



## MEMORANDUM

To: Town of Hinesburg Planning & Zoning

From: Stephanie Hainley

Original Date: November 7, 2013

Town Comments: **November 12, 2013**

Response Date: **November 26, 2013**

Re: Firehouse Plaza Site Plan Amendment - Follow-up Information

In your email of 10/24/13, you requested additional information to complete the site plan application for the Automotion-Giroux lot, tax parcel 20-50-02.200. We provided the additional information to the Town on 11/7/13. On 11/12/13, you had follow-up questions (shown below in red), to which we are providing the following responses (in blue).

1)

*Town Request (10/24/12): Please explain circulation patterns on the plan. Per section 4.3.3(1) of Hinesburg Zoning Regulations*

**Application Response (11/7/13): Please see Sheet 1 "Firehouse Plaza - 30-Scale Site Plan," prepared by O'Leary-Burke Civil Associates, dated August 1, 2013, and revised 10/28/13, to which a Circulation Plan has been added as an insert. This Plan shows the circulation pattern as follows: vehicles enter from Commerce Street at the new access drive and a "One Way" arrow sign directs them to turn right. One way traffic pattern continues around angled parking, turns left to loop around in front of the building, and turns left to exit back onto Commerce Street at the new access drive.**

2)

*Town Request (10/24/12): Landscaping plan – please refer back to previously approved site plan and let us know if anything is changing. Please submit previously approved site plan.*

**Application Response (11/7/13):** The existing landscaping will be slightly adjusted as a result of this application. Two existing street trees will be relocated along Commerce Street to accommodate the new access drive. The two existing street trees to be relocated are in the new access drive location and will be relocated to where the existing access drive will be removed. We assume the previously approved site plan of record is in the Town permit files.

**Town Follow-up (11/12/13):** Please provide proof that these existing street trees are able to be transplanted; are they any water lines, etc. preventing them from being tree spaded?

**Applicant Follow-up (11/26/13):** There is an existing waterline located approximately 5' from the existing street trees. It is expected that this will not prevent the trees from being relocated. However, as with any standard tree relocation, the contractor will need to determine if these are unable to be relocated when in the ground. If there is a conflict underground and they cannot be relocated, they would be replaced.

**Application Response (11/7/13):** Per the next item, 9 new deciduous and evergreen shrubs will be planted to meet the landscaping budget. Please see Sheet 1 "Firehouse Plaza - 30-Scale Site Plan," prepared by O'Leary-Burke Civil Associates, dated August 1, 2013, and revised 10/28/13. The new shrubs are located on the east and west sides of the new access drive near the relocated bollard lights. The proposed low growing shrubs will be placed in a group of 5 shrubs on the east side and a group of 4 shrubs on the west side of the new access drive.

**Town Follow-up (11/12/13):** Please provide common name and botanical name of all plant materials, sizes of all new plant materials by height and/or diameter at time of planting and at maturity, quantities of each of the planting materials, tree planting specifications, and treatment of the ground surface (paving, seeding, mulch, etc.) *Per section 4.3.8 1(c)*

**Applicant Follow-up (11/26/13):** Please see the attached "Landscape Plant List," dated 11/25/13 for names, sizes, and quantities. Please see the plan Sheet 2 "Site Improvement Details & Specifications," dated 8/1/13, and revised 10/28/13 for planting specifications and details.

3)

*Town Request (10/24/12):* Need cost of project and how it relates to cost of any landscaping. *Per section 4.3.8(d) of Hinesburg Zoning Regulations*

**Application Response (11/7/13):** The cost of relocating the driveway at Firehouse Plaza is \$15,000, so the landscaping budget is \$450 (3%). The above referenced plan shows 5 Mugo Pine and 4 Bumald Spirea shrubs at the new access drive. These 9

shrubs are estimated to cost of \$50 each, which will total \$450 to meet the landscaping budget requirement.

4)

*Town Request (10/24/12): Need more information regarding bollard lights. Need to demonstrate adequacy of exterior lighting for safe circulation on the site without creating off-site glare and excess illumination. Please supply spec. sheets on the bollard lights. Per section 4.3.4(4) of Hinesburg Zoning Regulations*

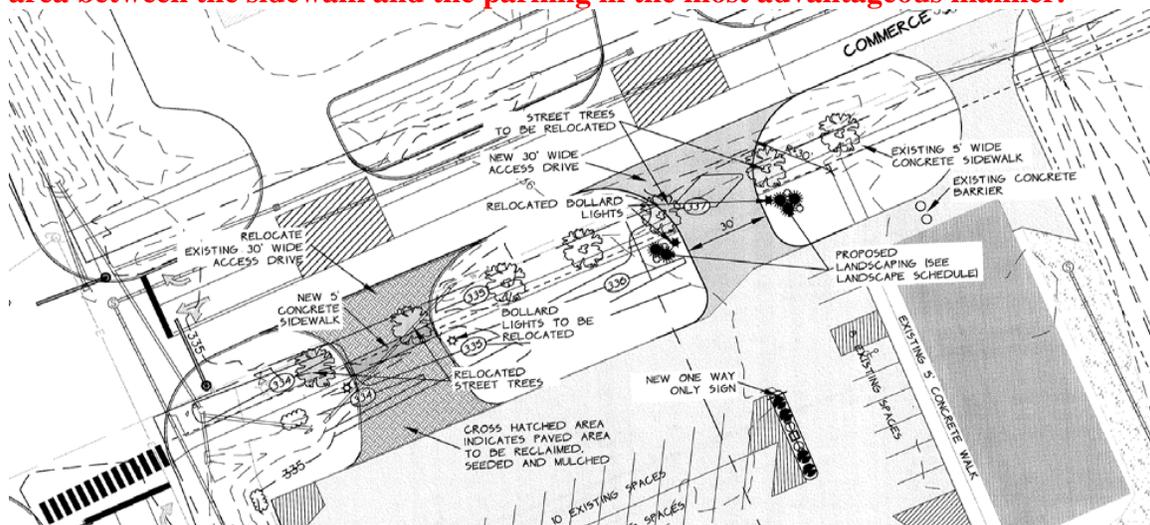
**Application Response (11/7/13):** The two bollard lights being shown at the relocated entrance are the approved fixtures from the existing access drive location. These will be located proximate to the driveway exactly as they are today - same distance from the road and setback same distance from the driveway itself.

**Town Follow-up (11/12/13):** This existing bollard lights don't meet the Hinesburg Zoning regulations due to the fact they are not shielded and are not downcast. *Per Section 4.3.4 (4) and Section 5.6.4*

**Applicant Follow-up (11/26/13):** Understood. We will review and provide a resolution to this issue before or at the meeting with the DRB.

5)

**Town Follow-up (11/12/13):** Per the site plan below it appears that when the driveway is removed the culvert under it will be removed as well and the existing swale is proposed to simply be continued across the area where the driveway was. Either a designed and permanent sheet flow from the parking area into the swale should be established, or if the flow from the parking area is concentrated, it should be directed in to a stormwater control device i.e. a serpentine swale or the equivalent located between the parking area and the sidewalk. Please delineate where the stormwater flow from the northern edge of the parking area currently flows and include a proposal on how it will be controlled and cleansed utilizing the area between the sidewalk and the parking in the most advantageous manner.



**Applicant Follow-up (11/26/13):** This amendment will result in slightly reduced lot coverage and increased stormwater treatment. The current proposal to relocate the entrance to the shopping center will not change existing flow patterns. Stormwater runoff from the northern edge of the parking area will continue to flow to the grassed swale located between the sidewalk and parking lot. The culvert under the existing entrance will be replaced by the extension of the grassed swale - extending the length of the swale from 140 feet to 185 feet. This will increase the level of treatment. Grassed swales (channels) have been proven effective in the removal of total suspended solids, phosphorus load, longevity in the field, and are listed as an acceptable method of treatment in the 2002 Vermont Stormwater Management Manual.

**6)**

**Town Follow-up (11/12/13):** Please explain how the stormwater will get from the area between the new driveway and the service driveway, located to the east of it. There is anecdotal information that in periods of flooding the existing culvert actually backflows bringing stormwater from the swale between Darkstar and the plaza to the north instead of draining this area. This must be addressed in this application since the new driveway will create a new situation and the existing situation, as far as I know was never approved as part of the Commerce Park stormwater design.

**Applicant Follow-up (11/26/13):** Stormwater in the area east of the proposed access drive currently flows east to the swale between Firehouse Plaza and Darkstar. This will remain unchanged by the proposed access drive. This configuration and flow was originally constructed and approved by the VT Stormwater Division, as can be seen on the attached SH 1 "Site Plan," prepared by Phelps Engineering Inc., and dated 4-16-96. This is also how it is approved on Sheet C4 "Commerce Street Utility Plan," dated 11/9/10, and revised 4/26/12 of the Hannaford approval. This proposal does not alter the existing flow and complies with the stormwater discharge permit 3034-9010.R.

**Please do not hesitate if you have any further questions. We believe this application to be complete and look forward to meeting with the DRB at the soonest availability.**

# Giroux-Firehouse Plaza Site Plan Amendment

## Landscape Plant List

Prepared by: Gail Henderson-King, PLA, White + Burke Real Estate Investment Advisors, Inc.

Date Prepared: 11/25/13



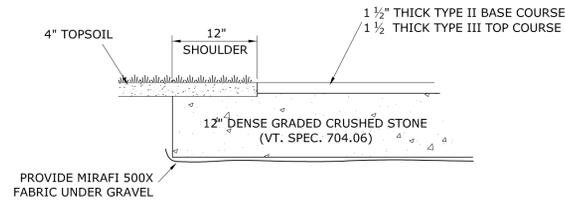
Botanical Name	Common Name	Quantity	Size at Planting	Size at Maturity	Remarks
<b>Trees and Shrubs</b>					
Pinus mugo	Mugo Pine	5	18" - 24" Height	3' Height	B&B or Container
Spiraea bumalda	Bumald Spirea	4	18" to 24" Height	3' Height	B&B or Container
Relocation of Existing Street Trees at New Entrance		2			

# LANDSCAPING SPECIFICATIONS

ALL DISTURBED AREAS SHALL BE STABILIZED WITH SEEDING AND MULCHING PRIOR TO NOVEMBER 1 OF EACH YEAR. ANY DISTURBED AREAS SHALL BE IMMEDIATELY SEEDED AND MULCHED WITHIN 15 DAYS. ANY WORK PERFORMED AFTER NOVEMBER 1 OF EACH YEAR SHALL BE STABILIZED WITH MULCH OR NETTING SUFFICIENT TO PREVENT EROSION AND SHALL BE IMMEDIATELY SEEDED AND REMULCHED AS SOON AS WEATHER PERMITS IN THE SPRING. ALL DISTURBED AREAS SHALL RECEIVE A MINIMUM OF 4" OF TOPSOIL AND BE SEEDED, FERTILIZED, LIMED, AND MULCHED IN ACCORDANCE WITH THE FOLLOWING:

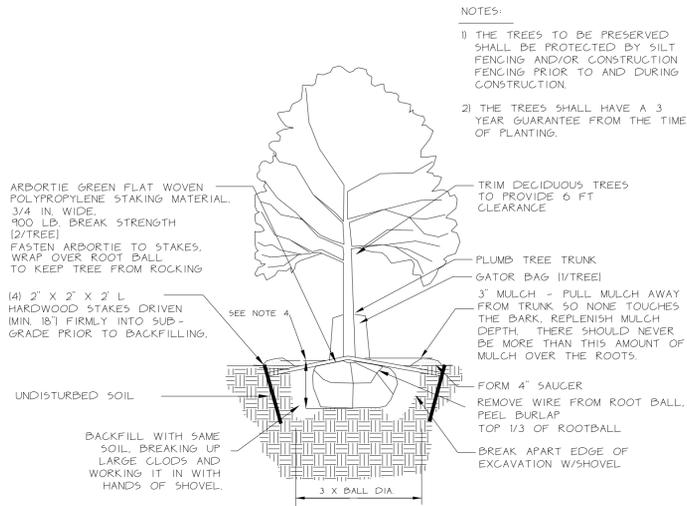
1. SEED MIXTURE IN ALL AREAS SHALL BE URBAN MIX CONFORMING TO THE TABLE SHOWN ON THE PLANS. FOR SEEDING BETWEEN SEPTEMBER 1 AND NOVEMBER 1, WINTER RYE SHALL BE USED AT AN APPLICATION RATE OF 100 POUNDS PER ACRE.
2. FERTILIZER SHALL BE STANDARD COMMERCIAL GRADE CONFORMING TO THE STATE FERTILIZER LAW AND TO THE STANDARDS OF THE ASSOCIATION OF OFFICIAL AGRICULTURAL CHEMISTS. DRY FERTILIZER, IF USED, SHALL BE APPLIED AT THE RATE OF 500 POUNDS PER ACRE. LIQUID FERTILIZER, IF USED, SHALL BE APPLIED IN A 1-2-1 RATIO WITH THE MINIMUM RATE TO INCLUDE 100 POUNDS OF NITROGEN, 200 POUNDS OF PHOSPHATE, AND 100 POUNDS OF POTASH PER ACRE.
3. LIMESTONE SHALL CONFORM TO ALL STATE AND FEDERAL REGULATIONS AND TO THE STANDARDS OF THE ASSOCIATION OF OFFICIAL AGRICULTURAL CHEMISTS. THE LIMESTONE SHALL BE APPLIED AT A RATE OF TWO TONS PER ACRE OR AS DIRECTED.
4. WITHIN 24 HOURS OF APPLICATION OF FERTILIZER, LIME, AND SEED, THE SURFACE SHALL BE MULCHED WITH A HAY MULCH. MULCH SHALL BE SPREAD UNIFORMLY OVER THE AREA AT A RATE OF TWO TONS PER ACRE OR AS ORDERED BY THE ENGINEER.

URBAN MIX GRASS SEED		
% BY WEIGHT	LBS. LIVE SEED PER ACRE	TYPE OF SEED
37.5	45	CREeping RED FESCUE
37.25	37.5	KENTUCKY BLUEGRASS
31.25	37.5	WINTER HARDY, PERENNIAL RYE
100	120 # LIVE SEED PER ACRE	



## PARKING AREA CROSS-SECTION

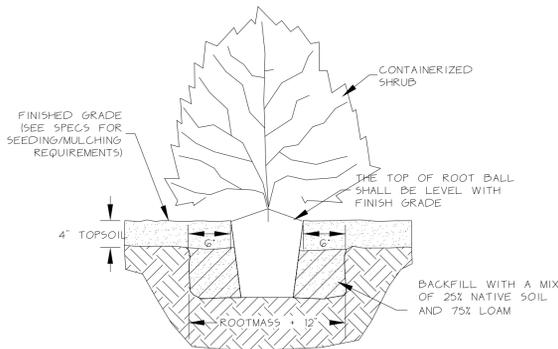
NTS



1. STAKING AS REQUIRED ONLY IN SITUATIONS WHERE TREES WILL BE SUBJECTED TO WINDY CONDITIONS AS DETERMINED BY THE PROJECT LANDSCAPE ARCHITECT.
2. EXAMINE ENTIRE TREE AND REMOVE ALL NURSERY TAGS, ROPE, STRING AND SURVEYOR TAPE PRIOR TO PLANTING TO PREVENT GIRDLING.
3. FIND THE MAIN ROOT SYSTEM AND REMOVE EXCESS SOIL. REMOVE SOILS FROM THE TOP OF THE ROOT BALL UNTIL THE TOP OF THE MAIN ROOT SYSTEM IS EXPOSED. THERE SHOULD BE SEVERAL ROOTS AT LEAST AS BIG AS A PENCIL EXTENDING IN OPPOSITE DIRECTIONS FROM THE TRUNK.
4. DEPTH TO DIG: MEASURE THE HEIGHT OF THE REMAINING ROOT BALL AFTER REMOVING EXCESS SOIL TO FIND THE MAIN ROOT SYSTEM AS DESCRIBED ABOVE.
5. TREES TO BE RELOCATED SHALL BE MOVED USING A MECHANICAL TREE SPADE NOT A BACKHOE.
6. TREES TO BE RELOCATED SHALL BE EXCAVATED TO A MINIMUM DEPTH OF 3 FEET AND TO A WIDTH OF EITHER A) THE MINIMUM WIDTH OF THE SOIL BALL MEASURED DRIP EDGE TO DRIP EDGE OR B) 1 FOOT RADIUS PER INCH TREE CALIPER, WHICH EVER IS GREATER.
7. TREES TO BE RELOCATED SHALL BE MOVED IN EARLY SPRING.

## TREE PLANTING/RELOCATION DETAIL

NTS



1. REMOVE ALL NURSERY TAGS, ROPE, STRING, AND FLAGGING PRIOR TO PLANTING TO PREVENT GIRDLING.
2. PLANT SHRUB SO THAT TOP OF ROOT BALL IS EVEN WITH THE FINISHED GRADE.
3. SHRUBS SHALL BE GUARANTEED FOR A PERIOD OF TWO YEARS AFTER PLANTING.

## SHRUB PLANTING DETAIL

DATE	10/28/13	REVISION	MISC. REVISIONS PER TOWN REVIEW	BY	ELB
SURVEY	OBCA	RECORD DRAWING	PRELIMINARY	DATE	8-01-13
DESIGN	F.U.O.	FINAL	SKETCH/CONCEPT	JOB#	9066
DRAWN	JRF / BJB			FILE	CURRENT
CHECKED	F.U.O.			PLAN SHEET #	2
SCALE	NTS				

**O'LEARY-BURKE**  
CIVIL ASSOCIATES, PLLC

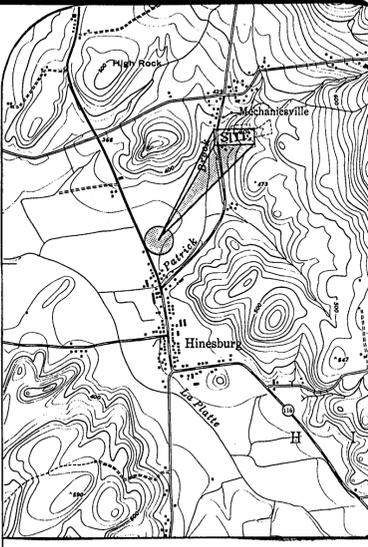
1 CORPORATE DRIVE, SUITE #1  
ESSEX, VT, VT  
PHONE: 878-9980  
FAX: 878-9989  
E-MAIL: obcas@olearyburke.com

Firehouse Plaza

Site Improvement  
Details & Specifications

VT Route 116

Hinesburg, VT



**PROJECT LOCATION**  
SCALE: 1"=2000'

**SAFETY AND PROTECTION**  
CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS FOR THE SAFETY OF, AND SHALL PROVIDE THE NECESSARY PROTECTION TO PREVENT DAMAGE, INJURY OR LOSS TO:

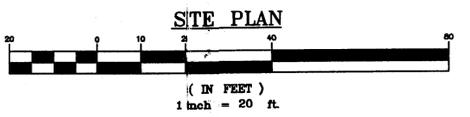
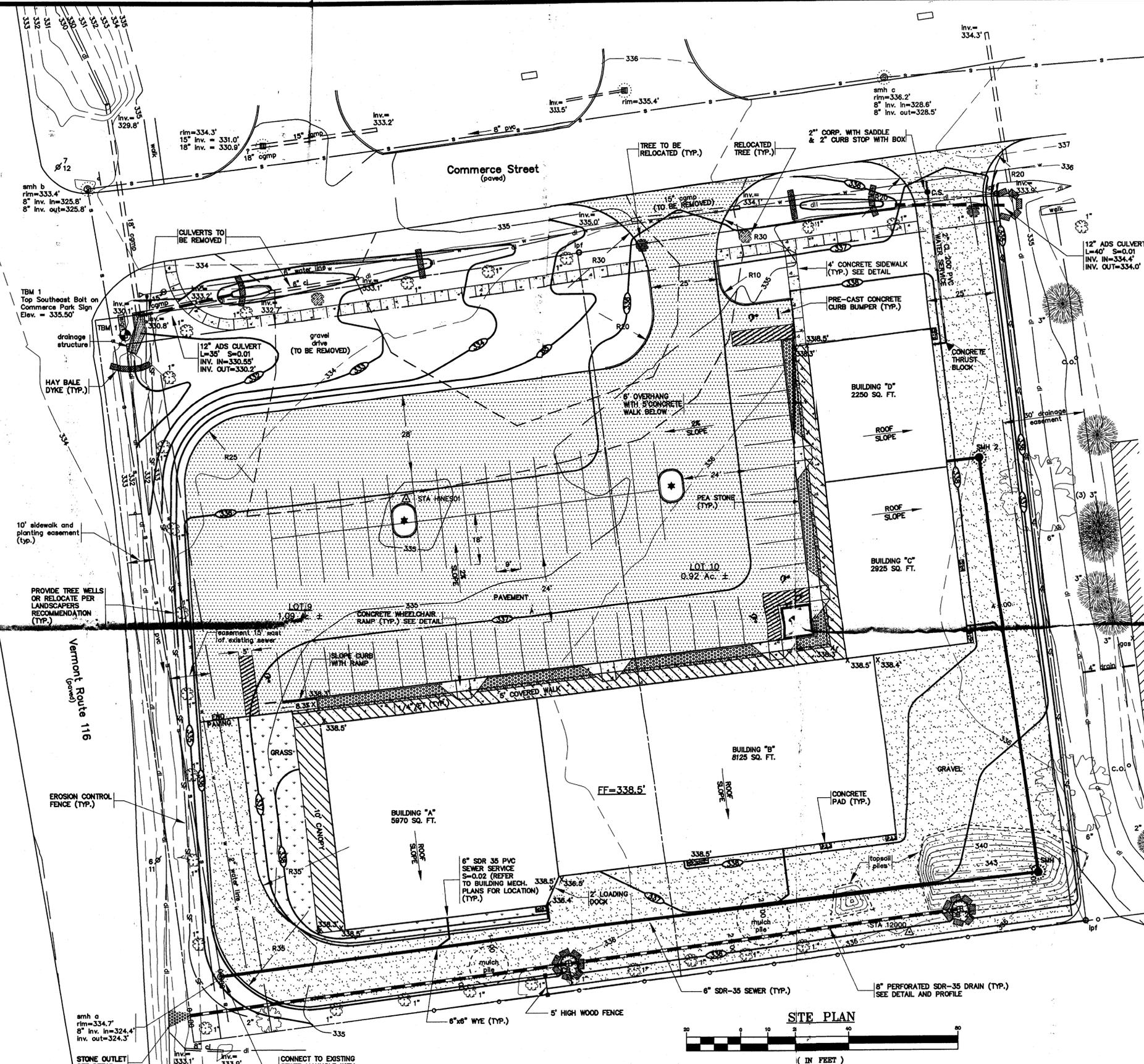
1. ALL EMPLOYEES ON THE WORK AND OTHER PERSONS WHO MAY BE AFFECTED THEREBY.
2. ALL THE WORK AND ALL MATERIALS OR EQUIPMENT TO BE INCORPORATED THEREIN, WHETHER IN STORAGE ON OR OFF THE SITE.
3. OTHER PROPERTY AT THE SITE OR ADJACENT THERETO, INCLUDING TREES, SHRUBS, LAWNS, WALKS, PAVEMENTS, ROADWAYS, STRUCTURES AND UTILITIES NOT DESIGNATED FOR REMOVAL, RELOCATION OR REPLACEMENT IN THE COURSE OF CONSTRUCTION.

CONTRACTORS SHALL COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, RULES, REGULATIONS AND ORDERS (INCLUDING O.S.H.A. REGULATIONS) OF ANY PUBLIC BODY HAVING JURISDICTION FOR THE SAFETY OF PERSONS OR PROPERTY OR TO PROTECT THEM FROM DAMAGE, INJURY OR LOSS, AND SHALL ERECT AND MAINTAIN ALL NECESSARY SAFEGUARDS FOR SUCH SAFETY AND PROTECTION. CONTRACTOR SHALL NOTIFY OWNERS OF ADJACENT PROPERTY AND UTILITIES WHEN EXECUTION OF THE WORK MAY AFFECT THEM.

CONTRACTOR'S DUTIES AND RESPONSIBILITIES FOR THE SAFETY AND PROTECTION OF THE WORK SHALL CONTINUE UNTIL SUCH TIME AS ALL THE WORK IS COMPLETED.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

CONTRACTORS SHALL COORDINATE WITH DIG-SAFE (800/225-4977) A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.



- GENERAL NOTES**
1. BEARINGS ARE BASED ON MAGNETIC NORTH, 1996.
  2. TOPOGRAPHIC SURVEY DEVELOPED USING A 5 SECOND TOPCON GTS 304 TOTAL STATION.
  3. THIS IS NOT A BOUNDARY SURVEY. FOR BOUNDARY INFORMATION REFER TO SURVEY BY GEORGE E. BEDARD ENTITLED "GIROUX COMMERCIAL SUBDIVISION, HINESBURG, VERMONT DATED DEC. 28, 1987".
  4. ELEVATIONS BASED ON N.G.V.D. DATUM.
  5. THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE.
  6. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
  7. CONTRACTORS SHALL COORDINATE WITH DIG-SAFE (800/225-4977) A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.

**LEGEND**

	boundary line
	chain link fence
	road/parking (w/ surface drive w/ surface label)
	1 foot contour
	5 foot contour
	overhead utility
	water line
	storm drain
	sanitary sewer
	easement
	culvert
	traverse station
	temporary bench mark
	catch basin
	utility pole
	guy wire
	sanitary sewer manhole
	tree (size noted)
	iron pipe found
	sign
	gate valve
	curb stop
	clean out
	fire hydrant
	ROAD/DRIVE
	PARKING
	CURB
	WATER LINE
	SANITARY SEWER (SIZE)
	STORM DRAIN (SIZE)
	FINISH GRADE
	CATCH BASIN
	MANHOLE
	GATE VALVE
	CURB STOP
	LIGHT POLE

NOTE: EXISTING INFORMATION SHOWN IN LOWER CASE  
PROPOSED INFORMATION SHOWN IN UPPER CASE

 N W E S	REVISIONS	 STATE OF VERMONT No. 0011 DAVID & VERONICA ESTÉ REGISTERED PROFESSIONAL ENGINEER	THE DRAWINGS FOR THIS PROJECT SHALL NOT BE REUSED OR ALTERED IN ANY WAY WITHOUT THE WRITTEN APPROVAL AND AUTHORITY OF THE ENGINEER. ANY REVISIONS SHALL BE MADE BY THE ENGINEER AND NOTED IN THE REVISION BLOCK. © 1998 PHELPS ENGINEERING, INC.	<b>PHELPS ENGINEERING, INC.</b> FROC HOLLOW MILL 3 Mill St., P.O. Box 367 Middlebury, Vt. 05753 Telephone (802) 388-7829	<b>DAVID &amp; VERONICA ESTÉ</b> RETAIL COMPLEX LOTS 9 & 10 GIROUX COMMERCE PARK HINESBURG, VERMONT			
	SCALE: 1" = 20'					DR. BY: RMP	SHEET NO. 1 OF 3	DWG. NO. 9635-1
	DATE: 4/16/1998					CK'D BY: CC/PP		
	<b>SITE PLAN</b>							