

TOWN OF PITTSFORD, VERMONT

APPLICATION FOR

(CHECK ALL THAT APPLY)

<input checked="" type="checkbox"/> ZONING PERMIT	<input type="checkbox"/> SITE PLAN REVIEW
<input type="checkbox"/> APPEAL OF ADMIN. DECISION	<input type="checkbox"/> SUBDIVISION †
<input checked="" type="checkbox"/> CONDITIONAL USE †	<input type="checkbox"/> LOT LINE ADJUSTMENT †
<input type="checkbox"/> VARIANCE †	<input type="checkbox"/> OTHER ( )

A "Plus" (+) ACTIVITY INDICATES THAT ADDENDUM SHEET SHOULD BE COMPLETED.

APPLICANT

NAME: Pittsford Village Farm, Inc TELE#: 802-558-2632

MAILING ADDRESS: 42 Elm Street, Pittsford, VT 05763

E-MAIL ADDRESS (Optional): terrywhite3@comcast.net

PROPERTY OWNER (IF NOT SAME AS APPLICANT)

NAME: \_\_\_\_\_ TELE#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS (Optional): \_\_\_\_\_

PROJECT LOCATION

PARCEL #: 0435 TAX MAP #: 07-272-0042 LOT #: 0042 PLOT #: \_\_\_\_\_

STREET ADDRESS: 42 Elm Street, Pittsford, VT 05763

PROPERTY IN: FLOOD PLAIN YES \_\_\_\_\_ NO  WETLANDS YES \_\_\_\_\_ NO

LOT SIZE: 15.3 Acres ZONING DISTRICT: Village District

PRESENT USE OF PROPERTY: \_\_\_\_\_ VACANT  ONE-FAMILY \_\_\_\_\_ TWO-FAMILY \_\_\_\_\_ MULTI-FAMILY

\_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ OTHER ( )

PROPOSED WORK/USE

(CHECK ALL THAT APPLY)

\_\_\_\_\_ NEW BUILDING  ALTERATION/ADDITION  CHANGE OF USE \_\_\_\_\_ SUBDIVISION

DESCRIPTION OF PROPOSED WORK: Work to include paved drive, walks and parking improvements. Interior

ESTIMATED VALUE OF PROJECT: renovation and addition to existing farmhouse. Refer to attached narrative.

CERTIFICATIONS OF PROPERTY OWNER AND/OR APPLICANT

PROPERTY OWNER: The undersigned property owner hereby certifies that the information for this application is true and accurate, consents to its submission either by me, the co-applicant, agent, or lessee, and understands that if the application is approved, that the zoning permit and any attached conditions will be binding on the property. Further the undersigned authorizes the Administrative Officer access at reasonable times to the property covered by the permit issued under this application for the purposes of ascertaining compliance with said permit.

PROPERTY OWNER'S SIGNATURE: Terry White DATE: 4/10/24

APPLICANT (if not property owner): TERRY WHITE, PVF BOARD

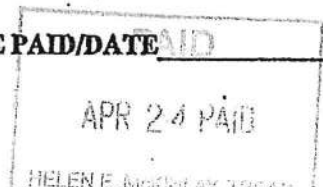
The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate.

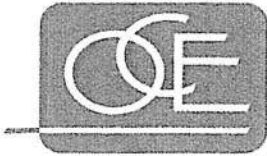
APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE RECEIVED 4/10/2024

PERMIT # 24-13

FEE PAID/DATE PAID





OTTER CREEK  
ENGINEERING

#24-13  
PARCEL #0435

April 10, 2024

Mr. Jeff Biasuzzi  
Town of Pittsford  
PO Box 10  
Pittsford, VT 05763  
[zoning@pittsford.com](mailto:zoning@pittsford.com)

**Via email**

Subject: 42 Elm Street – Pittsford Village Farm Inc  
Town of Pittsford Zoning Permit

Dear Jeff:

The Pittsford Village Farm Inc plan renovations to the existing structure located at 42 Elm Street in Pittsford. Work will involve renovations consisting of apartments, a community space, an early childhood education center, and a ground floor café. Additionally parking and minor drive improvements will also be completed.

We have enclosed the following to facilitate your review:

1. Signed and completed Town of Pittsford Zoning Permit Application Form,
2. Signed and completed Town of Pittsford Zoning Permit Addendum Form,
3. Check in the amount of \$265.00 (\$250 for Zoning Administrator Review and \$15 for the Zoning Permit Recording) payable to the "Town of Pittsford," under separate cover,
4. Project Narrative,
5. Signed Town of Pittsford Water and Wastewater Allocation Letter
6. Two 11" x 17" plan copies prepared by Duncan Wisniewski Architecture titled "Pittsford Village Farm", drawings A1-0.0, A1-1.0, A1-2.0, A2-1.0, and A2-2.0, dated 1/22/2024,
7. Two 11" x 17" plan copies prepared by Otter Creek Engineering, Inc. titled "Pittsford Village Farm", drawings C-1, C-2, C-3, C-4, dated 2/29/2024,
8. Two 11" x 17" plan copies prepared by Otter Creek Engineering, Inc. titled "Zoning Permit Exhibit", drawing A, dated 10/31/2023,
9. Two 11" x 17" plan copies prepared by Otter Creek Engineering, Inc. titled "Location Map" dated 4/4/2024,
10. Two 11" x 17" plan copies obtained from Vermont ANR (Natural Resources Atlas) titled Wetland Advisory Layer, dated 4/4/2024,

Thank you in advance for your review and consideration of this application. Should you have any questions or require additional information, please give me a call.

Sincerely,

Nathan Claessens, E.I.  
Staff Engineer

c: Terry White – Pittsford Village Farm (via email)  
Michael Wisniewski – Duncan Wisniewski Architecture (via email)

Enclosures  
1199-001 P2

With Offices in  
East Middlebury, VT | Rutland, VT  
[www.OtterCrk.com](http://www.OtterCrk.com)

April 10, 2024

**Project Narrative**

Pittsford Village Farm Inc is proposing renovations to its existing building located on Elm Street (Parcel 7--435) in Pittsford. This parcel is part of a previous subdivision in which the project location can be found on the conveyed lot of 15.3 acres. The existing permitted use of the site will change. The project involves the conversion of the structure to accommodate 2 residential Apartments, a Community Space, a Café, an Early Childhood Education Center, and a +/- 641 SF addition to the existing farmhouse. Improvements will include increased parking and access to the site. Refer to the attached plans and location map.

We understand that the proposed modifications and the location of the project in the Town Designated Village District will require Conditional Use and Site Plan Review approval by the Town of Pittsford. Application materials have been prepared to focus on addressing applicable parts of Article V: Conditional Uses, Article IX: Signs, Article X: Site Plan Approval, and Article XI: General Regulations. The following information is intended to address how the project complies with these Articles.

- A. Shall not adversely affect the capacity of existing or planned community facilities.
  - 1. Water and Sewer – The project will include the installation of a new sprinkler line and connection of a new 6" PVC sanitary sewer service line to accommodate the increased flows. A water/wastewater allocation letter was provided to and approved by the Town of Pittsford for the increased water/wastewater design flow of 1,502 gallons per day (GPD), and total proposed water/wastewater design flow of 1,992 GPD. See copy attached.
  - 2. School Impact – This project is not expected to cause an unreasonable burden on the ability of the school districts to provide educational services. Additionally, this project includes early childhood facilities and will alleviate the burden of the school district to provide educational services.
  - 3. Municipal Impact – It is not expected that the project will cause an unreasonable burden to municipal services including Fire, Police, Ambulance, Highway, and Public Works
- B. Shall not have an undue adverse effect on the character of the neighborhood, or area affected.
  - 1. Neighborhood – Located within the Town Designated Village District, this project will conform with the existing uses of this district for building improvements. The improvements are intended to be consistent with the physical and historical characteristics of the neighborhood and are intended to follow the Town Plan for Economic Development.
  - 2. Noise – no excessive or nuisance noises are anticipated to come from the proposed use.
  - 3. Traffic – This project is not expected to cause unreasonable traffic congestion or unsafe pedestrian, or vehicular traffic conditions. Parking on site will take vehicles and pedestrians off Elm Street.
- C. Is consistent with the Site Plan requirements of the applicable sections of Article X Site Plan Approval



As part of the Site Plan Review the Zoning Board Administrator may also incorporate appropriate standards from Article IX Signs.

- A. Modification and replacement of the existing signage to the project is planned. A separate submission for the signage is planned at a later date.

Added information is provided below to Article X: Site Plan Approval. A zoning permit shall be issued by the Zoning Administrator for any use or structure only after the Planning Commission grants site plan approval for the attached site plan(s). These plans have been prepared following the requirements outlined in Section 1002 of Article X. The following may also be considered by the Planning Commission.

- A. Adequacy of traffic access
  - 1. Pedestrian Circulation – Pedestrian movements within the project site will be improved with ADA accessible sidewalks and ramps and will be designed to take pedestrians off Elm Street and towards the nature trails to the rear of the site.
  - 2. Access - The existing access to the project site is from two curb cuts on Elm Street. These are connected by a one lane gravel crescent drive. Both curb cuts will remain after project completion with the following modifications. The existing north curb cut will be disconnected from the crescent drive and modified to a shorter bituminous concrete drive to provide access for delivery vehicles and parking of two vehicles. The existing southern curb cut will provide access to an improved parking area internal to the site via a two-lane gravel drive with a width of 22 feet. Additionally, a third point of access will be provided on the north side of the building to provide ADA accessible parking.
- B. Adequacy of parking and loading facilities
  - 1. Site access will be improved to allow access to expanded parking areas. 26 new parking spaces are proposed to accommodate the change of uses in the building. 23 parking spaces will be in the improved parking area internal to the site, access will be provided by a two-lane gravel drive with a width of 22 feet to accommodate emergency vehicles. 3 parking spaces will be located off Elm Street to provide improved access for delivery vehicles and to reduce parking on Elm Street.
- C. Adequacy of landscaping and screening
  - 1. Landscaping - Project involves improvements to the access driveway and the addition of a parking area internal to the site that will be screened from adjoining properties through existing vegetation and its location being lower than the surrounding properties and roadway.
  - 2. No site lighting is included with this project, exterior building mounted downward light fixtures may be installed by the property owner.
  - 3. Stormwater drainage will be treated on site and will not cause an adverse impact upon the municipality or neighboring properties.



Added information is provided below to Article XI: General Regulations and how the project conforms.

A. Required Frontage and Yard Setbacks

1. The Village District maximum lot coverage and required frontage for this structure are met. The frontage of the project lot is greater than 100 feet. The proposed maximum lot coverage will be 2.6%, the allowed maximum lot coverage is 20%.
2. The proposed addition to the existing structure and the subsequent parking improvements are internal to the lot and do not encroach past the existing structure and violate required setbacks.

B. Height of Structures

1. The maximum building height as required for lots in the Village District will not exceed 40 feet. This project from street side has a height of 25' and from the rear 35'.

