

**Town of Hinesburg
Office of the Zoning Administrator**

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March 13, 2014
Renaë Marshall
10600 Route 116
Hinesburg, VT, 05461

Tax Map Number 20-50-72.000

Dear Renaë,

On July 16, 2013 the Hinesburg Development Review Board granted Site Plan Approval for a new police station. On January 29, 2014 I issued a memo which allowed occupancy before a conditional Certificate of Occupancy had been finalized and this memo supplants the previous one.

At snow melt the areas exposed during construction shall be treated in a manner consistent with the procedures contained in the VT Handbook for Soil Erosion and Sediment Control on Construction Sites.

Condition #8 from the July 16, 2013 site plan approval allows minor changes to an approved site plan. Thus far four such changes have been made and approved.

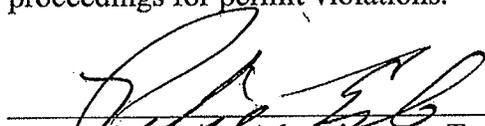
- 1) Curbing adjacent to the VT Route 116 fog line was adjusted to be over 4'0" from the 116 fog line per VTRANS requirements.
- 2) Fill that was required to be removed from the site now can be located behind the fire station per requirements of this conditional CO
- 3) The parking area that was to be located to the west of the Sally port area now can be re-configured per requirements of this conditional CO
- 4) No-signage, per condition #1 will be necessary for the service entrance to the Fire Department Parking lot since it will not be functional until the parking area to the west is fully delineated and approved.
- 5) The western parking area on the approved site plan doesn't have to be paved unless it proves to be unusable because of muddy conditions, and if that occurs it shall be paved, according to the plans, in the next construction season.

The following items remain incomplete and must be done by July 1, 2014

-  1. In consultation with the Town Tree warden, the earth around and under the proposed shade tree shall be enhanced to compensate for the fill which will be under and around its site. This shall be done before construction begins so it can be integrated into the total project.
-  2. If the existing parking area for the former police station is removed, one additional shade tree shall be planted in addition to the two to the west.

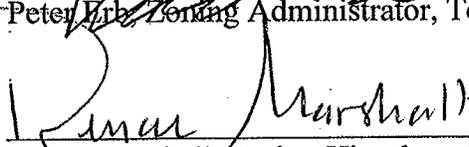
3. Weather dependent exterior work- including final grading, seeding and mulching, landscaping, top coat of asphalt paving, installation of all site lighting, and exterior painting
4. No outside trash storage or dumpsters will be used.
5. All exterior building lighting shall be installed or shielded in such a manner as to be downcasting and to conceal light sources and reflector/refractor areas from view from points beyond the immediate illumination area.
6. The fill that was supposed to be removed from the site shall basically be behind the fire station, flush with the existing retaining wall, sloping to the west on no more than a four in one slope, with a smooth, safe grass cover established over it.
7. The western parking area on the approved site plan, shall be constructed, landscaped and surrounded by lawn up to the edges as indicated on the site plan except that no pavement will be required unless it proves to be unusable because of muddy conditions, and if that occurs it shall be paved, according to the plans, in the next construction season.
8. Before July 1, 2014 the site engineer, architect, and landscape designer should all be required to do a final sign off certifying that the project was constructed as planned.

This Conditional Certificate of Occupancy is a signed agreement committing the Town to complete the project per the site plan approval before July 1, 2014. Failure to do this will make this Conditional Certificate of Occupancy will be null and void, and you will be subject to legal proceedings for permit violations.



Peter Erb, Acting Administrator, Town of Hinesburg

3/21/14
Date



Renae Marshall, Acting Hinesburg Town Administrator

3/21/14
Date