

DRAFT
AGENDA

Pittsford Zoning Board of Adjustment (ZBA)
Public Hearings MONDAY April 28, 2025
Pittsford Municipal Town Offices, 426 Plains Rd. Conference Room
7:00 p.m.

Call the Meeting to order.

Approve or Amend the draft Meeting Agenda

Introduce ZBA Members and discuss Hearing Procedure.

Open Public Hearing:

Application #25-10 from Jessee Holmes (Owner), d.b.a. R and J. Realty LLC, which requests a Change &/or Expansion of Use to the commercial building at 2874 VT Rt. 7 (a.k.a "The Barn"; part of Lister ID # 1003). The application requests adding seven (7) efficiency apartments to the structure's two existing apartments.

- a. Swear in any new Interested Parties, submit and/or review written testimony, receive oral testimony.
- b. Close or Continue this Public Hearing. Enter Deliberative Session; as required.

Open Public Hearing:

Application #25-14 from Tad Cooke & Ceila Cadwell which requests removal of a (conforming) attached garage on the west side of the pre-zoning (non-conforming due to setbacks) single family house; and construct an attached breeze-way and garage to the north side of the House at 546 Elm St. (Lister ID #0162). The new construction would encroach the minimum prescribed front (street) setback.

- a. Swear in any new Interested Parties, submit and/or review written testimony, receive oral testimony.
- b. Close or Continue this Public Hearing. Enter Deliberative Session; as required.

Exit Deliberative Session and issue instructions to the Zoning Administrator.

Discuss other business:

- 1) Discuss any miscellaneous business.
- 2) Discuss any ZBA Concerns.

Set a date for future Meetings, as applications require.

Adjourn

Remote ZOOM conference participation :

For VIDEO conference <https://www.Zoom.us> Meeting ID 6521036395

For TELEPHONE only, Dial: 929 205-6099 Enter # upon prompt. Hit # again to join.



TOWN OF PITTSFORD ZONING APPLICATION

Application for: (Check all that Apply): ☒ Zoning Permit ☐ Appeal of Admin Decision ☐ Variance
☐ Site Plan Review ☐ Subdivision ☒ Conditional Use ☐ Lot Line Adjustment
*For applications including conditional use, variance, subdivision, and lot line adjustment, an addendum sheet will need to be completed for the application to be complete.

APPLICANT INFORMATION

Name: Tad Cooke & Celia Cadwell Telephone #: 802 238 7209
Mailing Address: 546 Elm Street, Florence Vermont 05744
E-mail Address: thaddeus.cooke@gmail.com

OWNER INFORMATION (If Different than Applicant)

Name: Cadwell Brothers LLC c/o Ashley Cadwell Telephone #: 314 614 9889
Mailing Address: 137 Orchard Lane, Weybridge Vermont
E-mail Address: j.ashley.cadwell@gmail.com

PROJECT LOCATION

Parcel #: 0162 Tax Map #: 7 Lot #: 272 Plot #: 0546
Street Address: 546 Elm Street, Pittsford Vermont 05744
Is the Property in a Flood Plain? ☐ Yes ☒ No Wetlands area: ☐ Yes ☒ No
Lot Size: 1.23 Zoning District: Rural
Present Use of Property: ☐ Vacant ☒ One-Family ☐ Two-Family ☐ Multi-Family
☐ Commercial ☐ Industrial ☐ Other: Describe _____

PROPOSED WORK TO BE COMPLETED/USE OF PROPERTY

☐ New Building ☒ Alteration/Addition ☐ Change of Use ☐ Subdivision
Description of Proposed Work: Mudroom and attached garage addition and removal of former garage.

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 themselves, 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.

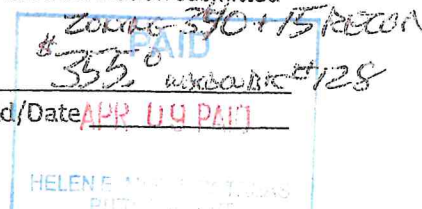
PROPERTY OWNER'S SIGNATURE: _____

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate.

APPLICANT'S SIGNATURE: _____

Date Received 4/9/25 Permit #: 25-14

Fee Paid/Date APR 11 2025



LEGAL DESCRIPTION OF PROPERTY – A PLOT PLAN IS REQUIRED WITH ALL APPLICATIONS

Zoning; Section 1302

Application #: 25-14

Effective Date:

No zoning permit shall take effect until the time for appeal under Section 1401 has passed, or in the event that a notice of appeal is properly filed, until final adjudication of the appeal.

Completion:

All activities as authorized by the issuance of the permit shall be commenced within one (1) year of the effective date of the permit and shall be completed within two (2) years of the effective date or the permit shall become null and void. The applicant must reapply and obtain another zoning permit to complete the activities as initiated under the original permit. The Zoning Administrator may allow an extension of up to two (2) years.

The issuance of a zoning permit does not relieve the applicant of any responsibility for obtaining other required local, state, or federal permits or approvals, as necessary.

DETERMINATION AND INITIAL ACTION OF THE ADMINISTRATIVE OFFICER

Zoning District of the subject property: RURAL

Identification and Classification of the proposed use(s):

(P = permitted, C = conditional, E = exempt, X = prohibited)

- ☒ Application is REFERRED to the Appropriate Municipal Panel (AMP) for the following approval(s): ZBA
☒ Conditional Use (for uses classified as such above) ☐ Site Plan Review ☐ Other on 4/7/25
HEARING WARNED FOR 7⁰⁰AM, APRIL 28, 2025, TOWN OFFICE (PLAINSBORO)
Date: _____

FINAL ACTION OF THE ADMINISTRATIVE OFFICER

- ☐ APPROVED
☐ APPROVED with condition that all conditions of the AMP approvals shall apply
☐ DENIED
☐ No Permit Required _____

Signature and Date: _____

Notes to Applicant:

- 1) An applicant and/or interested person (as defined in 24 VSA § 4464 may appeal a decision or act of the Administrative Officer within 15 days of the date of the decision by filing a notice of appeal with the Secretary of the Board of Adjustment and by filing a copy of the notice with the Administrative Officer.
- 2) Other application materials and submittals are required for proposed uses that require a site plan review and/or a conditional use or variance permit. The Administrative Officer will provide you with the forms and directions.

PERMIT ADDENDUM TO PROVIDE ADDITIONAL INFORMATION

Parcel ID #: 0162 Map ID#: 7-272
0546 In Reference to zoning permit #: 25-14

Please Check One: ☐ Variance ☒ Conditional Use ☐ Subdivision

PROPERTY AND SUBDIVISION INFORMATION

Street Address of Property: 546 Elm St

Original Lot Size: _____ Number of Lots to Be Created: N/A

Proposed Lot Sizes: Lot 1 _____ Lot 5 _____ Lot 9 _____
N/A Lot 2 _____ Lot 6 _____ Lot 10 _____

Section 808: Expansion of a Dimensional Nonconformity

A dimensional nonconformity of a structure may be expanded provided such action:

- A. Does not create a greater nuisance, detriment to the public health, safety or welfare than the existing dimensional nonconformity; and
- B. The extension, expansion or intensification of the dimensional nonconformity shall conform to all other requirements applicable under these Regulations.
- C. The total enlargement does not exceed fifty (50%) percent of the area of the use nonconformity in existence at the time of the adoption of these Regulations.

Proposed Conditional Use or Nature of Variance Requested (be specific):

REQUEST NON-CONFORMING RESIDENTIAL ADDITION TO
PRE-ZONING (NON-CONFORMING TO FRONT SETBACK)
ZONING REFERENCE: SECTION 808

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information for this application is true, accurate, and complete and that the applicant has full authority to request approval for the proposed use of the property and any proposed structures.

[Signature]
Property Owner's Signature

April 8, 2025
Date

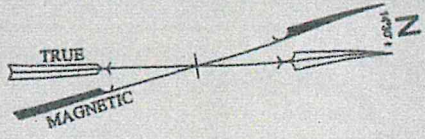
APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate and that the information provided is complete.

[Signature]
Applicant's Signature

April 8, 2025
Date

Date Application Received: _____

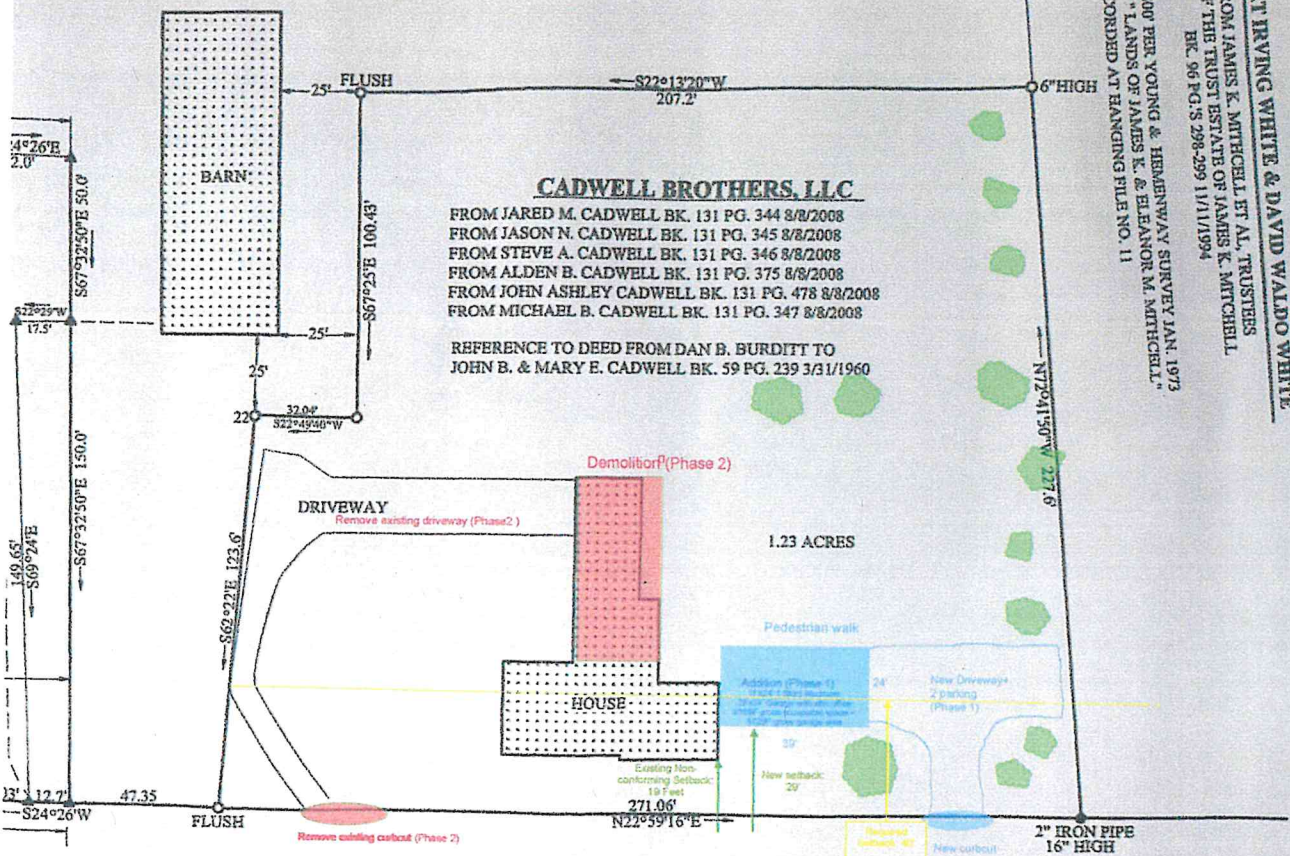
Fee Received: _____



CADWELL BROTHERS TRUST DEC. 1994

FROM JOHN B. CADWELL
BK. 99 PG. S 113-114 5/14/1996
"HOME FARM" 145 ACRES IN DEED

PARCEL B



ROBERT IRVING WHITE & DAVID WALDO WHITE
FROM JAMES K. MITCHELL ET AL. TRUSTEES
OF THE TRUST ESTATE OF JAMES K. MITCHELL
BK. 96 PG. S 298-299 11/11/1994
N73 20'W 800 PER YOUNG & HENKINWAY SURVEY JAN. 1973
ENTITLED "LANDS OF JAMES K. & ELEANOR M. MITCHELL."
RECORDED AT HANGING FILE NO. 11

CADWELL BROTHERS, LLC
FROM JARED M. CADWELL BK. 131 PG. 344 8/8/2008
FROM JASON N. CADWELL BK. 131 PG. 345 8/8/2008
FROM STEVE A. CADWELL BK. 131 PG. 346 8/8/2008
FROM ALDEN B. CADWELL BK. 131 PG. 375 8/8/2008
FROM JOHN ASHLEY CADWELL BK. 131 PG. 478 8/8/2008
FROM MICHAEL B. CADWELL BK. 131 PG. 347 8/8/2008

REFERENCE TO DEED FROM DAN B. BURDITT TO
JOHN B. & MARY E. CADWELL BK. 59 PG. 239 3/31/1960

"ELM STREET" T.H. NO. 13

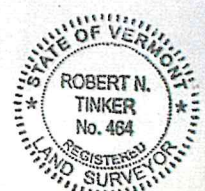
TO: MAIN STREET & U.S. ROUTE 7

Celia Cadwell and Tad Cook, 546 Elm Street

- Phase 1 (May-September 2025)**
- New cutout
 - New driveway (Parking Spaces: 2)
 - Addition Construction

- Phase 2 (April-Dec 2026)**
- Remove existing cutout
 - Remove existing driveway
 - Demolition of highlighted existing structure

LL PROPERTY.
BE CONSUMMATED
EASEMENT AREA
IL B).
AMY LOOMIS,



**SURVEY OF LANDS OF
CADWELL BROTHERS, LLC & EASEMENT AREA OVER
LANDS OF CADWELL BROTHERS TRUST DECEMBER 1994**

WESTERLY SIDE OF "ELM STREET" T.H. NO. 13
TOWN OF PITTSFORD
SCALE: 1 INCH = 40 FEET
VERMONT
AUGUST 2011

March 20, 2025

APPLICATION 25-11
PARCEL #1003

NBF ARCHITECTS & HOLMES PROPERTY/R & J REALTY - PROJECT TO ADD
APARTMENTS TO THE EXISTING STRUCTURE AT 2874, ROUTE 7, PITTSFORD:

Hi Jeff & the Pittsford Board of Adjustment,

This is Jesse Holmes. Jeff, we've of course spoken on several occasions, regarding the project to add seven new apartments to one of the buildings at the old "Furnace Brook Marketplace" property on Route 7, specifically, the "barn" structure (2874, Route 7). All the necessary materials have been carefully prepared in order to submit this zoning application. I know that the processing of applications is partially technical in nature, but in a small town like this, it can only be beneficial to highlight how this proposed project will benefit Pittsford in a small, but I hope real and meaningful way. As such, I will take this opportunity to briefly summarize this endeavor and its objectives, much as I recently did for David, the Town Manager.

In short, this project will allow the usage and improvement of a substantial amount of currently unused and underused space in the building at 2874, Route 7, Pittsford, by converting that extra space into seven new efficiency apartments. The footprint of the building will remain the same. The only external modifications will be the addition of several new entrances, an extended south deck and a new, narrow, north side deck entrance.

All of the new apartments will be relatively small but thoughtfully laid out and tasteful, so as to be appealing, but comparatively affordable and definitely not overpriced. They'll be available to young professionals and others working in the area or choosing to live here, all of whom will spend money at the local stores and contribute to the community. This might include traveling nurses working at Rutland hospital and even those involved in the upcoming development and expansion project at Killington Resort.

The current design of the proposed new apartments was done by Casey Gecha, at NBF Architects in Rutland. When they're eventually translated into building plans, we aim to preserve all of the original timbers and flooring whenever possible, so as to maintain the overall aesthetic of this charming New England barn.

Naturally, each apartment will have its own unique entrance, so as to adhere to the state fire safety regulations, however, most of these entrances will be intentionally tucked away and out of site, so that the Route 7-facing facade of the building will remain looking almost the same as it always has.

Some of the revenue that these new apartments generate will prove most useful in funding the upkeep and further improvement of the building, for everything from new slate shingles to replacement wood siding, new awnings and regular painting. This is important for an older structure like this, which has been and would otherwise continue to be subjected to the degradation of many decades of exposure to the elements.

Furthermore and of perhaps greatest relevance to the town, the addition of the new apartments will significantly increase the taxable value of the property upon eventually being reassessed, further benefitting the town in a real, quantifiable way.

Lastly, the following pages outline state (Act 250) and local utilities compatibility, including a letter regarding compatibility of the existing water and sewer systems that was provided to me by local engineer Jason Larocque, from Otter Creek Engineering, as well as an official response from Kim Lutchko, the Rutland County Act 250 coordinator.

Please feel free to reach out at point, if there are questions or if more information is needed. I'm leaving the contact information below for both myself and Casey Gecha, the architect.

Sincerely,
Jesse Holmes
Cell: 203-731-1517

Architect Casey Gecha (NBF Architects, Rutland)
802-775-3168, extension 4

27

TOWN OF PITTSFORD, VERMONT
APPLICATION FOR
(CHECK ALL THAT APPLY)

<input type="checkbox"/> ZONING PERMIT	<input type="checkbox"/> SITE PLAN REVIEW
<input type="checkbox"/> APPEAL OF ADMIN. DECISION	<input type="checkbox"/> SUBDIVISION +
<input 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: Jesse Holmes TELE#: 203-731-1517
MAILING ADDRESS: PO Box 387, Pittsford, VT 05763
E-MAIL ADDRESS (Optional): jh0832209@gmail.com

PROPERTY OWNER (IF NOT SAME AS APPLICANT)

NAME: RJS Realty LLC TELE#: 203-731-1517
MAILING ADDRESS: Same as above
E-MAIL ADDRESS (Optional): Same as above

PROJECT LOCATION

PARCEL #: 1003 TAX MAP #: 24 LOT #: 100 PLOT #: 2843
STREET ADDRESS: 2874 RT 7
PROPERTY IN: FLOOD PLAIN YES PARTIAL (BUILDINGS NOT IMPACTED) NO NO WETLANDS YES NO
LOT SIZE: 1.5 AC ZONING DISTRICT: VILLAGE
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: REFER TO ATTACHED INFORMATION
ESTIMATED VALUE OF PROJECT: _____

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: _____ DATE: 2/21/25

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate.

APPLICANT'S SIGNATURE: _____ DATE: _____

DATE RECEIVED 3/21/25 PERMIT # 25-10 FEE PAID/DATE _____

LEGAL DESCRIPTION OF PROPERTY: A PLOT PLAN IS REQUIRED WITH ALL APPLICATIONS *25-10

Effective Date

ZONING; SECTION 1302

No zoning permit shall take effect until the time for appeal under Section 1401 has passed, or in the event that a notice of appeal is properly filed, until final adjudication of the appeal.

Completion

All activities as authorized by the issuance of the permit shall be commenced within one (1) year of the effective date of the permit and shall be completed within two (2) years of the effective date or the permit shall become null and void. The applicant must reapply and obtain another zoning permit to complete the activities as initiated under the original permit. The Zoning Administrator may allow extensions of up to two (2) years.

The issuance of a zoning permit does not relieve the applicant of any responsibility for obtaining other required local, state or federal permits or approvals as necessary.

DETERMINATION AND INITIAL ACTION OF THE ADMINISTRATIVE OFFICER

Zoning District of the subject property: VILLAGE

Identification and classification of the proposed use(s)

(P = permitted, C = conditional,
E = exempt, X = prohibited)

☒ Application is REFERRED to the Appropriate Municipal Panel for the following approval(s): ZBA 4/7/2025
(AMP)

☒ Conditional Use (for uses classified as such above)

☐ Site Plan Review

☐ Other

HEARING WARNED FOR 4/28/2025 7:00 PM TOWN OFFICE (PLANNING)

Date: _____

FINAL ACTION OF THE ADMINISTRATIVE OFFICER

☐ APPROVED

☐ APPROVED with condition that all conditions of AMP approvals shall apply

☐ DENIED

☐ No permit required* _____

Signature and Date: _____

NOTES TO APPLICANT

1. An applicant and/or interested person (as defined in 24 VSA §4464) may appeal a decision or act of the Administrative Officer within 15 days of the date of the decision by filing a notice of appeal with the Secretary of the Board of Adjustment and by filing a copy of the notice with the Administrative Officer.

2. Other application materials and submittals are required for proposed uses that require a site plan review and/or a conditional use or variance permit. The Administrative Officer will provide you with the forms and directions.

PERMIT ADDENDUM TO PROVIDE ADDITIONAL INFORMATION

Parcel ID # <u>1003</u>	Map # <u>24</u> Map ID # <u>Block # 100 + 2843</u>	In reference to zoning permit Number: <u>25-10</u>
Please Check one: <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Conditional Use <input type="checkbox"/> Subdivision		

PROPERTY AND SUBDIVISION INFORMATION

Street address of property: 2842, RT 7 is property address. The building on this property to be modified is #2874, RT 7

Original lot size: _____

No. of lots to be created: _____

Proposed lot sizes:

Lot 1 <u>N/A</u>	Lot 5 _____	Lot 9 _____
Lot 2 _____	Lot 6 _____	Lot 10 _____
Lot 3 _____	Lot 7 _____	Lot 11 _____
Lot 4 _____	Lot 8 _____	Lot 12 _____

Will there be any restrictive covenants on any deeds? ☐ no ☐ yes (attach sheet describing which lots and the nature of restrictions)

Has the original lot ever been part of a subdivision before? If yes, when?

Date

No. of lots

Name of Subdivider

N/A

Proposed Conditional Use or Nature of Variance Requested (be specific): The property is zoned in the Village district which lists multi-family housing as a conditional use. The proposed project modifies the existing building into nine apartments, two already existing. A new deck proposed in back & extended south deck.

CERTIFICATIONS OF APPLICANT AND/OR PROPERTY OWNER

PROPERTY OWNER: The undersigned property owner hereby certifies that the information for this application is true, accurate, and complete and that the Applicant has full authority to request approval for the proposed use of the property and any proposed structures.


Property Owner's signature

2/21/25
Date

APPLICANT (if not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application is true and accurate and that the information provided is complete.

Applicant's signature

Date

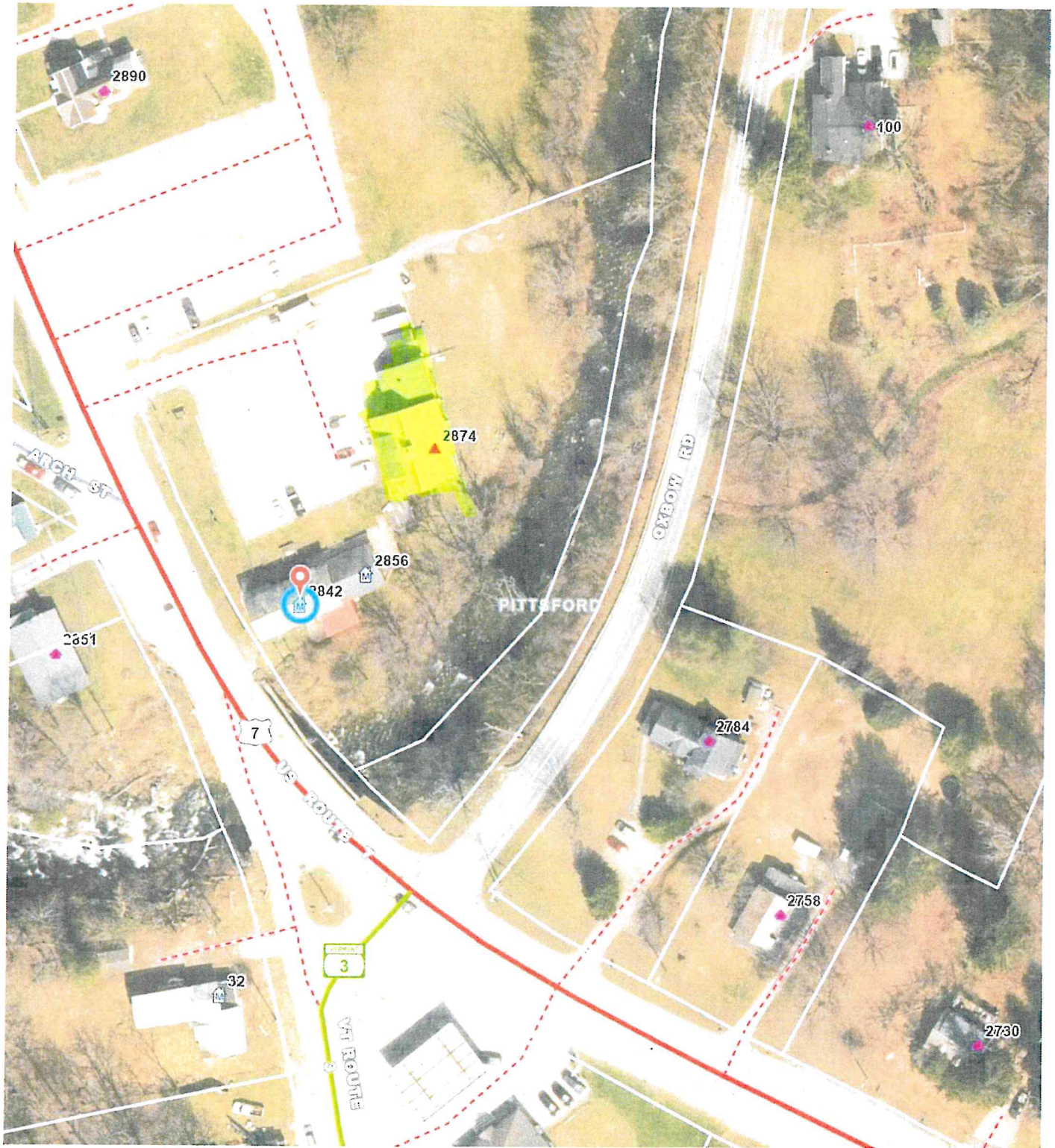
Date application received: _____

Fee received: _____



E9-1-1 Viewer

e911.vermont.gov/e911viewer



March 21, 2025

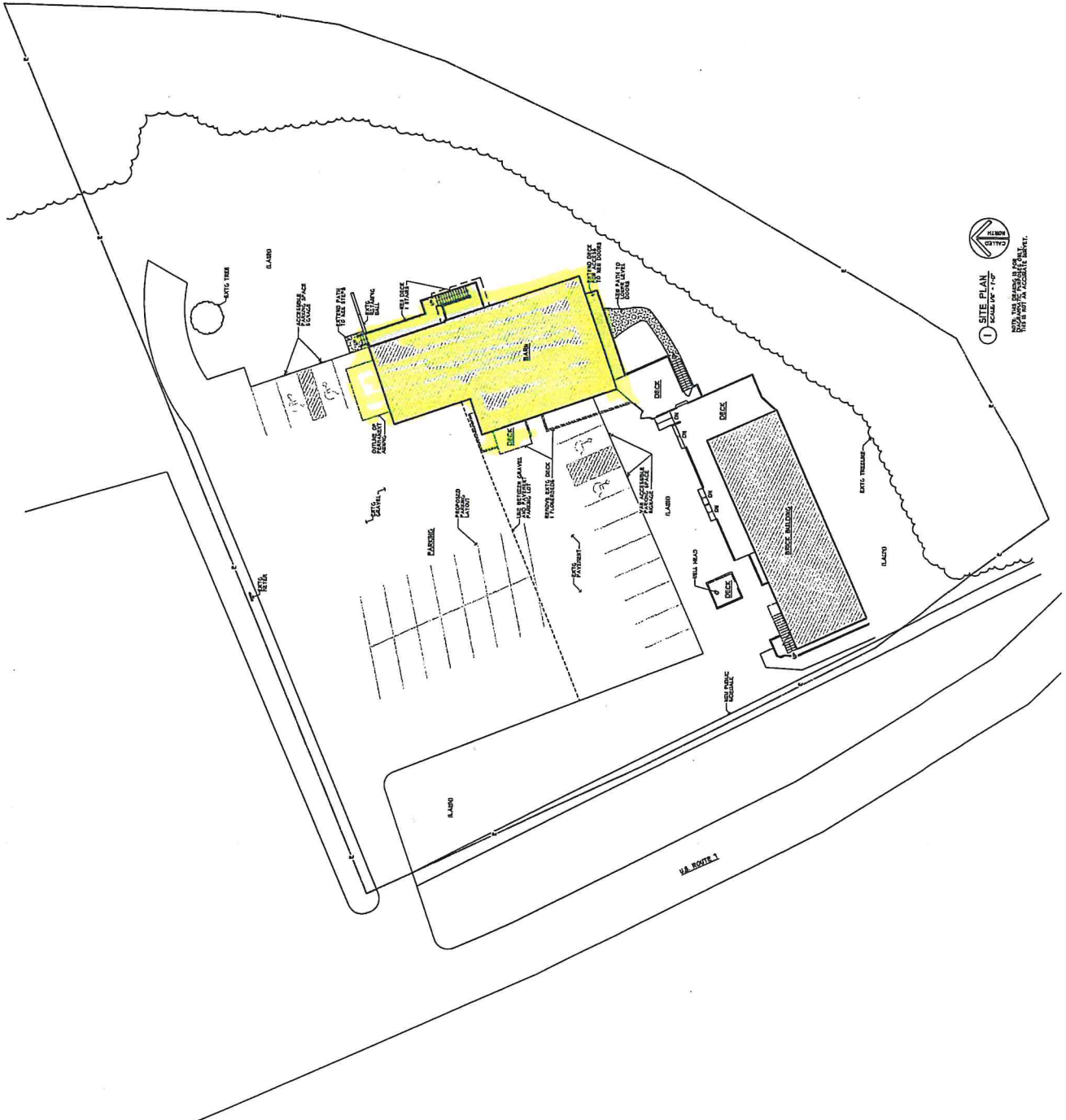


DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. E911 and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.



10

Display Number	
Job File Number	343 25724 230 25



N.B.F.
ARCHITECTS
104 1/2 Center St. Rutland, Vermont 05701
Phone: 802 775-3168
e-mail: info@nbarchitects.com

24 1/2 Center St Rutland, Vermont 05701
Phone: 802 775-3168
e-mail: info@nbarchitects.com

Modifications
to:

**Holmes
Apartments**
PO Box 387
Pittsford, VT 05763

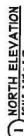
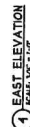
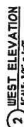
2/14/75

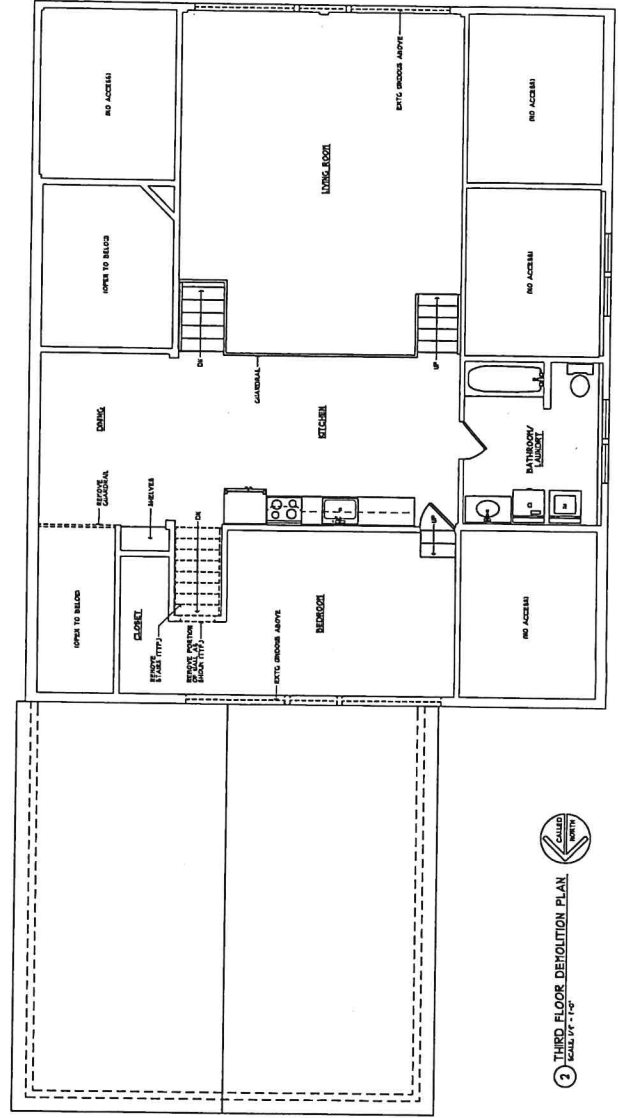
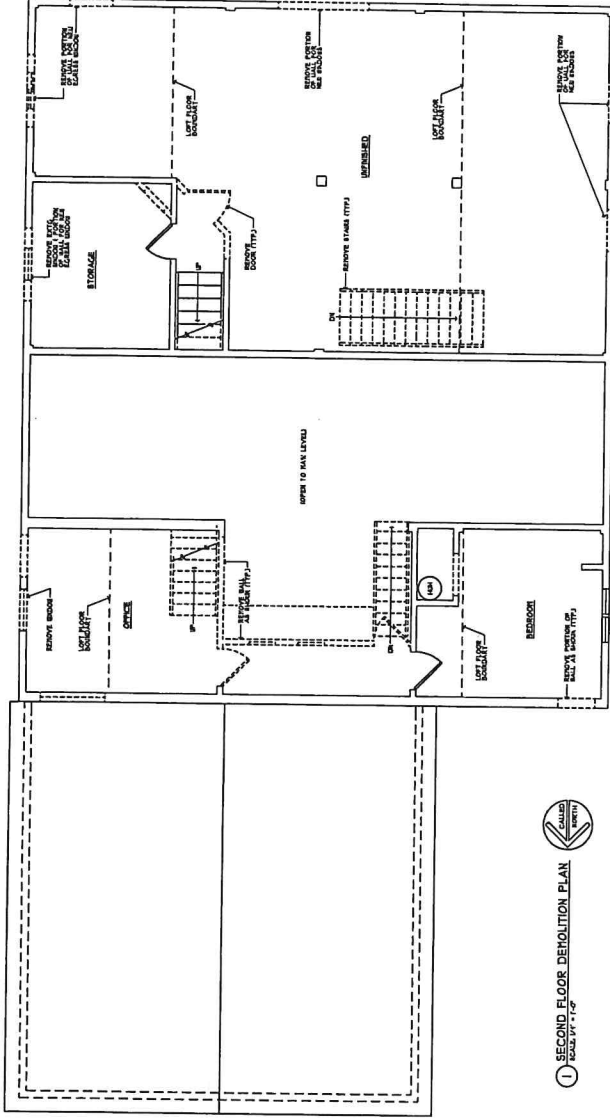
**PROPOSED
ELEVATIONS**

5

entry Number

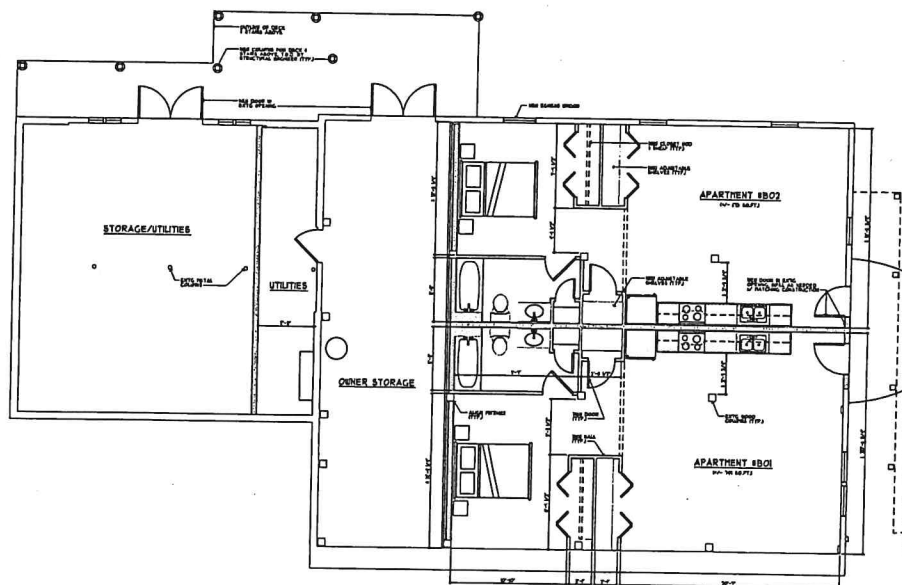
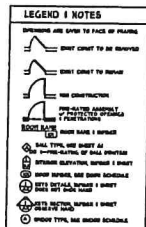
1





Drawing Title	D2	Drawing Number	2423
		Scale File Number	2423

N.B.F.
ARCHITECTS
34 1/2 Centre St. Watford, Vermont 05791
Phone: 802 715-3168
e-mail: info@nbfarchitects.com



① **BASEMENT PLAN**
SCALE: 1/4" = 1'-0"

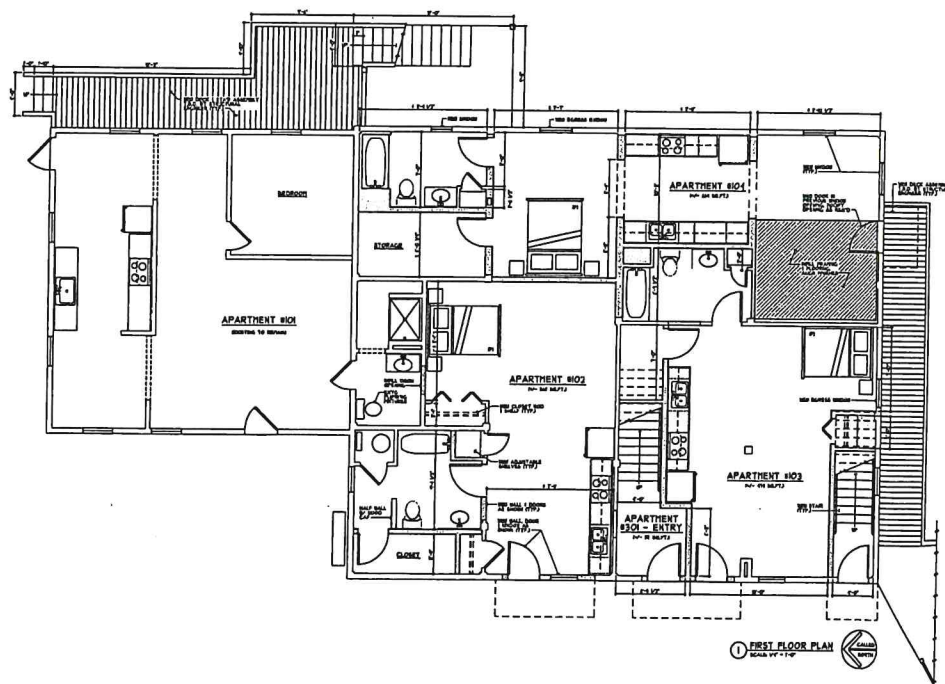
**Modifications
to:
Holmes
Apartments
PO Box 387
Pittsford, VT 05763**

02/11/78	OWNER I ZONING REVIEW NOT FOR CONSTRUCTION
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**PROPOSED
BASEMENT PLAN**

A1

Dewey Number	
Sub-ED-Number	ED-ED
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900



① FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

Modifications
to:
**Holmes
Apartments**
PO Box 387
Pittsford, VT 05763

02/14/78	ORDER : ZONING REVIEW NOT FOR CONSTRUCTION
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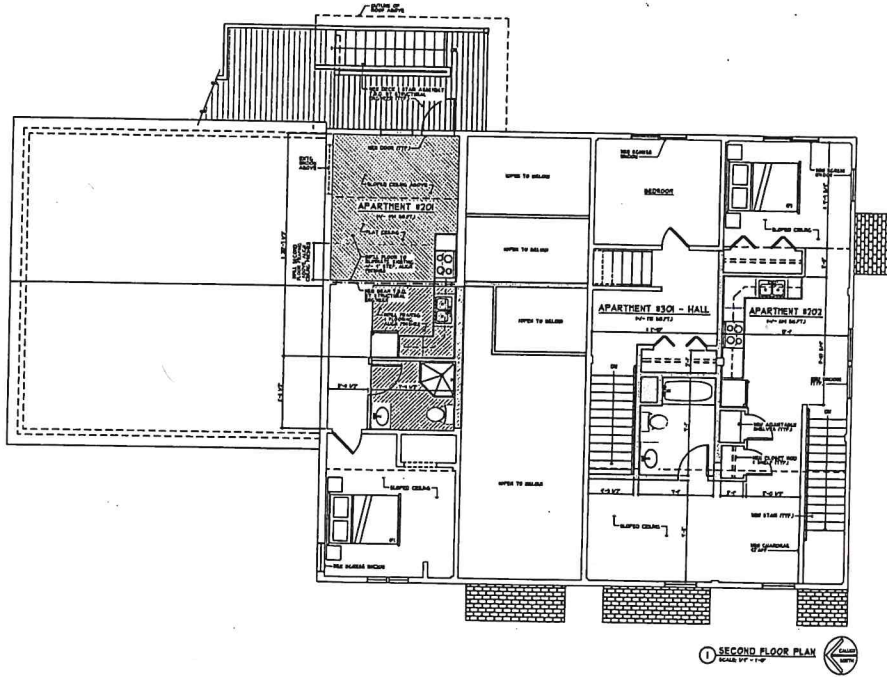
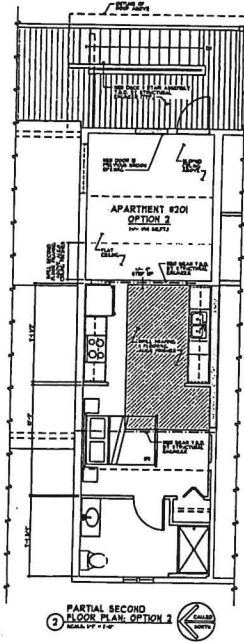
PROPOSED FIRST
FLOOR PLAN

A2

Display Number

APPLICATION Z5-10
PARCEL 1003

N.B.F.
ARCHITECTS
24 1/2 Green & Railroad, Vermont 05761
Phone: 802 733-3168
e-mail: info@nbfarchitects.com



Modifications to:
Holmes Apartments
PO Box 387
Pittsford, VT 05763

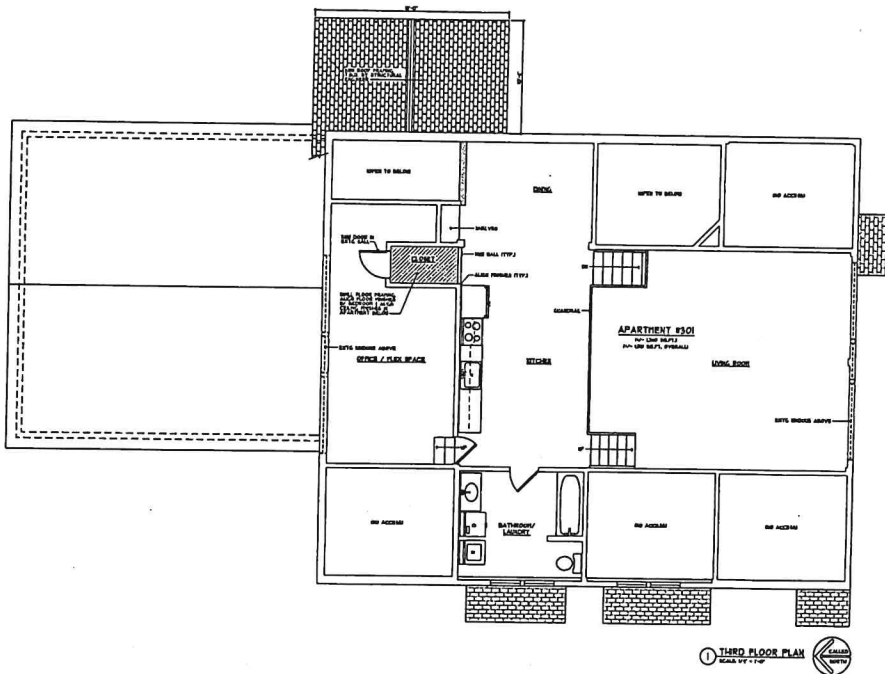
03/14/21 OWNER & ZONING REVIEW
NOT FOR CONSTRUCTION
Sheet No.

PROPOSED SECOND FLOOR PLAN

Sheet Title

A3

Sheet Number
Add P&L Number 3029 3/14/21 1/4" = 1'-0"



Modifications to:
Holmes Apartments
PO Box 387
Pittsford, VT 05763

03/14/21 OWNER & ZONING REVIEW
NOT FOR CONSTRUCTION
Sheet No.

PROPOSED THIRD FLOOR PLAN

Sheet Title

A4

Sheet Number
Add P&L Number 3029 3/14/21 1/4" = 1'-0"