

Department of Planning and Zoning

149 Church Street
Burlington, VT 05401
Telephone:(802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7142 (TTY)

*David White, FAICP, Director
Meagan Tuttle, AICP, Comprehensive Planner
Jay Appleton, GIS Manager
Scott Gustin, AICP, CFM, Principal Planner
Mary O'Neil, AICP, Principal Planner
Ryan Morrison, Associate Planner
Layne Darfler, Planning Technician
Shaleigh Draper, Zoning Clerk*



TO: Development Review Board
FROM: Scott Gustin
DATE: February 20, 2019
RE: 18-1110CA; 287 Shelburne Street

Note: These are staff comments only; decisions on projects are made by the Development Review Board, which may approve, deny, table or modify any project. THE APPLICANT OR REPRESENTATIVE MUST ATTEND THE MEETING.

Zone: RL Ward: 5S
Owner/Representative: Burlington Supervisory Union

Request: Time extension for application review period only: Construction of a two story building with a footprint of 10,000 sq ft including access drive, parking, sidewalks, and landscaping; playground equipment, site lighting and utility improvements.

Applicable Regulations:

Article 3 (Applications, Permits, and Project Reviews)

Background Information:

The applicants are requesting an extension for the allowable time for their zoning permit application to move through the Development Review Board process. The subject application was complete as of June 6, 2018. The application started the Board review process with the Conservation Board, but additional review was put on hold as of June 26, 2018. Deferrals are generally limited to 6 months for Board review unless an extension is requested.

Recommendation: **Time extension approval** as per, and subject to, the following findings and conditions:

I. Findings

Article 3: Applications, Permits, and Project Reviews

Sec. 3.2.5, Completeness of Submission, Administrator's Action

The applicant initiated review of a zoning permit for a new building and related site improvements in June 2018. The review process started with the Conservation Board but did not progress to the DRB. The applicant requested that the application be placed on hold as of June 26, 2018. This section allows for such deferrals and limits them to 6 months with provision for up to two 3-month extensions for DRB applications. While six months have passed, scheduling with the DRB precluded earlier consideration.

The applicants are seeking an initial 3-month extension. This initial extension may be granted. A second extension; however, is expressly prohibited if the application simply lies dormant through the initial 3-month extension. **(Affirmative finding)**

II. Conditions of Approval

1. This 3-month time extension runs through April 26, 2019.