

TOWN OF BRADFORD

Planning Commission

Decision for Site Plan Review

In re: Copeland Properties Site Plan
Permit Application: 20-xxx

A. Background

1. Application Number: 20-xxx
2. Parcel Number: 23-85-0024 and 23-97-0026
3. Location: 64 Main Street
4. Zone: Central Business District
5. Property Owner(s): Copeland Properties
6. Applicant: same
7. Brief Description of Request: Change of Use from Retail (currently Copeland Furniture) to Office ((orange East School Union Administrative Offices) with expected need for 26 parking spaces for staff plus additional 10 spaces for visitors. No changes to site or exterior of building proposed.
8. Publication and Posting Information: Posted: at Entrance Door to Bradford Academy, Community Bank Community Board and Lobby of Bradford Post Office as well as published hearing notice in Journal Opinion

B. Hearings, Witness Testimony, Evidence

1. Hearing Information: A Public Hearing was held on April 30, 2020 at 7:00pm remotely via Zoom.
2. List of Persons Present at the Public Hearing(s): Tim Copeland (applicant), Brad Johnston, Charles Barton, Diane Chamberlin, Laurie Kirkpatrick, Bud Haas
3. Members present and voting on this matter: Ted Unkles, Monique Priestley, Ron Huntington, Sarah Pushee and Marcey Carver.
4. List of Witnesses Who Gave Testimony: Tim Copeland, Charles Barton, Diane Chamberlin, Bud Haas
5. Documents Presented as Evidence by Any Person:
 - a. Application submitted by the applicant
 - b. Warnings of Public Hearing.
 - c. Appeal Notice to Zoning Administrator: Not applicable.
 - d. Plans as submitted with application.
 - e. List of abutting property owners
 - f. Written Comments from Other MunicipalBoards: none

- g. Written Comments from State or Federal Agencies: None.
- h. Written Comments of any Other Witness: None
- i. Photos of Site (no joint physical visit so photos reviewed at hearing)

6. Testimony:

7.

The hearing was opened by Marcey Carver at 7:00 pm

Unkles swore in the applicant and interested persons who were attending the meeting.

Copeland then described his view of the northern boundary of this property as to the bank building, Colatina Bakery building and then at some point jogged over to the parking spaces at the bank with the town thus owning all of Barton Street up to Main Street.

Copeland discussed his determination of the north boundary indicating he owned to the front of the Post Office and Colatina Bakery buildings. West of these buildings, Copeland indicated that his property line jogged south such that the town owned all of Barton Street to Main Street but that he owned the parking spaces along the north side of the bank.

Huntington asked whether the bank had any parking spaces in the parking lot designated for their use. Copeland indicated that while the bank used approximately six spaces in the lot that they did not have any designated spots. Copeland indicated that the office tenant would use 26 spaces on a regular basis plus an additional 10 spaces for guests/visitors out of a total of 56 spaces available in the parking area of both the upper lot and the lower lot at the south of the Copeland building.

Carver asked if Copeland had discussed this change with any of the businesses that use the parking lot currently. Copeland acknowledged that he had not done so.

Carver asked if he was planning any exterior lighting or other changes and Copeland indicated he was not planning anything. Carver mentioned that the building is within the historic district and as such any change to the exterior would most likely fall under historic district review.

Carver asked about the fire escape in back of the building. Copeland indicated that the original fire escape had been in disrepair and that he had recently had it rebuilt.

Huntington asked Barton how many parking spaces he needed. He indicated he had a need for 6 spaces for employees and 4-8 for patients. He has a verbal agreement to allow his tenants to park up against the golf course lot line (eastern boundary).

Huntington expressed concern about the adequacy of parking with the tenant using up to 36 spaces. Barton indicated that if the lot was crowded that he would ask his employees to park up at the Gasebo parking lot.

Chamberlin indicated that she and Johnston were attending on behalf of the library. She expressed concern about the people parking in spaces up near the library if the Copeland parking lot became full. She also asked questions about the ownership of the spaces up near the library.

Haas expressed his view that most Planning Commissions are eliminating parking conditions all together. He felt that discussion of parking spaces was irrelevant. Carver pointed out that the current bylaws do not have minimum parking amounts.

Unkles asked Copeland what his approach on usage of the parking lot will be if he does not renew the lease with the town and what his plan would be for maintenance and snow removal.

Copeland indicated that he had not formulated a plan but suggested that he and the town should work towards resolving issues related to the parking lot including Barton Street itself.

Chamberlin mentioned that the Mill restaurant will be opening for lunch again and that much of that lower level area of parking will be used.

Carver asked if there were any plans to change the circulation of the parking lot and Copeland indicated he did not. Carver asked if he would be providing any bicycle or enhanced pedestrian access. Copeland indicated he had no such plans and that the state had actually removed sidewalk in front of his building along Main Street.

Carver asked which entrance of the building would be the main entrance for the tenant. Copeland indicated he did not know. She asked Copeland what hours the tenant would be occupying the building and he indicated that he expected it would primarily be typical business hours. She asked if there were any plans for renewable energy. He indicated that he did not plan to make any changes in that regard.

At 7:19pm, Carver closed the hearing.

C. Applicable Law and Criteria

1. Applicable ordinances in effect at time of Application are the Town of Bradford Zoning Regulations, latest revision December 12, 2019.
2. Town Plan: Town of Bradford Municipal Plan adopted 1/28/2016.
3. 24 V.S.A. para. 4416 (Site Plan)

D. Finding of Facts

1. The Applicant submitted an Application for Site Plan Review (20-xx)
2. The Applicant is requesting Site Plan approval on Change in Use of building from retail furniture store to office building.
3. The Subject property is located at 64 Main Street in the Town of Bradford.
4. The property is located in the Central Business District as described in the Town of Bradford Zoning Map on record at the Town of Bradford municipal office and on the Town's website.
5. Site Plan Review approval is required for the project as defined in the Zoning Bylaw for Site Plan Review under Section 4.1.
6. Site Plan approval provides that the Planning Commission must review the application for vehicular and pedestrian safety, parking, glare, surface drainage, protection of renewable and natural resources and provision of municipal services. Planning commission must also consider access management standards. In addition the Planning Commission must consider landscaping and screening.
7. Wastewater permit is required for the project as defined in the Zoning Bylaw for State Requirement for Water Supply and Waste Water Disposal in Section 2.5.

E. Conclusion of Law

1. Reference applicable sections of the Town of Bradford Zoning Regulations
2. Reference State Statute: 24 V.S.A. para 4416(a).

F. Decision

Based upon these findings, the Commission concluded that the applicant addressed the requirements under the provisions pertaining to this application.

Based on evidence presented and testimony heard, the Planning Commission hereby **APPROVES** the application for Change of Use from retail to office with the following conditions of approval:

1. Installation of bicycle racks at both parking areas to encourage employees and visitors to utilize green transportation.
2. Securing of and/or installation of railings along exterior stairs and at both the loading dock and handicap ramp on the north side of the building.
3. Compliance with all State and local permitting including but not limited to State Fire and Safety Inspection, Waste Water Permitting and Town Sign Ordinances which shall be provided to the town prior to occupancy of the building as an office.
4. **Vote 4-0**

5/5/20
Date

Marcey Carver
Marcey Carver, Chair
Bradford Planning Commission

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the Planning Commission. Such appeal must be taken within 30 days of the date of this decision pursuant to 24 V.S.A. Para. 4471 and Rule 5 (b) of the Vermont Rules for Environmental court Proceedings.