



Town of Pittsford
PO Box 10 * 426 Plains Road
Pittsford, VT 05763
(802) 483-6500
www.pittsfordvermont.com

PUBLIC HEARING NOTICE: PITTSFORD ZONING BOARD of ADJUSTMENT (ZBA)

July 27, 2026 at 7:00pm

426 Plains Road Pittsford, VT 05763

via zoom at zoom.us meeting ID 652 103 6395

Monday, July 27, 2026 at 7:00pm, the Pittsford ZBA will conduct, in person and via Zoom, a public hearing to review:

Application #26-29 from R.L. Vallee, Inc. and Sandra Conway for a conditional use permit with site plan review for a proposed building addition and expansion of the parking lot. This includes two parcels in the commercial and village districts. One parcel is currently vacant and the other parcel is currently a convenience store.

Concise copies of the application will be posted on www.pittsfordvermont.com; and complete applications will be available for review at Town Office. Interested Parties are to be signed/logged in by 7:10 pm and prepared to submit testimony, or they may forfeit their right to appeal any decision by the ZBA in Vermont Superior Court.



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: R.L. Vallee, Inc. Telephone #: 802-524-8710

Mailing Address: PO Box 192, St Albans VT 05478

E-mail Address: ottoh@rvallee.com

OWNER INFORMATION (If Different than Applicant)

One owner is the same as applicant and

Name: the other is Sandra Conway Telephone #: 802-236-0226

Mailing Address: PO Box 90, Pittsford, VT 05763-0090

E-mail Address: rookies4@aol.com

PROJECT LOCATION

Parcel #: 0268 Tax Map #: 24 Lot #: 100-2781 Plot #: _____
500-273W

Street Address: 2781 US ROUTE 7 and 273W VT ROUTE 3

Is the Property in a Flood Plain? Yes No Wetlands area: Yes No

Lot Size: 0268 is 0.65 ac Zoning District: Commercial
0269 is 2.45 ac

Present Use of Property: Vacant One-Family Two-Family Multi-Family

Commercial Industrial Other: Describe 0268 is commercial
0269 is currently undeveloped

PROPOSED WORK TO BE COMPLETED/USE OF PROPERTY

New Building Alteration/Addition Change of Use Subdivision

Description of Proposed Work: Proposed Building addition, parking expansion

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 6/11/2026 Permit #: 26-29 Fee Paid/Date 6/11/26

Corrected permit

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

Zoning; Section 1302

Application #: 26-29

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: Village/Commercial

Identification and Classification of the proposed use(s):

Convenience store

C/P - conditional in village. permitted in commercial

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

Application is REFERRED to the Appropriate Municipal Panel (AMP) for the following approval(s):

Conditional Use (for uses classified as such above) Site Plan Review Other

Date: 6/18/2020 - hearing 7/2/2020

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 #: 0268 Map ID#: 24 In Reference to zoning permit #: _____
0269 24

Please Check One: Variance Conditional Use Subdivision

PROPERTY AND SUBDIVISION INFORMATION

Street Address of Property: 2781 US ROUTE 7 and 273W VT ROUTE 3

Original Lot Size: 0.65 and 2.45 Number of Lots to Be Created: None

Proposed Lot Sizes: Lot 1 3.1 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 nature of restrictions)


Has the original lot ever been part of a subdivision before? If yes, please fill out the following:

Date: _____ Number of Lots: _____ Name of Subdivider: _____

Proposed Conditional Use or Nature of Variance Requested (be specific):
Conditional use for convenience store

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

6.15.26

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: _____



CIVIL ENGINEERING ASSOCIATES, INC.

10 Mansfield View Lane
South Burlington, VT 05403

Phone: 802-864-2323
E-Mail: cgalipeau@cea-vt.com

May 11, 2026

Ann Reed, Town Manager/Town Zoning Administrator (Interim)
Town of Pittsford
426 Plains Road
PO Box 10
Pittsford, VT 05763

Re: Site Plan Application
RL Vallee, Inc. – Maplefields Addition
2781 US-7, Pittsford, VT 05763

Dear Ms. Reed,

On behalf of the applicant and owners of one parcel, RL Vallee, Inc. and the owners of the second parcel, Richard & Sandra Conway, we are submitting this request for Site Plan Review for the proposed addition and associated site improvements at the existing Maplefields gas station and convenience store located at 2781 US Route 7, the intersection of Route 3 and Route 7. Enclosed with this letter are the completed Site Permit Application and Lot Line Adjustment form, application fee, a full planset, and supporting documentation.

The subject property is located within the Commercial District and consists of two existing parcels proposed to be merged. The first parcel, located at 2781 US Route 7, is approximately 0.7± acres and contains an existing convenience store and gas station. The second parcel, located at 273W VT Route 3, is currently undeveloped and consists of approximately 2.3± acres.

The applicant proposes to expand the existing convenience store along the southern side of the building, along with associated site improvements including additional parking. The proposed expansion will extend across the existing property boundary shared with the adjacent parcel at 273W VT Route 3. To accommodate this development and ensure compliance with applicable setback requirements, the boundary between the two parcels will be dissolved as part of the merger.

The existing convenience store is approximately 2,700± square feet and currently provides parking for 12 vehicles, including two ADA-accessible spaces. A 2,100± square foot expansion is proposed on the south side of the building and will be designed as a continuation of the existing structure in terms of height and profile. The building will be updated as part of this renovation while maintaining a character consistent with the existing store.

The reconfigured site will include parking along the east and west sides of the building, generally oriented along Route 7 and Route 3. The existing gas canopy, MPDs, and ADA-accessible spaces on the north side of the building will remain unchanged.

Existing utilities will largely remain in place. Electrical service will be coordinated with the utility company for reconnection to the building, and the sewer system will be upgraded as part of the proposed improvements. The onsite system will be removed as part of the parking expansion, and the sewer is proposed to be connected to the municipal system through a new force main from the site to an existing manhole on Arch St. The water supply will remain unchanged; however, overall demand is expected to increase. The existing store is currently permitted for 680 gallons per day (GPD) of on-site wastewater and municipal water usage under a state wastewater permit. This permit will be updated, and under the new design flow standards, the proposed demand is estimated at 1,480 GPD for both water and wastewater. Additional water and sewer flows were secured from the water and sewer department to support the updated wastewater permit.

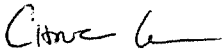
Ann Reed
Page 2/2
May 11, 2026

The existing air station will be relocated on-site. Existing dumpsters will also be relocated and placed within a screened enclosure. New site lighting is proposed and will be fully downcast and compliant with dark sky standards.

Please see the attached plan set for additional details.

We look forward to working with staff in facilitating this application. If you should have any questions, please feel free to contact me at 864-2323 x307.

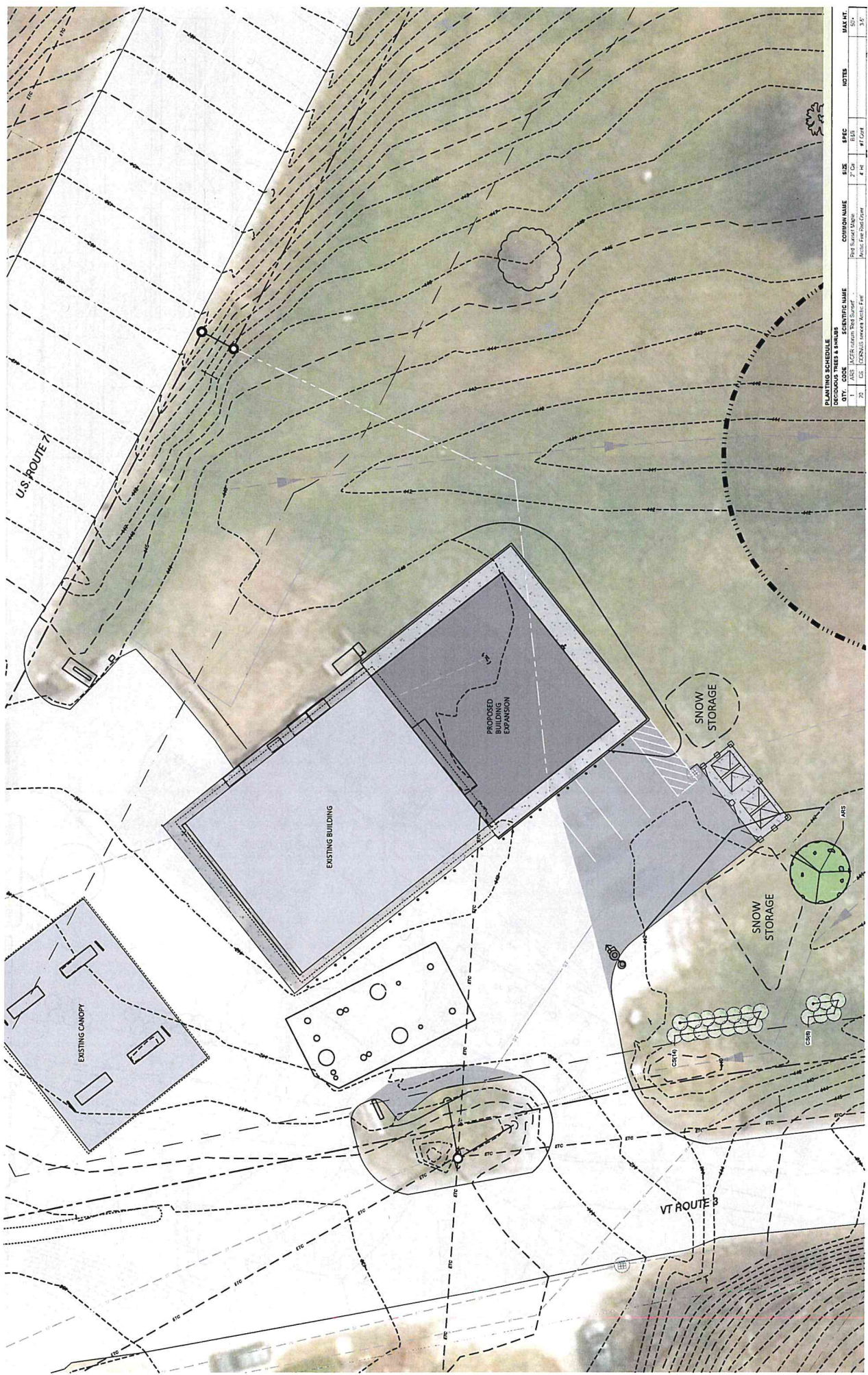
Respectfully,



Chris Galipeau
Staff Engineer

Enclosures: Site Plan Application,
\$250.00 Commercial Development Fee
\$50 Boundary/Lot Line Adjustment Fee
Civil Plans, Floor and Elevation Plans, Landscaping and Lighting Plans

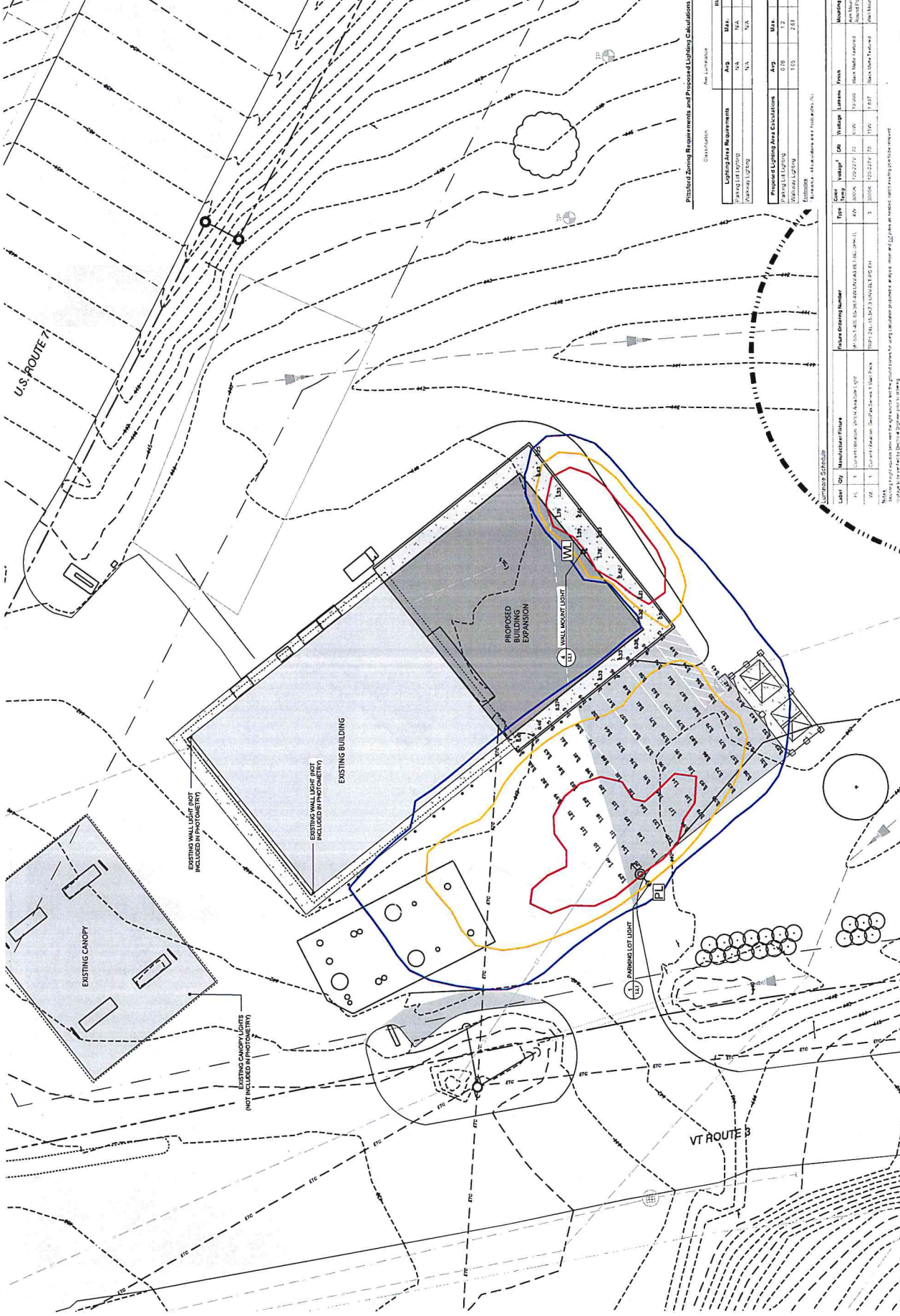
Cc: RL Vallee, (w/ enclosures), CEA File, 25156.02



PLANTING SCHEDULE						
DECIDUOUS TREES & SHRUB						
CITY	SPECIES NAME	SIZE	PLANTING DATE	PLANTING METHOD	PLANTING COST	TOTAL COST
72	DOGWOOD	4" H	2" DIA	#1 Corb	4.00	1.50
72	DOGWOOD	4" H	2" DIA	#1 Corb	4.00	1.50
72	DOGWOOD	4" H	2" DIA	#1 Corb	4.00	1.50

LIGHTING LEGEND

- PUBLIC ROAD FUTURE
- WALL LIGHT
- 1.0% CONTOUR LEVEL (ft)
- 0.5% CONTOUR LEVEL (ft)
- 0.2% CONTOUR LEVEL (ft)



Distford Zoning Requirements and Proposed Lighting Calculations

Category	Req. Min.	Prop. Min.	Ave. Min.	Max. Min.
Lighting Area Requirements	0.75	0.75	0.75	0.75
Parking Lot Lighting	0.75	0.75	0.75	0.75
Proposed Lighting Area Calculations	0.75	0.75	0.75	0.75
Parking Lot Lighting	0.75	0.75	0.75	0.75
Wall Mount Lighting	0.75	0.75	0.75	0.75

Summary Schedule

Label	Type	Quantity	Notes
WL	Wall Mount Light	4	4x 100W, 120V, 120° Beam Angle
PL	Parking Lot Light	3	3x 100W, 120V, 120° Beam Angle

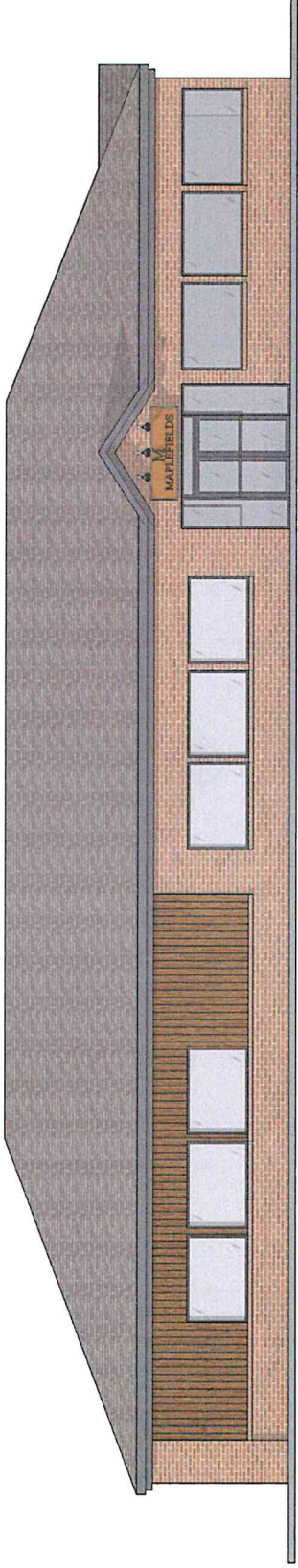
OWNER
R.L. VALLEE
 200 BULLHORN STREET
 STAMFORD, CT

ENGINEER
 DATE: _____
 REVISION: _____

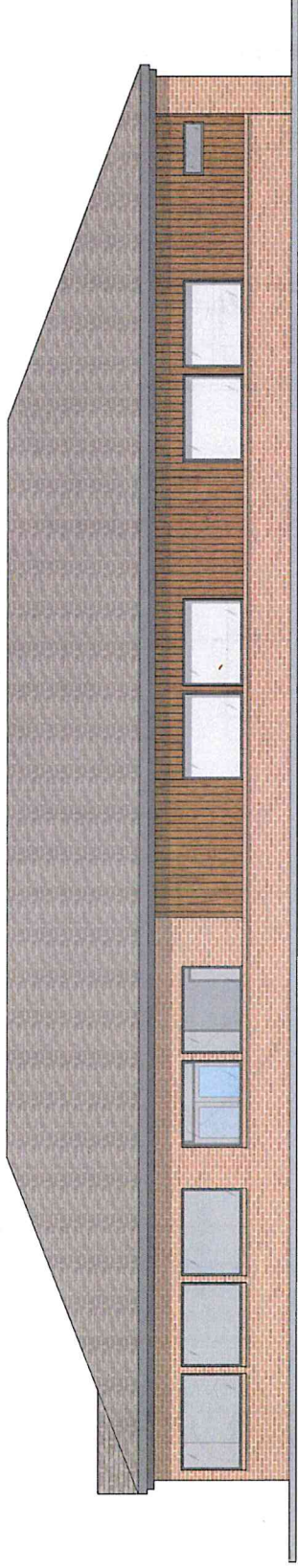
PROJECT
 DATE: _____
 REVISION: _____

PROJECT
ANTONIO LEO ARCHITECT
 3 GIFFORD STREET
 STAMFORD, CT 06907
 914-337-2770
 info@aleoarchitects.com

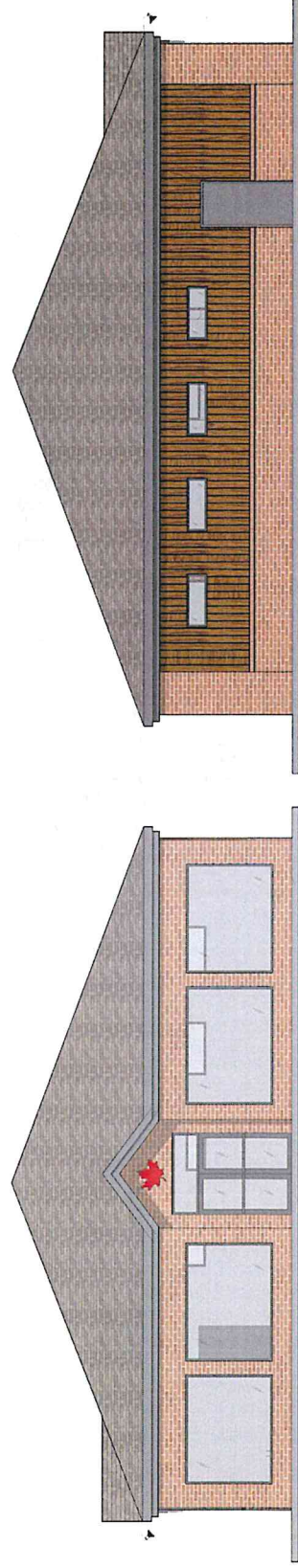
PROJECT
PITTSFORD
 DRAWING TITLE
ELEVATIONS
 DATE: _____
 PROJECT NO: _____
 SCALE: _____
 SHEETS: _____
A-101.00



A ELEVATION
 SCALE 1/8"=1'-0"



B ELEVATION
 SCALE 1/8"=1'-0"



C ELEVATION
 SCALE 1/8"=1'-0"

D ELEVATION
 SCALE 1/8"=1'-0"

