1. Agenda
   Documents:
   WARN JUNE 26.PDF

2. Meeting Materials
   Documents:
   PC HEARING PACKET JUNE 26.PDF
HARTFORD PLANNING COMMISSION
June 26, 2023
Revised Meeting Notice and Agenda

The Hartford Planning Commission will meet on Monday, June 26, 2023, beginning at 6:00 p.m. to consider the following Administrative Matters and Applications.

This meeting will be conducted in person at Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. In addition, you may join the meeting remotely as follows:

Microsoft Teams meeting
Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 210 001 567 87
Passcode: W9hJ4Z
Download Teams | Join on the web
Or call in (audio only)
1 802 377 3677
Phone Conference ID: 631 103 282#

If you have problems accessing this meeting, please email Jo-Ann Ells at jells@hartford-vt.org

A. Administrative Matters beginning at 6:00 p.m.


B. Public Hearing, beginning at 6:30 p.m.

1. Application #23-05 by Sayre and Esther Merritt, and Spencer and Danielle LeMay (owners/applicants) for approval of a boundary line adjustment between lots 08-0165-000 and 08-0167-000, 1610 and 1676 Old River Road, Hartford, in a RC-2 zoning district.

2. Application #23-06 by Lawrence and Lynn Potwin (owners/applicants) for approval of the subdivision of lot 07-0049-003 into two lots, 338 Quechee West Hartford Road and Red Barn Road, Quechee, in a RL-1 zoning district and Rural Lands overlay district. Removed from agenda

3. Application #23-07 by Michael and Debra Devins (owners/applicants) for approval of the subdivision of lot 13-0038-000 into four lots, 242 Hathaway Road, Hartford, in RL-1 and FC zoning districts and Rural Lands overlay district. Removed from agenda

4. Application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district.

5. Application #23-09 by White River Investment Properties, LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a new commercial building, 9 Harrison Avenue, lot 19-0020-000, White River Junction, in an IC zoning district. Removed from agenda

Please call the Department of Planning and Development (802) 295-3075 to request copies of the application materials. Persons wishing to be heard regarding these applications may do so by participating in the meeting, having another party participate in the meeting on their behalf, and/or by submitting written testimony.

An interested person who has participated in a municipal regulatory proceeding may appeal a decision rendered in that proceeding to the Vermont Environmental Court. Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

John Reid, Chair
HARTFORD PLANNING COMMISSION
June 26, 2023
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5. Application #23-09 by White River Investment Properties, LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a new commercial building, 9 Harrison Avenue, lot 49-0020-000, White River Junction, in an IC zoning district—Removed from agenda

Please call the Department of Planning and Development (802) 295-3075 to request copies of the application materials. Persons wishing to be heard regarding these applications may do so by participating in the meeting, having another party participate in the meeting on their behalf, and/or by submitting written testimony.

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John Reid, Chair
1. Public Comment

2. Minutes
   May 22, 2023 and May 24, 2023

3. Administrative Permits
   - Replace Decks at Snow Village Condos

4. Act 250 Applications
   None

5. Town Plan Steering Committee update (Bruce)

6. Regional Planning Commission update (Bruce)

7. Climate Action Plan update (John R.)

8. Availability for the next Public Hearing (July 31st)
DRAFT
Minutes
Hartford Planning Commission
May 22, 2023

THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE

Present: John Reid, Chair, (01-11-24), Bruce Riddle, Vice Chair, (02-07-25), Toby
Dayman (06-28-24), Dillon Bianchi (09-05-25), John Heath (03-22-24), Colin Butler (07-
12-24), Kim Souza, Selectboard Liaison, and Jo-Ann Ells, Zoning Administrator

Absent: None

Administrative Matters

John Reid read the Hybrid Meeting Script and took a roll call.

1. Public Comment
None

2. Minutes

Bruce Riddle moved to approve the minutes of April 17, 2023. Colin Butler seconded,
and the motion passed unanimously.

3. Administrative Permits
None

4. Act 250 Applications

Jo-Ann Ells noted the following permit applications from the Act 250 database:

- Fox Lane (bedroom addition)
- VINS (bird food prep. Area)

5. Town Plan Steering Committee update

It was noted that the Committee would be meeting in the following weeks

6. Regional Planning Commission update

Bruce Riddle reported that at the last meeting of the Regional Planning Commission a
draft river basin plan had been approved. He briefly described the plan.

Colin Butler asked if there were any on-line dynamic planning/natural resource maps. Jo-Ann Ells offered to send him a link.

7. Climate Action Plan Update

John Reid noted that Dana Clawson, the Town’s Energy Environmental Sustainability Coordinator, is working on scheduling a workshop with the Planning Commission to review Preferred Siting Guidelines for Solar Projects prepared by a Vermont Law & Graduate School student and a potential solar array project on Braley Drive.

Colin Butler noted that he would like to review information about a recent denial of a preferring siting request for a solar project on Christian Street by the Selectboard.

The Commission questioned their authority to require solar installations and EV charging station in their approvals.

8. Availability for upcoming Public Hearings

Bruce Riddle noted he was not available for the May 24th Hearing as he would be attending a RPC Board meeting that evening.

John Heath noted he was not available for the June 26th Hearing.

Public Hearing

John Reid opened the Public Hearing, explained the Hearing process, and administered the oath.

1. Application #23-03 by Ke Zhang (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations to add a fourth dwelling unit to an existing multi-unit dwelling, lot 31-0098-000, 153 Christian Street, White River Junction, in VR-C and R-3 zoning districts.

Ke Zhang was present.

Ke Zhang explained that he was proposing to convert a 1,400 sq. ft + dwelling unit into two units.

John Reid asked if parking spaces would be designated.

It was agreed this was not necessary.

Colin Butler asked about the location of the trash bins and snow storage. Ke Zhang stated that the bins are currently in front of the garage, but would be moved to the side. He
added that snow would be stored on the other side of the garage. Colin Butler asked if recycling bins were provided. Ke Zhang confirmed they were provided.

Bruce Riddle asked if the building would be required to be equipped with a sprinkler system. Ke Zhang stated that he had spoken with the Fire Marshall and the building was not required to be equipped with a sprinkler system.

Bruce Riddle suggested four small, salt tolerant plantings be installed on the north east side of the property.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Dillon Bianchi seconded, and the Public Hearing was closed.

Bruce Riddle moved to approve the application with the addition of plantings as noted. Dillon Bianchi seconded, and the motion passed unanimously.

2. Application #23-04 by Quechee Lakes Landowners Association (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations and compliance with the Quechee Lakes Master Plan for improvements to the Racket Sports Center, lots 07-0086-Q-Club and 07-0087-Q-Ski, 3366 and 3283 Quechee Main Street, Quechee, in the Quechee Lakes Planned Development.

Ken Lallier and Will Davis were present.

Will Davis gave an overview of the project.

The location of the doors on the proposed warming hut, pedestrian circulation including ADA access, and lighting were discussed.

Toby Dayman asked if the parking by the maintenance barn would remain. Ken Lallier confirmed it would remain.

The removal of a portion of the Fells Barn was discussed. Ken Lallier noted that the area to be demolished was not considered historic.

John Heath asked if a permit was needed for the demolition. Jo-Ann Ells noted that it might be required by the Fire Department and likely Act 250. Ken Lallier confirmed they are working with the Fire Marshall and understand they needed an Act 250 permit.

Will Davis described the proposed lighting and confirmed the height of the pole lights was 15’.

There was a discussion about runoff and the proposed infiltration system.
Colin Butler expressed concern with maintenance of the golf course affecting the water quality of the river. Ken Lallier responded stating that they make every effort to avoid potentially polluting runoff from the golf courses and are constantly monitored to make sure their efforts are successful.

Will Davis described the proposed screening for the new trash/recycling area.

The location of handicap parking spaces and EV charging stations were discussed.

It was agreed that a planting plan needed to be approved by the Chair before a CO was issued.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Dillon Bianchi seconded, and the Public Hearing was closed.

Bruce Riddle moved to approve the application with the requirements regarding the planting plan as discussed. Dillon Bianchi seconded, and the motion passed unanimously.

**Adjournment**

At 7:15 p.m., Toby Dayman moved to adjourn. Colin Butler seconded, and the Hearing was adjourned.

Respectfully Submitted,

______________________________

Toby Dayman, Clerk
DRAFT
Minutes
Hartford Planning Commission
May 24, 2023
Hearing was Continued from April 17, 2023

THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE

Present: John Reid, Chair, (01-11-24), Bruce Riddle, Vice Chair, (02-07-25), Toby Dayman (06-28-24), John Heath (03-22-24), Colin Butler (07-12-24), Kim Souza, Selectboard Liaison, and Jo-Ann Ells, Zoning Administrator

Absent: Dillon Bianchi (09-05-25)

Public Hearing

John Reid opened the Public Hearing, read the remote meeting script, explained the Hearing process, took a roll call, and administered the oath.

1. Application #23-01 by Catamount Self Storage, LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a self-storage facility, lot 08-0090-000, Route 14, White River Junction, in an IC zoning district.

Nick Tsouknakis, Jeff Goodrich, Skip Nalette, and David Grayck were present.

John Reid noted that at the April meeting the Commission agreed that they preferred to continue the application so that clear information on the stormwater design and the right to use the infrastructure in the 50’ right-of-way could be submitted.

Jeff Goodrich reviewed plan sheet #3 including the location of the 50’ right-of-way, the existing stormwater system on the abutting lot to the west (AG Self Storage/Michael Lazar), the proposed stormwater design for the proposed project, and noted the project would require a State stormwater permit.

John Reid noted that a question was raised by Michael Lazar regarding the applicant’s right to use existing infrastructure in the right-of-way that was installed for his self-storage project.

David Grayck said that with respect to property law, the applicant has all rights needed to build the project. He noted that he had submitted a letter to the Planning Commission regarding this issue.

John Reid stated that he believed that the Planning Commission concurred that property rights are not for the Planning Commission to consider.
Jeff Goodrich commented that the project is meeting State standards for stormwater runoff and that runoff is not being increased.

David Grayck noted that maintenance of stormwater infrastructure will be addressed in the State permit.

Colin Butler asked if the stormwater system was designed to handle both self-storage projects. Jeff Goodrich responded that it was designed to handle both projects and reiterated that runoff was not being increased.

Jeff Goodrich noted that he submitted a Lidar plan showing the broader watershed.

Colin Butler stated that he thought the Commission should consider the abutter’s request for landscaping in the right-of-way. John Reid polled the Commission, and the Commissioners did not agree this was needed.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Toby Dayman seconded, and the Public Hearing was closed.

Bruce Riddle moved to approve the application as outlined in the draft Findings of Fact. Toby Dayman seconded, and the motion passed unanimously.

**Adjournment**

At 6:27 p.m., Bruce Riddle moved to adjourn. Colin Butler seconded, and the Hearing was adjourned.

Respectfully Submitted,

Toby Dayman, Clerk
Application #23-05
Merritt/LeMay
DRAFT
FINDINGS OF FACT
CONCLUSIONS OF LAW
AND
DECISION

HARTFORD PLANNING COMMISSION

Application #23-05 by Sayre and Esther Merritt, and Spencer and Danielle LeMay for approval of a boundary line adjustment between lots 08-0165-000 and 08-0167-000, 1610 and 1676 Old River Road, Hartford, in a RC-2 zoning district.

This decision pertains to application #23-05 by Sayre and Esther Merritt, and Spencer and Danielle LeMay (owners/applicants) for approval of a boundary line adjustment between lots 08-0165-000 and 08-0167-000, 1610 and 1676 Old River Road, Hartford, in a RC-2 zoning district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of June 26, 2023, the Hartford Planning Commission makes the following Findings of Fact:

1. The owners of record of lot 08-0165-000 are Spencer and Danielle LeMay who acquired the lot on 10-02-15. The deed is recorded in volume 516, page 272 of the Hartford Land Records.

   The owners of record of lot 08-0167-000 are Sayre and Esther Merritt who acquired the lot on 10-15-15. The deed is recorded in volume 556, page 342 of the Hartford Land Records.

2. Lot 08-0165-000 is located at 1676 Old River Road and is developed with a single-unit dwelling and several accessory structures.

3. Lot 08-0167-000 is located at 1610 Old River Road and is developed with a single-unit dwelling and accessory structure.

4. Lot 08-0165-000 is 12.2 +/- acres. Lot 08-0167-000 is 0.98 acres/42,820 sq. ft.

5. The lots are class three (3), on-site water and septic.
2. 23-05

6. The lots are in an RC-2 zoning district.

**This Application**

7. The applicants propose to annex 0.06 acres/2,670 sq. ft from lot 08-0167-000 to lot 08-0165-000. After the annexation, lot 08-0165-000 will be approximately 12.26 acres and lot 08-0167-000 will be 0.92 acres/40,150 sq. ft.

8. Minimum Area and Dimensional Standards in the RC-2 zoning district are:

<table>
<thead>
<tr>
<th>Area (in square feet)</th>
<th>Lot Dimensions (in feet)</th>
<th>Setbacks (in feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Dwelling</td>
<td>Per Lot</td>
</tr>
<tr>
<td>Class 3</td>
<td>30,000</td>
<td>40,000</td>
</tr>
</tbody>
</table>

9. Given that lot 08-0165-000 is well over the acreage requirements for the RC-2 zoning district and the applicants propose to increase the size of this lot size, the applicants have requested a waiver from a full boundary survey for lot 08-0165-000.

10. The applicants have agreed to an easement area, as indicated on the survey and described in Aaron Simpson’s letter of May 22, 2023, which is a private agreement between the parties limiting the use in this area.

11. The application is a “One-step” application under section 203-C 2 of the Subdivision Regulations.

12. The applicants understand that they retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.

13. The applicants understand that a Mylar must be properly endorsed and recorded within 180 days of this decision and that a zoning permit must be obtained, or the decision will be void.

**CONCLUSIONS OF LAW**

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed subdivision meets the requirements of the Town of Hartford Subdivision Regulations including:

Section 200-2 Hartford Subdivision Regulations:

A. To guide future development in accordance with the Hartford Master Plan (the Plan), Zoning Regulations, Flood Hazard Area Regulations, Capital Budget and Program, and all other Town adopted bylaws, ordinances, regulations, plans, policies, and procedures.

B. To promote a desirable relationship to the landform, its topography and geology, natural
3. 23-05

drainage and surface water runoff, surface water, and groundwater.

C. To conserve natural resources and fragile features such as prime agricultural soils, wetlands, streams, ponds, steep slopes, ridgelines, important wildlife habitat and connectivity, and scenic views.

D. To minimize the fragmentation of productive resource lands, including farm and forest land, and to promote their continued use and availability for agriculture, forestry, and wildlife.

E. To maintain Hartford’s historic settlement pattern, defined by compact villages surrounded by rural countryside.

F. To encourage variety, innovation, flexibility, and greater efficiency in residential development including clustering of lots, in accordance with the provisions of 24 V.S.A. §4417 (Planned Unit Development).

G. To establish standards of subdivision design including, but not limited to, provisions for pedestrian and vehicular traffic, surface water runoff, surface water, and suitable building sites for the land use contemplated.

H. To ensure development does not exceed the ability of the Town to provide public services and facilities, and that these facilities and services are available and will have sufficient capacity to serve any proposed subdivision. Such facilities and services include, but are not limited to: parks, recreation areas, schools, police and fire protection, libraries, water and wastewater facilities, roads, and public parking.

I. To provide adequate utilities such as water, wastewater, electricity, telephone, and broadband.

J. To provide the most efficient relationship between land use and the circulation of traffic throughout the Town, encourage access management, and avoid undue traffic congestion and overburdening of roads, highways, and intersections.

K. To promote the conservation of energy and use of renewable energy resources.

L. To encourage variety in the type, size, and cost of housing to meet the needs of Hartford’s diverse population.

DECISION

The Hartford Planning Commission, based upon the foregoing Findings of Fact and Conclusions of Law hereby approves application #23-05 by Sayre and Esther Merritt, and Spencer and Danielle LeMay (owners/applicants) for approval of a boundary line adjustment between lots 08-0165-000 and 08-0167-000, 1610 and 1676 Old River Road, Hartford, in a RC-2
zoning district on the condition that before a zoning permit is issued to finalize this Decision, the applicants submit a letter from their surveyor verifying that the monuments have been set according to the locations identified on the approved survey plat.

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicant is responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ___ day of June 2023.

HARTFORD PLANNING COMMISSION

By ____________________________
Chairperson/Vice-Chairperson

Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #23-05

2. Survey entitled “Lot Line Adjustment Plan for Tax Map 8, Lot 165, Tax Map 8, Lot 167, 1610 Old River Road, Hartford, Vermont” prepare by Pathways Consulting, LLC

3. Email from Marcy Bartlett dated June 13, 2023

4. Letter from Aaron Simpson, Esq. dated June 5, 2023

5. Letter from Aaron Simpson, Esq. dated May 22, 2023
Good morning JoAnn,

I would like to express my desire that this boundary adjustment be approved by the Planning Commission. I have known the Merritt family for many years, and know them to have been acting in good faith during the five years of this boundary dispute.

I really appreciate your role here and thank you for including my words as part of the packet for the Planning Commission’s meeting on 6/26/23.

Kind regards,

Marcy Bartlett

Wilder, VT
June 5, 2023

Jo-Ann Ells, Zoning Administrator
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

RE: Merritt-Lemay Lot Line Adjustment
Response to May 30, 2023 Memorandum

Dear Ms. Ells:

I am responding to your memorandum on May 30, 2023.

1. Please confirm that you understand that you retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project. Please call 282-6488 to speak to the Regional State Permit Specialist, Rick Oberkirch.

   Understood.

2. Please provide email addresses for the landowners.

   Sayre and Esther Merritt: ferretzrgr8@gmail.com

   Spencer and Daniel Lemay: kauderslaw@gmail.com

3. Before the subdivision plat is endorsed or recorded, a surveyor must submit a letter certifying that the monuments have been set according to the locations identified on the approved survey plat. Please confirm your understanding.

   Understood.

4. Please send me a single email with all application materials including your response to this memo.
Understood.

Please submit 7 copies of all application materials including your response to this memo.

Enclosed/Attached.

Sincerely,

[Signature]

Aaron H. Simpson, Esq.
May 22, 2023

Department of Planning & Development
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

RE: Boundary Line Adjustment Application

To whom it may concern:

The Merritts and the Lemays own adjoining lots on Old River Road in Hartford. Both lots are located in zoning district Residential-Commercial Two (RC-2). The Merritts’ lot is listed as being 1.03 acres on the tax card and is identified as Parcel 8-167. The Lemays’ lot is listed as being 12.2 acres on the tax card and is identified as Parcel 8-165. The lot line adjustment contemplated by the application will address a dispute between the Applicants as to where the common boundary between their lots is located.

This boundary line agreement will also addresses a notice the Merritts received from the Town of Hartford on September 12, 2018, that a shed that was on their property was built within the 15’ side set back. Upon approval of the Boundary Line Adjustment the existing shed on the Merritts’ property will be outside their side setback. The Merritts’ lot will also exceed the 40,000 square footage required as a Class 3 lot pursuant to § 260.19 of the zoning ordinance for a lot located in RC-2.

In addition to establishing the boundary line between the parties, a portion of the Merritts remaining land between the two lots will become an easement area that will effectively be a buffer between the two properties for which both parties will be entitled to limited uses.

This easement area is also a low spot between both homes and it has historically received runoff during weather events from the hill that is located behind both parcels. As this easement area will remain the property of the Merritts, the Lemays are conveying an easement to the Merritts to continue to allow the water to flow to a culvert on the Lemays’ property which passes under Old River Road.

I welcome an opportunity to provide any additional information requested by the Department or the Planning Commission.

Sincerely,

Aaron H. Simpson, Esq.
APPLICATION TO
PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORD OWNER(S)  The Sayre Barclay Merritt Irrevocable Trust, c/o Michael Cahoon, Successor Trustee, Snyder Cahoon & Co., PLLC, 80 N. Main St #102, Hanover, NH 03755,
Sayre & Esther Merritt, 1610 Old River Road, WRJ, VT 05001, and Spencer & Daniel Lemay 1676 Old River Road, WRJ, VT 05001

2. NAME & ADDRESS OF APPLICANTS(S)  Sayre and Esther Merritt, 1610 Old River Road, White River Junction, VT 05001 and Spencer and Daniel Lemay, 1676 Old River Road, White River Junction, VT 05001

3. NAME & ADDRESS OF APPLICANTS’ CONSULTANT  Aaron Simpson, Esq., Simpson & Mulligan, PLLC,
31 Old Eina Road, Suite S-1, Lebanon, NH 03766; Split Nalette, Pathways Consulting, 240 Mechanic Street, Ste #100, Lebanon, NH 03766

4. PROJECT LOCATION  Old River Road, WRJ

5. PRESENT USE OF PROPERTY  residential

6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
lot line adjustment between abutters, reducing Merritt lot from approx. 0.98 ac. (approx. 42,820 sf)
to approx. 0.92 ac. (approx. 40,150 sf), and increasing the Lemay lot by the .06 acres.

7. PROJECT SIZE IN SQ. FT OR ACREAGE  approx. .06 acres or approx. 2670 SF
Lot Width(approx. 30') Merritt - before lot) and approx. 262.72’ (after ad)
Lot Depth 150

8. IS PROJECT ON TOWN WATER/SEWER? Yes No X If Yes, estimated
Water Consumption/day Amount of Sewer Flow Projected
Size of Closest Lines Above (water) (sewer)

9. DESCRIBE LANDSCAPING PLAN  none

10. IF A BUSINESS - Present # of Employees n/a
Proposed Days & Hours of Operation
Will you use the landfill & recycling center? Yes No
The main waste by-product of your business is:
11. IF A RESTAURANT - Present seating n/a Proposed
12. PARKING SPACES - Number to be provided n/a
13. SIGNAGE - Free Standing n/a Attached
14. FENCING - Location n/a Height n/a
15. NEAREST WATER SUPPLY FOR FIREPROTECTION n/a
16. ESTIMATED VALUE OF PROPOSED WORK n/a
17. IS THERE AN EXISTING DRIVEWAY? yes
18. IF A SUBDIVISION - Number of New Lots to be Created 0
   Do you request that the Town consider taking over maintenance of – Roads n/a
   Or Park/Open Space n/a

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

Applicant’s Signature  Date  Lot Owner’s Signature  Date

Co-Applicant’s Signature  Date  Co-Owner’s Signature  Date

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits. Please call 802-282-6488 to speak with the State Permit Specialist.

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<th>For Office Use Only</th>
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<tr>
<td>Map/Lot #</td>
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<tr>
<td>Fee Paid $</td>
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<tr>
<td>PD</td>
</tr>
<tr>
<td>ZBA: Conditional Use</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Zoning District(s)</td>
</tr>
<tr>
<td>Official Submittal Date:</td>
</tr>
</tbody>
</table>
Michael Cahoon, Trustee
The Sayre Barclay Merritt Irrevocable Trust,
c/o, Snyder Cahoon & Co., PLLC
80 N. Main St #102,
Hanover, NH 03755
(603)643-7799

Date: 4/12/2023

Hartford Planning Commission
171 Bridge Street
White River Junction, VT 05001

RE: The Sayre Barclay Merritt Irrevocable Trust; Hartford Planning Commission Application for Lot Line Adjustment; Confirmation that Sayre and Esther Merritt are permitted to represent the interests of the Trust

To whom it may concern:

I am the Successor Trustee of the Sayre Barclay Merritt Irrevocable Trust, dated May 26, 2011 which is the title holder of the property located at 1610 Old River Road, White River Junction.

Pursuant to the Deed, the Merritts are authorized to convey any part or interest in the property by Deed. Although the authority to come before the Planning Commission is not set forth explicitly in the Deed, the Merritts by implication are free to deal with the property in this situation.

To the extent it is deemed necessary by the Hartford Planning Commission, I authorize the Merritts and their agents to represent the interests of the Sayre Barclay Merritt Irrevocable Trust, dated May 26, 2011 in the application that will be submitted for a boundary line agreement.

Sincerely,

Michael Cahoon, Trustee
APPLICATION TO
PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS
APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE
PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORDOWNER(S)  The Sayre Barclay Merritt Irrevocable Trust, c/o Michael Cahoon, Successor
                                           Trustee, Snyder Cahoon & Co., PLLC, 80 N. Main St #102, Hanover, NH 03755,
                                           Sayre & Esther Merritt, 1610 Old River Road, WRJ, VT 05001, and Spencer & Daniel Lemay 1673 Old River Road, WRJ, VT 05001
                                           Deed Recorded Book 56 Page 342 (Available at Town Clerk's Office)
                                           Telephone: Work_________________ Cell_________________ Email Address:_________________

2. NAME & ADDRESS OF APPLICANTS(S) Sayre and Esther Merritt, 1610 Old River Road, White River Junction, VT 05001
                                           and Spencer and Daniel Lemay, 1676 Old River Road, White River Junction, VT 05001
                                           Telephone: Work_________________ Cell_________________ Email Address:_________________

3. NAME & ADDRESS OF APPLICANTS' CONSULTANT Aaron Simpson, Esq., Simpson & Mulligan, PLLC,
                                           31 Old Elma Road, Suite S-1, Lebanon, NH 03766; Skip Nalette, Pathways Consulting, 240 Mechanic Street, Ste #100, Lebanon, NH 03766
                                           Telephone: Work_________________ Cell_________________ Email Address:_________________

4. PROJECT LOCATION Old River Road, WRJ

5. PRESENT USE OF PROPERTY  residential

6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
   lot line adjustment between abutters, reducing Merritt lot from approx. 0.98 ac. (approx. 42,820 sf)
   to approx. 0.92 ac. (approx. 40,150 sf), and increasing the Lemay lot by the .06 acres.

7. PROJECT SIZE IN SQ. FT OR ACREAGE  approx .06 acres or approx. 2670 SF
                                           Lot Width ____________________ Lot Depth ____________________
                                           approx. 30' (Merritt - before adj) and approx. 262.72' (after adj)

8. IS PROJECT ON TOWN WATER/SEWER? Yes ________ No X ________ If Yes, estimated
   Water Consumption/day ____________________ Amount of Sewer Flow Projected ____________________
   Size of Closest Lines Above (water) ________ (sewer) ________

9. DESCRIBE LANDSCAPING PLAN  none

10. IF A BUSINESS - Present # of Employees  n/a
     Proposed Days & Hours of Operation __________________________________________________________
     Will you use the landfill & recycling center? Yes ________ No ________
     The main waste by-product of your business is: ____________________________________________
11. IF A RESTAURANT - Present seating n/a Proposed ______________
12. PARKING SPACES - Number to be provided n/a
13. SIGNAGE - Free Standing n/a Attached __________________________
14. FENCING – Location n/a Height n/a
15. NEAREST WATER SUPPLY FOR FIRE PROTECTION n/a
16. ESTIMATED VALUE OF PROPOSED WORK n/a
17. IS THERE AN EXISTING DRIVEWAY? yes
18. IF A SUBDIVISION - Number of New Lots to be Created 0
   Do you request that the Town consider taking over maintenance of – Roads n/a
   Or Park/Open Space n/a

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

[Signatures]
Applicant’s Signature 4/12/2003 Lot Owner’s Signature 4/12/2003
Date Date

Co-Applicant’s Signature Date Co-Owner’s Signature Date

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits. Please call 802-282-6488 to speak with the State Permit Specialist.

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APPLICATION TO
PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORD OWNER(S)
   Sayre & Esther Merritt, 1610 Old River Road, WRJ, VT 05001, and Spencer & Daniel Lemay, 1676 Old River Road, WRJ, VT 05001

   Telephone: Work ______________________  Cell ______________________  Email Address: ______________________

2. NAME & ADDRESS OF APPLICANTS(S)
   Jayre and Esther Merritt, 1610 Old River Road, White River Junction, VT 05001
   and Spencer and Daniel Lemay, 1676 Old River Road, White River Junction, VT 05001

   Telephone: Work ______________________  Cell ______________________  Email Address: ______________________

3. NAME & ADDRESS OF APPLICANTS’ CONSULTANT
   Aaron Simpson, Esq., Simpson & Mulligan, PLLC,
   31 Old Elna Road, Suite S-1, Lebanon, NH 03766; Skip Nalette, Pathways Consulting, 240 Mechanic Street, Ste #100, Lebanon, NH 03766

   Telephone: Work ______________________  Cell ______________________  Email Address: ______________________

4. PROJECT LOCATION
   Old River Road, WRJ

5. PRESENT USE OF PROPERTY
   Residential

6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
   Lot line adjustment between abutters, reducing Merritt lot from approx. 9.98 ac. (approx. 42,820 sf)
   to approx. 0.92 ac. (approx. 40,150 sf), and increasing the Lemay lot by the .06 acres.

7. PROJECT SIZE IN SQ. FT OR ACREAGE
   approx. .06 acres or approx. 2670 SF

   Lot Width _______________ (Merritt - before adj) and approx. 262.72' (after adj)  Lot Depth 150

8. IS PROJECT ON TOWN WATER/SEWER?
   Yes ___________  No X ______  If Yes, estimated
   Water Consumption/day ______________________  Amount of Sewer Flow Projected ______________________
   Size of Closest Lines Above (water) ______________________  (sewer) ______________________

9. DESCRIBE LANDSCAPING PLAN
   none

10. IF A BUSINESS - Present # of Employees n/a

    Proposed Days & Hours of Operation ______________________

    Will you use the landfill & recycling center? Yes ______  No __________

    The main waste by-product of your business is: ______________________
11. IF A RESTAURANT - Present seating n/a Proposed

12. PARKING SPACES - Number to be provided n/a

13. SIGNAGE - Free Standing n/a Attached

14. FENCING – Location n/a Height n/a

15. NEAREST WATER SUPPLY FOR FIRE PROTECTION n/a

16. ESTIMATED VALUE OF PROPOSED WORK n/a

17. IS THERE AN EXISTING DRIVEWAY? yes

18. IF A SUBDIVISION - Number of New Lots to be Created 0
   Do you request that the Town consider taking over maintenance of – Roads n/a
   Or Park/Open Space n/a

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. (This certification must be signed by lot owners and applicants).

[Signatures and dates]

The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits. Please call 802-282-6488 to speak with the State Permit Specialist

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Application #23-08
Hartford School District
DRAFT
FINDINGS OF FACT
CONCLUSIONS OF LAW
AND
DECISION

HARTFORD PLANNING COMMISSION

Application #23-08 by The Town of Hartford School District for Site Development Plan Approval for a school/educational building, lot 09-0028-001, Christian Street Hartford, in a R-3 zoning district and Agricultural overlay district

This decision pertains to application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district.

FINDINGS OF FACT

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of June 26, 2023 the Hartford Planning Commission makes the following Findings of Fact:

General Information

1. The owner of record of lot 09-0028-001 is The Hartford School District who acquired the lot on 01-27-23. The deed is recorded in volume 609, page 119 of the Hartford Land Records.

2. The lot is approximately 15 acres.

3. The lot is undeveloped.

4. The lot is a class three (3) lot with on-site water and septic.

5. The lot is in an R-3 zoning district.

This Application

6. The Hartford Area Career and Technology Center (HACTC) Natural Resources program currently utilizes the parcel to train students to operate certain agricultural and forestry equipment such as tractors and mini-excavators. The Hartford School District (District) proposes to construct a one-room classroom building to provide its students with an enclosed
and conditioned space that will enhance the use of the parcel by the HACTC and other District students of all grades for a variety of outdoor educational experiences. The District will utilize the space (the building, the field, the wetlands, and the woods) for field trips, outdoor classrooms, outdoor gardening, basic forestry classes, and wetlands ecology.

Most of the learning will occur outside, but the number of students using the classroom building will not exceed the occupancy of the building per the fire code.

7. The parcel consists of approximately 10 acres of woodland and approximately five acres of open field.

Wetlands within the easterly half of the parcel, as depicted on the site plans, were delineated in 2022.

There are additional Class 2 wetlands on the westerly wooded area that appear on the State and Town mapping sources, but they were not delineated, as no disturbance is proposed in that location.

8. The parcel is within an Agriculture Overlay District.

The Objective of the Agricultural Overlay District is “To promote the continuation of agriculture, retain the maximum possible amount of agricultural lands, which often provide important scenic views, protect historically viable farmland and prime and statewide agricultural soils, and preserve Hartford’s rural character, scenic characteristics including open lands, views, and working landscape qualities in accordance with the Hartford Master Plan.”

All development in an Agricultural Overlay District are subject to the following supplemental standards.

(A) Development envelopes shall be located at field edges or, in the event that no other land is practical for development, on the least fertile soils in order to minimize the use of productive agricultural land and impacts on existing farm operations.

(B) Buildings should be clustered to avoid the fragmentation of productive farmland/open land.

The applicant provided the following to meet these requirements:

The proposed development meets the objectives of the overlay district to retain the maximum possible amount of agricultural land, maintain the scenic view of the parcel, minimize impact of prime and statewide agricultural soils, and preserve Hartford’s rural character and working landscape. Specifically, the building, the parking, and the on-site wastewater disposal system will be located in the southeast corner of the parcel, at the edge of the field, in order to avoid fragmentation of the farmland/open land. The driveway will be located in an existing right-of-way along the south boundary, such that this parcel and parcel 9-
28, which is undeveloped but benefits from the right-of-way, may both utilize a single driveway access to Christian Street.

9. The proposed building will be barn-style, wood construction, single-story, slab-on-grade construction. It will consist of one classroom space, two bathrooms, and a mechanical space. In addition, there will be an unheated garage that will house equipment and vehicles used in the Natural Resources program that may include a tractor, a mini-excavator, and a mini-bulldozer.

10. The applicant proposes to provide 15 parking spaces including one handicap parking space and two school bus parking spaces based on 7 parking spaces per classroom and overlap needed between classes.

11. According to the applicant, the terrain along this section of Christian Street and its abutting lands slopes from south to north. Drainage calculations submitted to the Department of Public Works demonstrate that the post-development peak discharge rates at the north boundary line are less than the pre-development peak discharge rates for the 10-year and 50-year storm events. Drainage is discharged across the site and flows to the property boundary in a controlled manner using accepted practices of sheet flow, level spreaders, and stone weirs, such that the proposed development will not increase runoff or cause a nuisance or damage to other properties or erosion of topsoil.

Drainage from the project will sheet flow across existing meadow terrain to provide treatment and groundwater recharge. In addition, the applicant will construct a 2-foot high gravel or stone berm at the north end of the parcel and the north end of the meadow (without impacting the wetland or the 50’ wetland buffer), which act as detention berms to reduce peak flows from the site to below pre-development peak discharge rates (as demonstrated in the drainage calculations). According to the applicant, this concept is far less disturbing to the site and to the agricultural landscape than other types of detention facilities.

12. Hours of operation will coincide with typical school hours, weekdays between 8:00 AM and 4:00 PM during the school year. In addition, the site may be used for summer educational and recreational programs. The District does not anticipate scheduling programs during evening or night-time hours.

13. Down-cast light fixtures over each doorway and two wall-mounted lights with sharp cut-off fixtures are proposed to illuminate the driveway and parking spaces directly in front of the building. Exterior lights will be controlled by motion sensors such that the site will not normally be illuminated at night.

The applicant understands that lighting must not create excessive off-site or sky glow. If the Zoning Administrative Officer determines that lighting does not meet this condition, the applicant will be required to comply.

14. The applicant does not propose to locate a dumpster on the lot.
15. Electric and communications services are available on Christian Street, and they will be extended to the building via buried conduit to the extent practical.

16. Snow will be stored on site and will be removed as needed. Snow will not be stored in such a manner as to create a hazard.

17. The applicant understands that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.

18. During construction of the project, erosion and sediment control measures as specified in the most current edition of the Low Risk Site Handbook for Erosion Prevention and Sediment Control published by the Vermont Department of Environmental Conservation will be followed.

19. The applicant understands that construction of the project must comply with the following:

   Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.

20. The applicant understands that no structure, including construction/office trailers, signage, parking spaces or plantings may be placed in such a way that obstructs sight distance along the traveled way, at any intersection or driveway. Any signs, parking spaces or plantings found to obstruct sight distance will be required to be relocated.

21. The applicant retains the obligation to identify, apply for, and obtain relevant local and state permits for this project.

22. The applicant understands that all activities authorized by the issuance of the zoning permit shall be started within six (6) months and completed within two (2) years of its date of issue, or the zoning permit shall become null and void and reapplication to complete any activities shall be required. Any activities not completed within the above permit period shall be subject to any ordinance in effect at the time of reapplication. One six (6) month extension to both time periods may be granted by the Planning Commission.

23. The applicant understands that they must obtain a Certificate of Occupancy from the Zoning Administrative Officer upon completion of the project and before the site may be occupied. The applicant understands that a Certificate of Occupancy will not be issued if the project is not in compliance with these Findings, Plans and any conditions placed on the decision.

**CONCLUSIONS OF LAW**

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that
the proposed site plan provides, as required by §260-45 C of the Hartford Zoning Regulations:

(1) Maximum safety of traffic circulation between the site and the street network and integration with the overall traffic pattern, including provisions for auxiliary roadways connecting with adjacent properties where appropriate. Included in this evaluation shall be the location, number and width of access points, curve radii at access points, acceleration or deceleration lanes on adjacent public streets, sight distances, lighting, location of sidewalks and other walkways, and the overall relationship of the proposed development with existing traffic conditions in the area. All modes of transportation shall be taken into account, including pedestrian, bicycle, handicapped, delivery and emergency vehicles and public transportation.

(2) Adequacy of on site circulation, parking, and loading facilities, with particular attention to safety. Included in this evaluation shall be traffic movement patterns, drive and aisle widths, directional signs, location of loading docks and parking areas, number and size of parking spaces, and provision for lighting, drainage, snow removal and access for emergency vehicles and public transportation.

(3) Adequacy of landscaping, screening, and setbacks in achieving maximum compatibility with and protection of adjacent properties by screening from them any glare produced by interior or exterior lights and unsightly areas such as storage areas, and parking lots; assurance that landscape materials will not interfere with visibility or safety and that they are of a type that can survive and be maintained as proposed.

(4) Adequacy of provision for safety and convenience of pedestrians, bicyclists, and handicapped persons. Included in this evaluation shall be lighting of walks and entrances, design and placement of walks and crosswalks, pick-up points for public transportation and provision of bicycle racks.

(5) Protection of renewable energy resources, including a finding that the proposed development does not adversely affect the ability of adjacent properties to use this form of energy.

(6) Compliance with other provisions of these regulations including § 260-27, Landscaping, and § 260-31, Land use performance standards.

(7) Other factors that are directly related to the above aspects of site plan review.

**DECISION**

The Hartford Planning Commission, based upon the foregoing Findings of Fact and Conclusions of Law, hereby approves application #23-08 by The Town of Hartford School District (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a school/educational building, lot 09-0028-001, Christian Street, Hartford, in a R-3 zoning district and Agricultural overlay district **on the condition that:**
1. Before a Zoning Permit is issued, the applicant submits a sign permit.

2. Before a Certificate of Occupancy is issued, the applicant:
   - Submits written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact.
   - Records an Energy Code Certificate in the Land Records if required by the State of Vermont.
   - Submits a photograph of any signage.

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked, and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicants are responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor:

Those in opposition:

Those not participating:

Dated at Hartford, Vermont this ___ day of June 2023.

HARTFORD PLANNING COMMISSION

By: __________________________
Chairperson/Vice-Chairperson

Appeal Rights: An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is $250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

EXHIBIT LIST

1. Application #23-08

2. Site Plan Set entitled “Town of Hartford School District, Outdoor Education Facility”
including

Sheet 1  Existing Conditions
Sheet 2  Site Plan
Sheet 3  Site Details
Sheet 4  Erosion and Sediment Control Details
Sheet F  Fire Truck Turning Exhibit
          Photometric Plans

3.  Memo from Ann Kynor dated June 5, 2023

4.  Letter from Ann Kynor dated May 22, 2023

5.  Building Elevation

6.  Floor Plan

7.  Lighting cut sheets
APPLICATION TO
PLANNING COMMISSION &/OR ZONING BOARD OF ADJUSTMENT

PLEASE COMPLETE ALL ITEMS APPLICABLE AND PROVIDE THE CORRECT NUMBER OF COPIES OF THIS APPLICATION AND THE SITE PLAN OR SUBDIVISION PLAT. ABUTTING LANDOWNERS WILL BE NOTIFIED BY THE PLANNING/ZONING OFFICE.

1. NAME & ADDRESS OF RECORDOWNER(S)  
   Town of Hartford School District  
   73 Highland Avenue, White River Junction, VT 05001

   Deed Recorded Book 169, Page 0092 (Available at Town Clerk’s Office)
   Telephone: Work 802-295-8600, Cell __________ Email Address: debalsil@hartfordschools.net

2. NAME & ADDRESS OF APPLICANTS(S)  
   Town of Hartford School District  
   73 Highland Avenue, White River Junction, VT 05001

   Telephone: Work 802-295-8600, Cell __________ Email Address: debalsil@hartfordschools.net

3. NAME & ADDRESS OF APPLICANTS’ CONSULTANT  
   Pathways Consulting, LLC  
   240 Mechanic Street, Suite 100, Lebanon, New Hampshire 03766

   Telephone: Work 603-448-2200, Cell __________ Email Address: ann.kynor@pathwaysconsult.com

4. PROJECT LOCATION  
   Christian Street, White River Junction

5. PRESENT USE OF PROPERTY  
   Vacant

6. BRIEFLY DESCRIBE PROJECT (in addition, a detailed narrative must be submitted)
   school: educational building with parking, on-site water supply and on-sitewastewater disposal

7. PROJECT SIZE IN SQ. FT OR ACREAGE  
   +/- 15.0 acres

   Lot Width 648 feet, Lot Depth 1,050 feet

8. IS PROJECT ON TOWN WATER/SEWER?  
   Yes __________ No X If Yes, estimated
   Water Consumption/day ________ Amount of Sewer Flow Projected ________
   Size of Closest Lines Above (water) N/A (sewer) N/A

9. DESCRIBE LANDSCAPING PLAN  
   the area around the building and parking will be maintained as mowed grass.
   The remainder of the parcel to remain existing field and woods.

10. IF A BUSINESS - Present # of Employees ________

    Proposed Days & Hours of Operation ________

    Will you use the landfill & recycling center? Yes X No ________

    The main waste by-product of your business is: Paper/Cardboard
11. **IF A RESTAURANT** - Present seating **N/A** Proposed **N/A**

12. **PARKING SPACES** - Number to be provided **15**

13. **SIGNAGE** - Free Standing **one (TBD)** Attached **none**

14. **FENCING** - Location **split rail along front boundary** Height **max. 4’**

15. **NEAREST WATER SUPPLY FOR FIRE PROTECTION** **Wilder Village**

16. **ESTIMATED VALUE OF PROPOSED WORK** **$250,000**

17. **IS THERE AN EXISTING DRIVEWAY?** **No**

18. **IF A SUBDIVISION** - Number of New Lots to be Created **None**
   Do you request that the Town consider taking over maintenance of - Roads **No**
   Or Park/Open Space **No**

---

**I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.** (This certification must be signed by lot owners and applicants).

Applicant’s Signature **Deli** 5/19/23

Lot Owner’s Signature **T. Del:** 5/19/23

---

Co-Applicant’s Signature Date Co-Owner’s Signature Date

---

**The applicant retains the obligation to identify, apply for, and obtain any relevant local or state permits. Please call 802-282-6488 to speak with the State Permit Specialist.**

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**Zoning District(s)**  
**Date Filed:**

**Official Submittal Date:**  

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2
May 22, 2023

Jo-Ann Ells, Zoning Administrative Officer
Town of Hartford
Hartford Municipal Building, 2nd Floor, Room 201
171 Bridge Street,
White River Junction, Vermont 05001

RE: APPLICATION MATERIALS FOR HARTFORD SCHOOL DISTRICT OUTDOOR EDUCATION FACILITY, CHRISTIAN STREET, HARTFORD, VERMONT (Project No. 13289)

Dear Jo-Ann:

Please find attached an application, two sets of plans for site plan review, and a check in the amount of $374.80 for the referenced property. The Hartford School District (District) is seeking to construct an education building with a driveway, parking, and utilities. Additional permitting for the proposed project includes a driveway permit, an on-site wastewater disposal permit, and a public water supply permit.

Project Description

The District has owned the 15-acre subject parcel for a number of years. The parcel consists of approximately 10 acres of woodland and approximately five acres of open field. Wetlands within the easterly half of the parcel, as depicted on the site plans, were delineated in 2022. There are additional Class 2 wetlands on the westerly wooded area that appear on the State and Town mapping sources, but they were not delineated, as no disturbance is proposed in that location.

The Hartford Area Career and Technology Center (HACTC) Natural Resources program currently utilizes the parcel to train students to operate certain agricultural and forestry equipment such as tractors and mini-excavators. The District proposes to construct a one-room classroom building to provide its students with an enclosed and conditioned space that will enhance the use of the parcel by the HACTC and other District students of all grades for a variety of outdoor educational experiences. The District will utilize the space (the building, the field, the wetlands, and the woods) for field trips, outdoor classrooms, outdoor gardening, basic forestry classes, and wetlands ecology.

The proposed building will be barn-style, wood construction, single-story, slab-on-grade construction. It will consist of one classroom space, two water closets, and a mechanical space. A floor plan and an image of a barn-style building are attached. There will also be an unheated garage that will house equipment and vehicles used in the Natural Resources program that may include a tractor, a mini-excavator, and a mini bulldozer. As previously noted, the HACTC already uses the site to instruct students in the use of these types of equipment, and the garage will provide a secure, on-site location to store these vehicles. The parking area is designed to accommodate school buses that will transport students to the site. It includes two parking spaces
for school buses and 15 spaces for passenger vehicles, including one handicap accessible space. An on-site drilled well and an on-site wastewater disposal system will serve the building. Electric and communications services are available on Christian Street, and they will be extended to the building via buried conduit to the extent practical.

Hours of operation will coincide with typical school hours, weekdays between 8:00 AM and 4:00 PM. The site may also be used for summer educational and recreational programs. The District does not anticipate scheduling programs during evening or night-time hours.

Exterior lighting will be minimal. There will be down-cast lights over each doorway and two wall-mounted lights with sharp cut-off fixtures to illuminate the driveway and parking spaces directly in front of the building. Exterior lights will be controlled by motion sensors such that the site will not normally be illuminated at night.

A sign is proposed at the driveway entrance that will not be illuminated, yet it will meet the requirements of the Hartford Sign Ordinance. The District will apply for a sign permit separately.

**Agriculture Overlay District**

The parcel is within the Agriculture Overlay District. The proposed development meets the objectives of the overlay district to retain the maximum possible amount of agricultural land, maintain the scenic view of the parcel, minimize impact of prime and statewide agricultural soils, and preserve Hartford’s rural character and working landscape. Specifically, the building, the parking, and the on-site wastewater disposal system will be located in the southeast corner of the parcel, at the edge of the field, in order to avoid fragmentation of the farmland/open land. The driveway will be located in an existing right-of-way along the south boundary, such that this parcel and parcel 9-28, which is undeveloped but benefits from the right-of-way, may both utilize a single driveway access to Christian Street.

**Conditional Use**

A “School” is a conditional use in the R3 zoning district. In accordance with Section 260-1.A of the Hartford Zoning Code, the applicant presents the following information to address the approval criteria.

1. **Community Facilities:** The project will not result in an undue adverse impact on the capacity of planned or existing community facilities, including but not limited to, emergency services, municipal water or sewer, recreational facilities, the school system, or solid waste disposal facilities. The project does not introduce any new students or users of the emergency services, the recreational facilities, or the school system. The project will provide enhanced learning experiences for the existing student population of the District and the HACTC.

2. There will be no impact to the municipal water or sewer systems. There is an existing 12-inch diameter water main in Christian Street. However, the Hartford Department of Public Works informed us that the main has a low static pressure in this area and is near the limiting hydraulic grade line of the distribution system. Any connection to the system
in this area would require an updated hydraulic model demonstrating that the minimum pressures are met and that there is no adverse impact on other users. Consequently, the project proposes an on-site drilled well to serve the building. Municipal sewer does not serve this portion of Christian Street; therefore, an on-site wastewater system is required.

3. **Character of the area:** The project will maintain the rural character of the area by utilizing a barn-style architecture for the building and a split-rail fence along the road frontage. The building is located in the southeast corner of the site to preserve the existing field and woods in an unfragmented manner.

4. **Capacity of Roads and Highways:** The project will not have an adverse impact on the capacity of roads and highways. Students will be bussed to and from the site from their respective schools, minimizing the number of vehicles accessing the site. It is anticipated that one to three classes of students would be scheduled to visit the site on a given day, such that the anticipated traffic will be very few vehicle trips per day.

5. **Town of Hartford Bylaws:** To the best of our knowledge, the project will not conflict with any Town of Hartford Bylaws.

6. **Utilization of Renewable Energy Resources:** Electric heat pumps will be utilized for the majority of the heating and cooling requirements of the building, supplemented with a propane fired heating system for colder temperatures.

Please let us know if you have any questions related to these application materials. We look forward to addressing staff review comments for the project and meeting with the Zoning Board of Adjustment and the Planning Commission for Site Plan Review.

Sincerely,

PATHWAYS CONSULTING, LLC

[Signature]

Ann G. Kyncr, P.E.
Project Manager

AGK:aml

Enclosures

cc: Thomas DeBalsi w/enclosures
MEMORANDUM

TO: JO-ANN ELLS, ZONING ADMINISTRATOR

FROM: ANN G. KINOR, P.E., PROJECT MANAGER

RE: RESPONSE TO STAFF COMMENTS, PROPOSED EDUCATIONAL BUILDING, LOT 09-0028-001, CHRISTIAN STREET (Project No. 13289)

DATE: JUNE 5, 2023

On behalf of the applicant, please accept the following responses to your comments/questions in your memorandum to Tom DeBalsi, dated May 26, 2023. Attached are revised site plans, dated June 5, 2023, submitted in support of these responses. Drainage calculations have been submitted to the Department of Public Works for review and approval under separate cover.

Our responses are provided in italics after each of the comments.

1. Please confirm that you understand that you retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project. Please call 282-6488 to speak to the Regional State Permit Specialist, Rick Oberkirch.

   *The applicant understands the obligation to obtain any relevant local and State permits for this project. We intend to apply for a public water supply permit and an on-site wastewater disposal permit for this site.*

2. Please contact Tom Peltier, Fire Marshal, to discuss obtaining a Public Building permit. tpeltier@hartford-vt.org (295-3232).

   *The applicant will contact Tom Peltier regarding obtaining a Public Building permit.*

3. If you have not done so already, I encourage you to talk to Hartford’s Environmental Sustainability Coordinator, Dana Clawson, about energy efficiency options for your project. (dclawson@hartford-vt.org)

   *The applicant understands the request to contact the Hartford Environmental Sustainability Coordinator.*

4. Please contact the DPW about to discuss obtaining a driveway permit and to discuss the following comments from the DPW regarding this Permit:

   *The culvert outlet is set 45 feet north of the inlet with a finished grade elevation set north of the 600-foot finished grade contour. Recommend shortening the culvert length to 40 feet and raising the finished grade elevation at the outlet to a minimum elevation of 600.25 feet to provide a minimum of 1 foot of cover and...*
headwall height above the top of pipe.

We reduced the length of the culvert to 40 feet. The inlet of the culvert must be below the existing grade at the inlet side, and the culvert must be deep enough to provide a minimum of one foot of cover above the top of the pipe. We revised the diameter of the culvert to 24 inches to accommodate the 50-year storm event. For these reasons, the culvert outlet elevation is set at 598.0. An outlet elevation of 600.25 will not work.

- The detail sheet indicates the driveway and parking areas are to be finished with a densely graded crushed stone surface. Our transportation specifications require all commercial driveways approaching a paved road to have a paved apron extending to the right of way limits. Recommend revising the site plan and detail sheet accordingly.

  We added a paved driveway apron to Sheet 2 and included the Town driveway detail on Sheet 3.

- Christian Street is classified as a Rural Major Collector Highway. Our transportation specifications require that a culvert on this street be designed for the Q50 storm event. Recommend confirmation from the engineer that the 15” culvert is adequate to address the upstream runoff from a Q50 storm event.

  The drainage calculations for existing and proposed conditions for both the 10-year and 50-year storm events, using the TR-55 methodology, are attached. We revised the size of the culvert to 24 inches in diameter to accommodate the 50-year storm event.

5. Please address the following comments from the DPW regarding grading and drainage:

- The detail sheet shows an untitled detail for what appears to be a drip edge. This detail calls for filter fabric of an unknown type and to drain away from the building. It is unclear if this is intended to be a rooftop disconnection or infiltrative practice. Recommend the detail be titled and the filter fabric type be called out to clarify its purpose.

  The drip edges are intended to provide a splash zone for roof drainage. They are depicted on the north and south sides of the building on Sheet 2. We revised the detail to call out a Mirafi non-woven filter fabric that is typically used for this purpose. Roof drainage will flow via sheet flow away from the building as a rooftop disconnection practice.

- The site plan shows several lines labeled “ECS”. These lines, which are assumed to represent an erosion control practice, are not called out on the plan. In addition, one of the lines crosses finished grade contour 596. Recommend the line type be added to legend and the one line be moved out of the area of fill near contour 596.
We added the ECS, erosion control sock, to the legend on Sheet 2. We adjusted the location of the ECS on the plan as recommended.

- The site plan, detail sheet, and submittal documents provide no information on the potential increase in drainage run-off and any mitigation methods. Further, drainage is collected into a concentrated flow path (ditch) and outlets without any attenuation. The westerly Christian Street roadside ditch downstream of this property has a history of damage from heavy run-off coming from the fields and wetlands along this stretch of road. Recommend the engineer quantify and address the increase in run-off through low impact methods such as roof top disconnects, defined vegetated buffers, and converting concentrated flow to sheet flow, etc.

We performed drainage calculations for the 10-year and 50-year storm events. We added notes to Sheet 2 to identify the vegetated filter strips where drainage from the project will sheet flow across existing meadow terrain to provide treatment and groundwater recharge. We also added a 2-foot high gravel or stone berm at the north end of the parcel and the north end of the meadow (without impacting the wetland or the 50’ wetland buffer), which act as detention berms to reduce peak flows from the site to below pre-development peak discharge rates (as demonstrated in the drainage calculations). This concept is far less disturbing to the site and to the agricultural landscape than other types of detention facilities.

- The site plan indicates a site for a mound type wastewater disposal system bordering the 50-foot wide right of way for the future development of the adjoining lot in the rear. No finished grades, limits of leach field or basal area are shown on the plan. This location may restrict the future use of the right of way due to setbacks from the leach field to any road ditch. Recommend that the plan be revised to show the finished grades of the mound, the extent of the leach field, and demonstrate the ability to implement the placement and grading of a future road in the right of way. Further, the revised grading should show how rooftop and driveway runoff will be directed away from the wastewater disposal site.

We added the leach field and grading around it to Sheet 2. The leach field mound does not impact the right-of-way, and a road may be extended down the right-of-way without impacting the mound system. The leach field is sized for a design flow of 240 gallons per day, which is based on a maximum of 60 students (three classes of 20 students each) visiting the site on any day. Final design of the wastewater disposal system will be done following receiving Town approvals. Roof and road drainage will be directed around the mound.

6. Please outline how the application conforms with section 260-27 C of the Hartford Zoning Regulations which states:

C. Grading and drainage. The following provisions shall apply to any changes which affect drainage of water to or from a property:
(1) Any changes in grading shall be made so that runoff is directed to established drainage courses and will not cause ponding or flooding of other properties, or exceed the capacity of downstream drainage facilities.
(2) When possible, drainage systems shall be designed so that water runoff existing prior to site development shall not be increased after development.
(3) All changes in grade shall be controlled so as not to cause a nuisance or damage to other properties or erosion of topsoil.

The terrain along this section of Christian Street and its abutting lands slopes from south to north. Drainage calculations submitted to the Department of Public Works demonstrate that the post-development peak discharge rates at the north boundary line are less than the pre-development peak discharge rates for the 10-year and 30-year storm events. Drainage is discharged across the site and flows to the property boundary in a controlled manner using accepted practices of sheet flow, level spreaders, and stone weirs, such that the proposed development will not increase runoff or cause a nuisance or damage to other properties or erosion of topsoil.

7. In addition to the items listed above, please amend the plan set as follows:

- Add the Map Lot number to the title box (09-0028-001)
- Locate the proposed sign a minimum of 10' from the front property line
- Consider providing some native/non-invasive foundation plantings
- Show a 30' riparian buffer for the stream
- Include a turning movement plan demonstrating the turning radius is adequate for emergency vehicles, school buses, and delivery vehicles associated with the proposed use.

The revised plans include the requested amendments. No plants are proposed around the building foundation because the building is intended to resemble a barn in an agricultural setting. The turning movements for the Hartford Fire Department's emergency vehicle template are shown on Sheet F, demonstrating that the vehicle can navigate successfully the proposed driveway and parking area. School buses and delivery vehicles are the same size or smaller and can also access the site.

8. What is the maximum class size?

Most of the learning will occur outside, but the number of students using the classroom building will not exceed the occupancy of the building. There are also outside education classes that do not use the building, such as the environmental classes that currently utilize the property, and these class sizes are not related to the occupancy of the building.

9. Please describe how you determined the necessary number of parking spaces.

There are a total of 15 parking spaces in the parking lot. The Table in Section 260-24.C(9)(a) provides parking requirements for various schools. High school requires the most parking spaces; therefore, we used the high school requirement of seven spaces per classroom as the basis for the parking count, doubling the number of spaces to account for overlap if one class is in session as another class arrives to the site. One of the parking
spaces is handicap accessible. Two of the parking spaces accommodate school buses.

10. Please acknowledge that during construction of the project, erosion and sediment control measures as specified in the most current edition of the *Low Risk Site Handbook for Erosion Prevention and Sediment Control* published by the Vermont Department of Environmental Conservation will be followed.

*Note 1 on Sheet 4 includes this requirement.*

11. Please acknowledge that you understand the following:

Before you commence construction, you need to schedule a preconstruction meeting with the Department of Public Works (DPW). You need to contact the DPW at least two weeks before you want to hold this meeting.

If this meeting results in any revisions to the approved plans, you must contact me to discuss amending your permit.

*Note 27 on Sheet 3 includes this requirement.*

12. Any approval will include a requirement that no structure, including construction/office trailers, signage, parking spaces or plantings may be placed in such a way that obstructs sight distance along the traveled way, at any intersection or driveway. Any signs, parking spaces or plantings found to obstruct sight distance will be required to be relocated. Please confirm that you understand this requirement and that all proposed structures and plantings meet this requirement or amend the plan accordingly.

*Note 26 on Sheet 3 includes this requirement.*

13. Please acknowledge that you understand that once the project is complete and before I can issue a Certificate of Occupancy you need to:

- Submit a photograph of the sign
- Submit written verification from a Professional Engineer licensed by the State of Vermont certifying that the project was constructed in compliance with the approved plans and Findings of Fact
- Record an Energy Code Certificate in the Land Records if required by the State

Please acknowledge that you understand these requirements.

*The applicant understands these requirements.*

14. Please acknowledge that you understand that construction of the project must comply with Section 260-31 B of the Hartford Zoning Regulations, which states:

"Earth moving and hauling, rock drilling or crushing, jack hammer and similar excessively loud equipment shall not be operated on Sundays or between the
hours of 5:30 p.m. and 7:00 a.m. except in emergency situations.”

*Note 23 on Sheet 3 includes this requirement.*

15. Please acknowledge that you understand that any stockpiling of materials related to the construction of the project must be located twice the distance of the height of the stockpiled materials from any public or private right-of-way or property boundary.

*Note 24 on Sheet 3 includes this requirement.*

16. Please email the following to me in a single email:

- Application form
- Plan set
- Project narrative
- Response to this memo

*We will email you the above documents in PDF format and the response memo as a Word document on or before June 5, 2023.*

17. Please submit 13 copies of:

- Application form
- Plan set
- Project narrative
- Response to this memo

*We have included 13 copies each of the application form, the revised plan set, the project narrative, and this memorandum with the submission of this memorandum.*
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## Luminaires Schedule

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![Render Image - Top View](image-url)
ALEDS4TWMY/WS2

Color: Bronze  Weight: 13.2 lbs

Driver Info
- Type:  
- Constant Current
- 120V: 0.67A
- 208V: 0.40A
- 240V: 0.34A
- 277V: 0.30A
- Input Watts: 81.1/57.2/46.4W

LED Info
- Watts: 80W
- Color Temp: 3000K (Warm)
- Color Accuracy: 82 CRI
- L70 Lifespan: 100,000 Hours
- Lumens: 10,172/7,517/5,468 lm
- Efficacy: 125.4/131.4/135.3 lm/W

Technical Specifications

Field Adjustability
Field Adjustable (Wattage):
Field adjustable light output in 3 discrete steps:
Small Housing: 80W/60W/40W (factory default 80W)

Compliance
UL Listed:
Suitable for wet locations

IP Rating:
Ingress protection rating of IP66 for dust and water

IESNA LM-79 & LM-80 Testing:
RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

Dark Sky Conformance:
Dark Sky Approved in 3000K. Conforms to (allows for conformance to) the IDA's fully shielding requirement, emitting no light above 90 degrees (with the exclusion of incidental light reflecting from fixture housing, mounts, and pole).

LED Characteristics
- LEDs:
  - Long-life, high-efficacy, discrete, surface-mount LEDs
- Color Consistency:
  - 7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color
- Color Stability:
  - LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period
- Color Uniformity:

Electrical
- Driver:
  - 40W: Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.34A, 208V: 0.20A, 240V: 0.17A, 277V: 0.15A
  - 60W: Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.50A, 208V: 0.30A, 240V: 0.25A, 277V: 0.22A
  - 80W: Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.67A, 208V: 0.40A, 240V: 0.34A, 277V: 0.30A

Dimming Driver:
Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

THD:
2.32% at 120V, 7.28% at 277V

Power Factor:
99.9% at 120V, 96.5% at 277V

Surge Protection:
Line to Line: 10kV
Line to Ground: 6kV

Need help? Tech help line: (888) 722-1000 Email: sales@rablighting.com Website: www.rablighting.com
Copyright © 2023 RAB Lighting All Rights Reserved  Note: Specifications are subject to change at any time without notice
Technical Specifications (continued)

**Performance**

- **Lifespan:**
  100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

- **Wattage Equivalency:**
  Equivalent to 250W Metal Halide

**Construction**

- **IES Classification:**
  The Type IV distribution is especially suited for mounting on the sides of buildings and walls, and for illuminating the perimeter of parking areas. It produces a semicircular distribution with essentially the same candlepower at lateral angles from 90° to 270°.

- **Cold Weather Starting:**
  The minimum starting temperature is -40°C (-40°F)

- **Ambient Temperature:**
  Suitable for use in up to 40°C (104°F)

- **Housing:**
  Die-cast aluminum

- **Reflector:**
  Aluminum reflector with white polycarbonate

- **Vibration Rating:**
  3G vibration rating per ANSI C136.31

- **Effective Projected Area:**
  EPA = 0.32

- **Gaskets:**
  High-temperature silicone gaskets

- **Finish:**
  Formulated for high durability and long-lasting color

- **Green Technology:**
  Mercury and UV free. RoHS-compliant components.

**Installation**

- **Mounting:**
  Wall mount

**Sensor Specifications**

- **Multi Level Motion Sensor:**
  /WS2 sensor options use state-of-the-art surface mount technology (SMT), just like cellular phones and beepers. SMT gives you more reliability, greater RF immunity. This compact sensor that can fit neatly where others cannot. This sensor technology automatically affects the state of operation for lighting systems or individual luminaries based upon detecting the presence or absence of movement for both people as they exit/enter, or for the motion of moving vehicles within the sensors viewing area. The wide 180° viewing angle can detect movement along the entire side of a building with only one compact sensor. The hard lens is molded as part of the case, vandalproof, rainproof, bugproof and absolutely sealed. Sensor functions best when movement is across its detection pattern, not towards the sensor.

- **Handheld Wireless Configuration Tool:**
  Adjust settings using handheld wireless configuration tool (catalog # WSREM). Only available with 0-10V dimming driver options. Handheld wireless configuration tool available here.

**Optical**

- **BUG Rating:**
  BUG Rating 40W: B1 U0 G2
  BUG Rating 60W: B1 U0 G2
  Bug Rating 40W: B1 U0 G2

**Other**

- **Warranty:**
  RAB warrants that our LED products will be free from defects in materials and workmanship for a period of ten (10) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

**Buy American Act Compliance:**

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.
### Dimensions

![Diagram of dimensions]

### Features
- 0-10V dimmable standard
- IP66 Rated
- 100,000-Hour LED lifespan
- 10-Year, No-Compromise Warranty

### Ordering Matrix

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1 Dark sky approved in 3000K, available only on Small and Medium fixtures
2 480V available only on Medium, Large & Extra Large fixtures
3 Wattstopper option available only on Large & Extra Large fixtures