zoning@bradford-vt.us>]

Sent: Wednesday, March 4, 2020 11:21 AM

To: Tim Copeland <tim@copelandfurniture.com>

Subject: Re: FW:

1. I received it and was ready to respond to that email when you sent me the latest one that I responded to.
2. If you believe the application you submitted fits into what I sent awhile ago I will forward it to the Planning Commission.
3. If not I will wait until you tell me to forward it.

From: Tim Copeland <tim@copelandfurniture.com>
Sent: Wednesday, March 4, 2020 11:02 AM
To: Bradford Zoning <zoning@bradford-vt.us>
Cc: ted.unkles@vermont.gov <ted.unkles@vermont.gov>
Subject: FW:

Hi Paul,

I had sent this last Wednesday. I gather from your email this morning that you may not have received it?

The building was constructed as office space and we are making no changes to the exterior of the building or access to the lot. Body of the email below addresses the issue of parking and should be included with the application

Tim Copeland
802 222 9282 x105
207 841 5249 cell
www.copelandfurniture.com



Paul,

Attached please find our application for change of use from retail to office for our building at 64 Main Street in Bradford. Also included is a map of the parcel as well as the parcel immediately to the north, which we also own.

The parking lot immediately to the north of the building has **41** spaces, with another **3** spaces immediately adjacent to the building. The parking area at the south entrance of the building has **9** spaces for a total of **53** spaces. Additionally, by informal, reciprocal agreement with the owner of the building which The Little Grille occupies, another **7** spaces are available to the tenants of our building during daytime business hours.

Our tenant, Orange East Supervisory Union, needs **26** spaces for people who work in the office and as many as **10** spaces for visitors. Community Bank uses **6** spaces Central Vermont Adult Basic Education uses **3**.

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