

To: South Hero Select Board
From: New Town Hall Building Committee
Date: July 11, 2024
Subject: Recommendation for New Town Hall Location

The New Town Hall Building Committee, established by the Select Board, is pleased to submit its recommendation for the new town hall location.

Following the Select Board's Charge

As outlined in the Select Board's directive, the Committee undertook the following tasks:

1. **Informed the community** about the criteria used to evaluate potential town hall sites.
2. **Identified potential sites** and recommended the most suitable location.

Public Engagement and Site Selection

The Committee held seven meetings and actively solicited public input. After considering 12 initial sites, the Committee narrowed the selection down to two finalists. Sites were eliminated due to various factors such as reserved development rights, unsuitable soil conditions, pending sales, and substantial infrastructure costs. For a detailed understanding of this process, please refer to the meeting minutes available at:

[4.30.24-Minutes-New-Town-Hall-Building-Committee-APPROVED.pdf](#).

Unanimous Recommendation for Site A

To objectively evaluate the remaining sites, the Committee developed a site attribute rating system. This system incorporated factual information, public comments, and committee members' perspectives, all documented in a comprehensive spreadsheet. Following multiple discussions and refinements, committee members individually rated the attributes of both sites. Based on this comprehensive evaluation, the Committee unanimously recommends Site A, located at 329 and 333 US Route 2, as the optimal location for the new town hall.

Supporting Documentation

We have attached the individual committee member ratings, the site attribute list, and additional supporting exhibits for your review.

Committee's Request

The New Town Hall Building Committee strongly encourages the Select Board to consider this recommendation at your earliest convenience.

Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).

Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).

List of attributes (see attached detailed explanations)		Phil Scott		Kathleen Swanson		Anne Zolotas		Nate Hayward		Matt Reed		Jill Lowrey		TOTALS	
Attr. #	Location:	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1	Land Area:	3	5	5	0	3	2	0	0	5	0	4	2	20	9
2	Septic:	3	3	3	3	2	2	0	0	0	2	0	2	8	12
3	Costs:	4	5	0	0	2	2	1	2	0	0	4	2	11	11
4	Disposition of Old Red Fire Station Building:	3	2	0	0	4	1	0	0	0	0	0	0	7	3
5	Disposition of Old White Rescue Building:	2	2	4	0	2	3	0	0	0	0	0	0	8	5
6	Building setback from US Route 2:	4	3	4	1	3	2	2	0	4	0	4	1	21	7
7	Open land / Green Space:	3	4	0	0	2	2	0	0	3	0	3	0	11	6
8	Maintaining viable foundation and buildable footprint of the existing town office:	2	3	5	2	3	2	0	0	0	1	0	1	10	9
9	Required permitting:	2	1	5	2	0	0	0	0	1	2	2	2	10	7
10	Required cooperation:	2	3	2	4	3	2	2	1	0	1	4	2	13	13
11	Disruption to everyday business during construction:	2	3	2	3	3	2	1	1	0	1	0	0	8	10
12	Expandability: If we need to grow beyond the anticipated footprint in the future what is the expansion potential for each site:	3	3	4	2	2	2	0	0	1	1	1	1	11	9
13	Synergies:	4	3	4	1	4	1	0	1	0	2	2	1	14	9
14	Historical location:	1	1	4	1	0	0	0	0	0	0	0	0	5	2
15	Creation of a Town Center:	5	3	3	2	0	0	0	1	0	2	2	2	10	10
16	Building positioning relative to overall lot:	5	3	3	2	2	2	0	0	0	0	2	1	12	8
17	Building size and park compatibility:	4	3	0	0	4	1	1	0			0	0	9	4
	TOTAL Score:	52	50	48	23	39	26	7	6	14	12	28	17	188	134
	Percentage:	51.0%	49.0%	67.6%	32.4%	60.0%	40.0%	53.8%	46.2%	53.8%	46.2%	62.2%	37.8%	58.4%	41.6%

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)		0	0
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).
1	Land Area: Exhibit A:		
	0.8 acres. See attached documents		2.44 acres. See attached documents
2	Septic: Exhibit B:		
	This site, the existing Town Hall site, has a grandfathered wastewater system. There is a septic tank, but the leach field location and design are unknown. Exhibit 2 includes sections of the Wastewater System and Potable Water Supply Rules that Jay Buermann shared. The highlighted sections describe the permit exemptions for reconstruction, "clean slate permit exemption", voluntary demolitions, and the 50' calculation for reconstruction. Based on this information it would appear that a new town hall may not be built East of the existing town hall utilizing the existing septic system without permitting (unless it could meet the 50' calculation for reconstruction which appears difficult without first removing the existing town office). A "best fix" septic system, or a replacement field, would need to be located and permitted. The placement of this system would need to be determined before siting a new building and parking. A best fix system may limit potential future growth unless additional off-site wastewater is permitted.		Septic for this site would be in a mound system. The engineering and hydrostudy have been completed. The capacity of the proposed mound is 2,600 gallons per day. A Town Hall may use roughly 350-400 gallons per day.
3	Costs:		
	Constrained building envelope may result in increased contractor costs for offsite building materials storage and parking. Building on this site would entail additional costs to build temporary parking on an adjacent parcel for existing town office use during construction. This would then need to be removed and turned back into grass.		More open land area allowing for ample space for efficient construction. The Selectboard allocated \$135,000 from the Federal ARPA funds for the development of town park infrastructure. That includes funds for the access off of US Route 2, parking, installation of the septic force main to serve the Town Hall. Exhibit C Possible savings from economies of scale (i.e. single electrical transformer, access drive, parking, sidewalks, etc., could serve multiple uses on the property). The are possibly other costs associated with requiring "multiple public faces" to address the public at teh entry and park faces.
4	Disposition of Old Red Fire Station Building (currently utilized seasonally by Granny's Attic).		
	Locating the New Town Hall on this parcel would NOT require demolition of this structure		Locating the New Town Hall on this parcel would require demolition of this structure
5	Disposition of Old White Rescue Building (currently utilized seasonally by The Island Craft Shop).		
	Locating the New Town Hall on this parcel would require demolition of this structure		Locating the New Town Hall on this parcel would NOT require demolition of this structure
6	Building setback from US Route 2:		
	Building distance to US Route 2 between 40' - 75' Better visibility for drive-by traffic on US Route 2. More road noise "Reinforcing the energy of the "Main Street Corridor" along rt 2 by keeping the highly programmed building facing the street. That frees up the park to just be a park, with full flexibility for recreation, play, and open space." -Leslie Carter email 6/27/24		Building distance to US Route 2 over 200' Less visibility for drive-by traffic on US Route 2. Less road noise
7	Open land / Green Space:		
	Less open land for green area and landscaping		More open land for green area and landscaping
8	Maintaining viable foundation and buildable footprint of the existing town office. Exhibit D		
	Locating the New Town Hall on this parcel would require utilizing this area for parking. There is no question of "what will become of the old Town office site" because it will remain a town office and parking.		Locating the New Town Hall on this parcel would allow this to be utilized for other purposes in the future. If the new town office is built on this site it is unknown what the long term disposition is of the existing town office site. It could be sold, it could be returned to green space and retained by the town for future use. Possibilities: The existing town office foundation could be built on and be used for the 3 season farmers market. Possibilities: The existing town office foundation could be built on and be used for a new location for Granny's Attic thrift shop.
9	Required permitting: see attached Exhibit E describing "likely required" local, state, and federal permits		
	This site likely won't require a Vermont Stormwater Permit #3-9050 since the new/redeveloped impervious surface are may be greater than 1/2 acre. This site would require engineering and permitting a "best fix" or replacement wastewater system. Off site septic could also be explored on the Lawrence parcel, or potentially at the Congregational Church via a force main easement across the Lawrence Parcel.		This site may require a Vermont Stormwater Permit #3-9050 since the new/redeveloped impervious surface are may be greater than 1/2 acre. Initial engineering has been completed for the septic mound wastewater disposal system. It will still need to be permitted.

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)		0	0	
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).	Rating (0-5)
10	Required cooperation:			
	Building on this site would require cooperation for adjacent property owner to provide parking for continued town office operations during construction. Parking for the existing town office would be in front of the existing town office and on the Lawrence parcel if Mr. Lawrence agrees.		Building on this site would NOT require cooperation for adjacent property owner to provide parking for continued town office operations during construction.	
	Building on this site involves potentially fewer "moving parts". Although there are challenges associated with building immediately adjacent to the existing town office, which will need to remain open and functional during construction, building on this site does not require any coordination with old white meeting house projects, or town park projects.			
11	Disruption to everyday business during construction:			
	Building in immediate proximity to the town office may add challenges to daily town office operations during construction.		Not applicable.	
	Not applicable		Future renovations of the old white meeting house could be a disturbance	
12	Expandability: If we need to grow beyond the anticipated footprint in the future what is the expansion potential for each site? Whether that is an expansion of the meeting room, adding additional staff to Planning and zoning, office space for a recreation dept director or Town highway supervisor, or something else we can't predict that comes up in 10, 20, 30 years down the road. See Exhibit F			
	Very limited options for potential expansion		More options for potential expansion	
13	Synergies:			
	Dedicated facilities that don't need to share with other uses		shared parking with the white meeting house and future park, possibility to serve the park with bathrooms/water fountains/shelter/ etc. these can reduce/share costs across all projects by not duplicating amenities.	
14	Historical location: The Town Hall has been located on the parcel at 333 US Route 2 for 60+ years (estimated).			
	If we build on this site the building would be closer to the current location.		Locating the building in this location would be across Route 2, and further away from the current location.	
15	Creation of a Town Center:			
	Locating the building in this location would be a stand alone building and a single use location.		Locating the building here would contribute to creating a town center when you consider the relation to the White Meeting House, the proposed Town Park, and the resulting possible civic green and events lawn.	
16	Building positioning relative to overall lot:			
	Since the plan is to keep the existing town office in operation so that temporary facilities are not required the new town office can not be centered on the property. It will need to be pushed to the East as shown on the skematic site plan provided by the landscape architect. Centering the building on the lot would create the best presentation of the building.		This site is larger and allows more freedom of design in terms of building location.	
17	Building size and park compatibility			
	Not a factor on this site.		"The program SF of the building itself is larger than we originally thought, plus once you factor in the public bathrooms and the outdoor performance area this is becoming a quite large building with a chance of growing more in the future. I believe there is a risk here of losing the park entirely." -Leslie Carter email 6/27/24	

329-333 US Route 2	318-320 US Route 2
<i>Existing Town office and Island Craft Shop Parcel</i>	<i>Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land</i>
Parcel Size: 0.8 acres -There does not appear to be a survey on file for the town office parcel.	Parcel Size: 2.44 acres -Survey and Draft Boundary Line Adjustment plat attached as Exhibit ____.
The Craft Shop parcel (329 US Route 2) appears to be 17,690 SF or 0.406 acres. Approx. 119.8' wide, and 146' deep	The Old White Meeting House parcel (320 US Route 2) is 21,600 SF or 0.496 acres. Approx. 130.48' wide, and 165' deep
The Town office parcel (333 US Route 2) appears to be 17,375 SF or 0.399 acres. Approx. 102.8' wide, and 170' deep	The Old Red Fire Station parcel (318 US Route 2) is 2,941 SF or 0.067 acres
The total RT 2 frontage of both parcels is about 222.6'	The Boundary Line Adjustment area (to be donated is 81,840 SF or 1.88 acres
The total size of the combined land is 0.8 acres	The total RT 2 frontage of both parcels is 130.48'
Adjacent parcels: The Harris parcel east of the craft shop is 0.0911 acres. 45.23' wide, and 87.77' deep. The dimensions are from a 2002 survey	The total size of the combined land is 2.44 acres
Adjacent parcels: The portion of the Lawrence parcel west of the Town Office is 46.44' wide, and part of a 26+ acre parcel. Dimensions from Jolley zoning file	Adjacent parcels: The Boundary adjustment area is presently a part of the former Fifield House parcel (310 US Route 2). The remaining parcel after the BLA at 310 US Route is 8.90 Acres. There may be opportunities to expand the town parcel in the future if needed to extend the park or parking.
Attachments:	Attachments:
Exhibit A - Property lines over drone orthophoto. Boundaries are based on surveys and site plans of adjacent properties and should be considered approximate.	Exhibit B - Draft survey and boundary line adjustment plat (zoomed in) over drone orthophoto. Exhibit C - Draft boundary line adjustment plat over drone orthophoto

335 US
Route 2
Lawrence

335 US
Route 2
Lawrence

335 US
Route 2
Lawrence

44' 7"

121'

20' 5"

102' 7"

29' 11"

40' 4"

50'

A portion of
323 US
Route 2
Bellinghri
0.059 Acres

58'

58' 3"

192' 4"

64' 6"

147' 6"

42'

323 US
Route 2
Bellinghri

146'

51' 6"

27'

335 US
Route 2
Lawrence

337 US
Route 2
Jolley
Assoc. LLC

325 US
Route 2
Harris
0.091 Acres

87' 9"

87' 9"

34' 5"

192' 11"

129' 9"

329 US Route 2
Town of South Hero
0.406 Acres

41' 11"

333 US Route 2
Town of South Hero
0.399 Acres

55'

170' 1"

46.5"

46' 2"

119' 9 3/4"

102' 9"

Total Acreage of 329 & 333 US Route 2
Both town owned parcels = 0.8 acres

Approximate property dimensions
based on surveys and site plans of
adjacent properties

Exhibit B

Total Acreage of 318 & 320 US Route 2 and BLA area = 2.44 acres



POSSIBLE FUTURE DRILLED WELL
PROPOSED WATER EASEMENT TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

Existing Stormwater Drainage Pipes (Approx. Locations, Typ.)

PROPOSED BOUNDARY ADJUSTMENT TO TOWN OF SOUTH HERO FROM HAYWARD 310 U.S. ROUTE 2, LLC
1.88± Acre

PROPOSED 15' STORMWATER DRAINAGE EASEMENTS CENTERED OVER EXISTING PIPE, TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

POSSIBLE FUTURE EVENTS PAVILION

PROPOSED TOWN PARK

PROPOSED ACCESSIBILITY SIGNAGE (TYP.) - SEE DETAIL, THIS SHEET

EMERGENCY VEHICLE TURN-AROUND

PROPOSED GRAVEL PARKING - 77 STALLS SHOWN

PROPOSED PLANK RAIL FENCE

Existing 15' Septic Force Main Easement Benefits Hayward 316 US Route 2, LLC, To Be Retained PROPOSED TO ALSO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

PROPOSED ACCESS EASEMENT TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

Two 2" CL. 200 PVC Force Mains (Apparent Locations)

N/F ISLAND ACRES FARM, LLC

PROPOSED ACCESS EASEMENT TO BENEFIT TOWN OF SOUTH HERO & HAYWARD 310 U.S. ROUTE 2, LLC

N/F SP PROPERTIES, INC.

"Arbor Farm Market"

N/F TOWN OF SOUTH HERO
0.56± Acre Existing
2.44± ACRES PROPOSED

"Red Fire Station"

"Old White Meeting House"

"Blue Paddle Bistro"

N/F HAYWARD 316 US ROUTE 2, LLC

226' To Mile Marker

U.S. ROUTE 2
66.0' R.O.W.

To Wally's Pt. Road & Keelers Bay

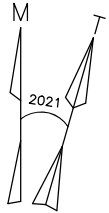
NOTE: PARKING STALLS ARE SHOWN TO ALLOW PERMITTING AUTHORITIES TO VIEW SITE CAPACITY. ACTUAL STALLS WILL NOT BE LAYED OUT ON THE GRAVEL PARKING SURFACE.

Exhibit C

I CERTIFY THAT THIS PLAT IS AN ORIGINAL INK ON MYLAR DRAWING. RICHARD W. BELL L.S.

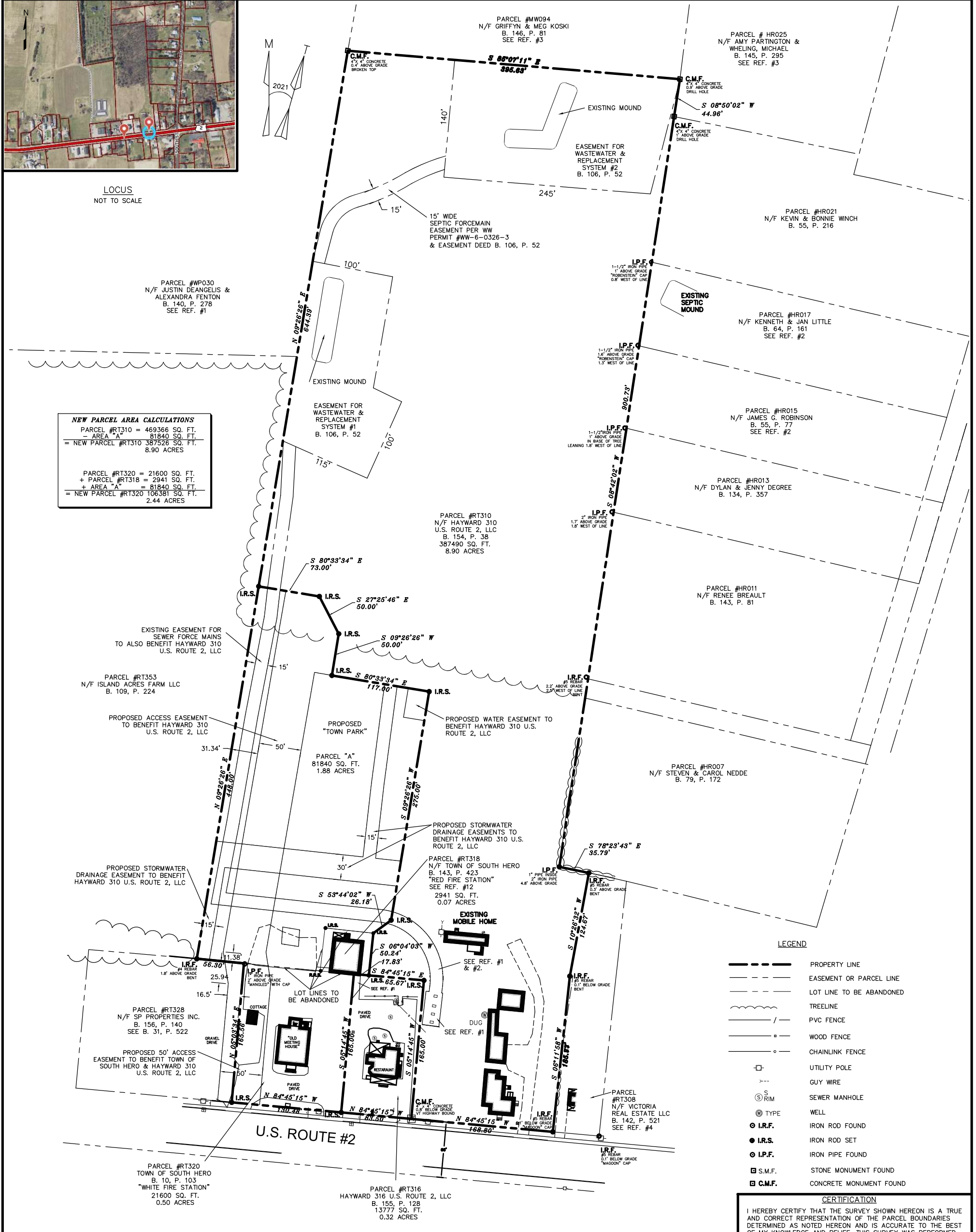


LOCUS
NOT TO SCALE



NEW PARCEL AREA CALCULATIONS
 PARCEL #RT310 = 469366 SQ. FT.
 - AREA "A" = 81840 SQ. FT.
 = NEW PARCEL #RT310 387526 SQ. FT.
 8.90 ACRES

 PARCEL #RT320 = 21600 SQ. FT.
 + PARCEL #RT318 = 2941 SQ. FT.
 + AREA "A" = 81840 SQ. FT.
 = NEW PARCEL #RT320 106381 SQ. FT.
 2.44 ACRES



LEGEND

	PROPERTY LINE
	EASEMENT OR PARCEL LINE
	LOT LINE TO BE ABANDONED
	TREELINE
	PVC FENCE
	WOOD FENCE
	CHAINLINK FENCE
	UTILITY POLE
	GUY WIRE
	SEWER MANHOLE
	WELL
	IRON ROD FOUND
	IRON ROD SET
	IRON PIPE FOUND
	STONE MONUMENT FOUND
	CONCRETE MONUMENT FOUND

CERTIFICATION
 I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF THE PARCEL BOUNDARIES DETERMINED AS NOTED HEREON AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS SURVEY WAS PERFORMED WITH ELECTRONIC TOTAL STATION SURVEY EQUIPMENT, WITH A POSITIONAL TOLERANCE CONFIDENCE LEVEL ABOVE 95%. I FURTHER CERTIFY THAT THIS PLAT MEETS ALL THE REQUIREMENTS OF TITLE 27 V.S.A. SECTION 1403.

DATED _____ RICHARD W. BELL L.S. #638 VT.
 © COPYRIGHT 2024

PROJ. #231542
 DATE: MARCH 2024
 SCALE: 1"=50'
 SURV. BY: RWB/MLC/TWW
 SHEET 1 OF 1

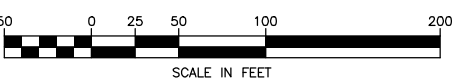
LOT LINE REVISION, LANDS OF TOWN OF SOUTH HERO & HAYWARD #RT310, U.S. ROUTE 2, LLC, U.S. ROUTE 2, SOUTH HERO, VERMONT

CHECKED BY: RWB

DWG. # S-1542

EMAIL: RBELLS@BELL-LANDSURVEYOR.COM

RICHARD W. BELL
 LAND SURVEYING, INC.
 297 SOUTH MAIN ST.
 BARRE, VERMONT 05641
 802-478-9282 C 802-783-5037



- NOTES**
- BEARINGS ARE BASED ON MAGNETIC OBSERVATIONS TAKEN AT THE TIME OF THIS SURVEY.
 - ENCROACHMENTS ARE AS DEPICTED AND NOTED HEREON.
 - OTHER EASEMENTS RECORDED OR UNRECORDED MAY EXIST.
 - THE UTILITIES SHOWN ARE FROM SURFACE OBSERVATIONS ONLY. NO SUBSURFACE UTILITIES WERE IDENTIFIED OR SHOWN HEREON.
 - THE PROPERTY IS BENEFITTED BY A RIGHT-OF-WAY FOR INGRESS AND EGRESS IN COMMON OVER A 30' X 20' TRIANGULAR PARCEL B. 32, P. 507.
 - AREA "A" (1.95 ACRES) TO BE CONVEYED TO TOWN OF SOUTH HERO, PLUS EXISTING "MEETING HOUSE" LOT (0.50 ACRES) AND "RED FIRE HOUSE" LOT (0.07 ACRES) FOR A TOTAL OF 2.52 ACRES. THE REMAINING PORTION OF PARCEL #RT310 EQUALS 8.90 ACRES.

- REFERENCES**
- PLAN ENTITLED "PLAT OF LANDS OF WILLIS FIELD TRUST, 310 U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED APRIL 2021 BY RICHARD W. BELL LAND SURVEYING, INC. OF BARRE, AND TO BE RECORDED IN THE TOWN OF SOUTH HERO LAND RECORDS.
 - PLAN ENTITLED "PLAT OF LANDS OF TOWN OF SOUTH HERO AND HAYWARD 316 U.S. ROUTE 2, LLC, U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED JUNE 2023 BY RICHARD W. BELL LAND SURVEYING, INC. OF BARRE, AND TO BE RECORDED IN THE TOWN OF SOUTH HERO LAND RECORDS.
 - PLAN ENTITLED "TOWN PARK ACCESS SITE PLAN, SOUTH HERO RECREATION COMMISSION, 318-322 U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED DECEMBER 1, 2023 BY BUERMANN ENGINEERING, LLC OF MILTON, AND PROVIDED BY SAME.

Vermont Wastewater Rules that apply to Location A as it relates to "reconstruction".

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation
Drinking Water and Groundwater Protection Division

Environmental Protection Rules

Chapter 1

Wastewater System and Potable Water Supply Rules

Effective: November 6, 2023

- (1) Wastewater or waste prohibited from discharge to an injection well pursuant to the prohibition in the Underground Injection Control Regulations against Class I, II, and III, and all but a limited number of Class IV, injection wells.
 - (2) Wastewater or waste prohibited from discharge to a Class V injection well pursuant to the Underground Injection Control Regulations.
 - (3) Wastewater or waste requiring an UIC permit from the Secretary prior to their discharge to a Class V injection well pursuant to the Underground Injection Control Regulations.
 - (4) Any wastewater or waste determined by the Secretary to adversely affect the biological action within a septic tank or leachfield which will not receive pretreatment prior to discharge to the septic tank or leachfield to prevent adverse effects. The Secretary, in making this determination, shall consider pH, dissolved oxygen, alkalinity, temperature, and chemical constituents of the wastewater or waste.
- (f) For the purpose of determining, pursuant to Subsection (a), whether an action will result in an increase in design flow of any component of a wastewater system or potable water supply, the proposed design flow shall be calculated pursuant to § 1-803 and the baseline design flow from which a potential increase is measured shall be calculated pursuant to § 1-806.
- (g) The following actions are presumed to not increase the design flow of any component of the potable water supply or wastewater system or modify other operational requirements of a potable water supply or wastewater system:
- (1) The addition of a home occupation to a living unit.
 - (2) The construction of a new building or structure used solely for a home occupation conducted by the occupants of a living unit that is located on the same lot.
 - (3) The addition of plumbing fixtures in a single-family residence.
 - (4) The addition of a water storage tank for a single-family residence that is served by a potable water source that serves no other buildings or structures and no campground.
 - (5) The addition of one or more bedrooms to a single-family residence with 3 or more bedrooms, that is served by a water service line that serves no other buildings or structures, or campgrounds, and that is served by a sanitary sewer service line that serves no other buildings or structures, or campgrounds, that discharges to a municipal sanitary sewer collection line that conveys wastewater to a wastewater treatment facility.
 - (6) The installation of a composting toilet or incinerator toilet to a single-family residence.

§ 1-302 Permit Exemption for Reconstruction

- (a) A building or structure that is exempt from the permitting requirements of this Subchapter under § 1-303, or that has an associated potable water supply or wastewater system which was permitted by the Secretary on or after January 1, 2007, that has been voluntarily removed or destroyed by fire, flooding, or other force majeure may be reconstructed without obtaining a permit or permit amendment provided all of the following are met:

- (1) The replacement building or structure is in compliance with all conditions of permits issued under these Rules on or after January 1, 2007.
 - (2) If the building or structure is exempt pursuant to § 1-303, it shall be reconstructed within 4 years of its removal or destruction. On a case by case basis, this period may be extended for 1 year by the Secretary if:
 - (A) the request for the extension is submitted in writing before the end of the 4-year period; and
 - (B) the Secretary determines there is good cause for the extension, such as delays in reconstruction due to difficulties resolving insurance claims, insufficient financing, or unresolved municipal permitting issues.
 - (3) The replacement building or structure connects to the existing water service line or water service pipe and existing sanitary sewer service line that were connected to the previously existing building or structure.
 - (4) The replacement building or structure does not increase design flow or modify other operational requirements of the existing potable water supply or wastewater system.
 - (5) The entire footprint of the replacement building or structure, except for that portion of a building or structure that is a deck or porch, is constructed within 50 feet of any outside wall of the previously existing building or structure that is being replaced.
 - (6) No other actions are taken or caused to be taken that under these Rules requires the issuance of a permit or permit amendment.
- (b) For the purposes of this Section, a building or structure is “destroyed” if the building or structure is in ruins, the roof has collapsed, the walls or foundation have collapsed or are collapsing, or the building or structure is condemned by a municipality or the State.

Note: Appendix C, Figure C-1, depicts an example for calculating the 50 feet from an outside wall for reconstruction.

§ 1-303 “Clean Slate” Permit Exemption

- (a) The following are exempt from the permitting requirements of this Subchapter:
 - (1) All buildings or structures, campgrounds, and their associated potable water supplies and waste water systems that were substantially completed before January 1, 2007 and all improved and unimproved lots that were in existence before January 1, 2007. This exemption shall remain in effect provided:
 - (A) No action for which a permit is required under these Rules is taken or caused to be taken on or after January 1, 2007, unless such action is exempt under one of the other permitting exemptions listed in § 1-302 or § 1-304.
 - (B) If a permit has been issued under these Rules before January 1, 2007 that contained conditions that required actions to be taken on or after January 1, 2007, including conditions concerning operation and maintenance and transfer of ownership, the permittee shall continue to comply with those permit conditions.
 - (2) An owner of a single-family residence that qualified on January 1, 2007 for this exemption shall not be subject to administrative or civil penalties under 10 V.S.A.

chapters 201 and 211 for a violation of these Rules when the owner believes the supply or system meets the definition of a failed water supply or failed system provided the owner:

- (A) conducts or contracts for an inspection of the supply or system;
 - (B) notifies the Secretary of the results of the inspection; and
 - (C) has not taken or caused to be taken any other action on or after January 1, 2007 for which a permit would be required under these Rules.
- (3) A holding and pump out tank for food processing waste installed on or prior to July 1, 2020 pursuant to an Indirect Discharge Permit or authorized by the Vermont Agency of Agriculture provided no action requiring a permit is taken on or after July 1, 2020.
- (b) The use of a single-family residence served by a wastewater system or potable water supply for which the exemption in Subsection (a) is in effect shall be considered year-round unless the single-family residence was occupied for fewer than 180 days in each calendar year between and including December 31, 1986 and December 31, 2006.

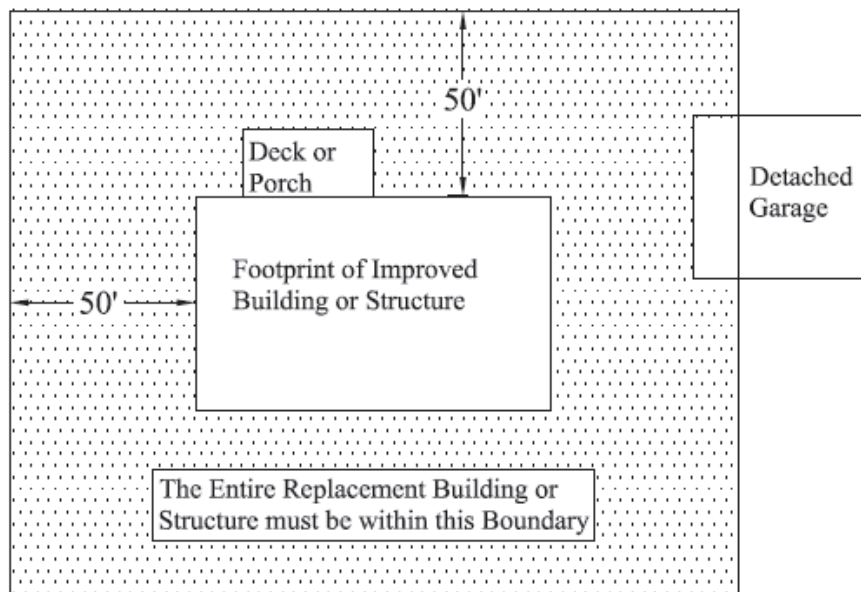
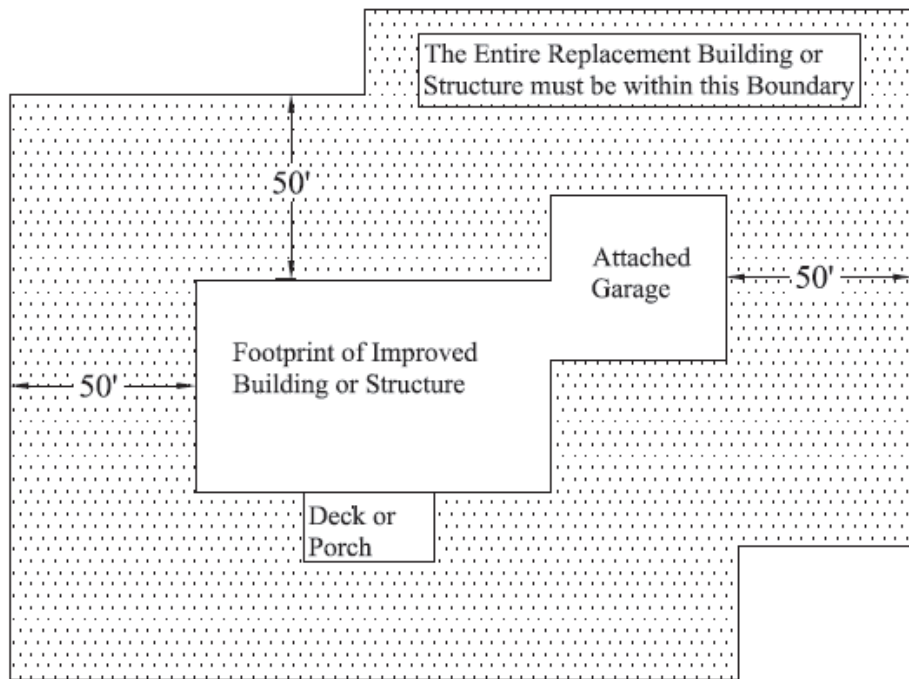
§ 1-304 Permit Exemptions

The following actions are exempt from the permitting requirements of this Subchapter, provided no other action is taken or caused to be taken that under these Rules requires the issuance of a permit or permit amendment:

- (1) The modification, completed between January 1, 2007 and July 1, 2007, of an existing single-family residence.
- (2) The construction, substantially completed between January 1, 2007 and July 1, 2007, of a single-family residence and its associated potable water supply or wastewater system, provided:
 - (A) the only building or structure on the lot is the single-family residence;
 - (B) the potable water supply and wastewater system complies with the technical standards in Subchapters 8, 9, 10, 11, and 12, except for the requirement to identify a replacement area;
 - (C) a designer completes a design certification for the potable water supply or wastewater system that complies with § 1-306;
 - (D) a designer or, when allowed by these Rules, an installer completes an installation certification for the potable water supply or wastewater system that complies with § 1-311; and
 - (E) copies of the design and installation certifications required pursuant to Subsections (C) and (D) are submitted to the Secretary and recorded and indexed in the land records for the municipality where the building or structure, and, if different, where the wastewater system and potable water supply is located.
- (3) The construction of a primitive camp, provided:
 - (A) the primitive camp is on a lot with no other buildings or structures and with no campground; or

Appendix C – Typical Details and Examples

Figure C-1 Example of 50-foot Calculation for Reconstruction



Site A - showing 50' reconstruction area highlighted



SITE B septic information

Hydrostudy of proposed septic mound disposal field. This supports a 2,600 gallon per day septic system in "Field 2". See attached site plan location.

Site Specific Effluent Mounding Analysis Hayward Disposal Field #2 310 US Route 2, South Hero, VT

In order to support the proposed pretreated performance-based mound type disposal system design and show that the soils can accommodate the 2600 gpd design flow associated with commercial and residential uses, a site specific hydrogeologic analysis using Darcy's Law was conducted. The following formula was used to determine the ability of the soil to accept the proposed amount of wastewater and determine its impact on the shallow seasonal groundwater system at the downhill edges of the 6.5' x 200' mound. It is noted that the proposed pretreated mound sits on a local drainage divide with 2-way effluent flow to the east and west. Because of 2-way effluent flow, the flow path length of effluent flow increases to 400'.

Using the equation:

$$Q = k \cdot i \cdot h \cdot l$$

Where: $Q = \text{Volume} = 2600 \text{ gallons/day} = 347.6 \text{ ft}^3/\text{day}$;
 $k = \text{Hydraulic Conductivity} = 30 \text{ ft./day}$ (approved k value for fine sandy loam which is the limiting soil type);
 $i = \text{Gradient} = 4.0\% = 0.040 \text{ ft./ft.}$;
 $h = \text{Effluent mound height in feet} = 0.72'$
 $l = 400'$

When solving this equation for h , a mound length of 400' was utilized to generate an effluent mound of 0.72'. Since evidence of a worst-case seasonal high groundwater system was identified at 19" or 1.58', with an induced mound of 0.72', 0.86' of unsaturated soil will remain. To maintain the required 2' separation to the induced pretreated effluent mound, 2' - 0.86' or 1.14' of state approved mound sand is required beneath the 6.5' x 200' application area of the pretreated mound.

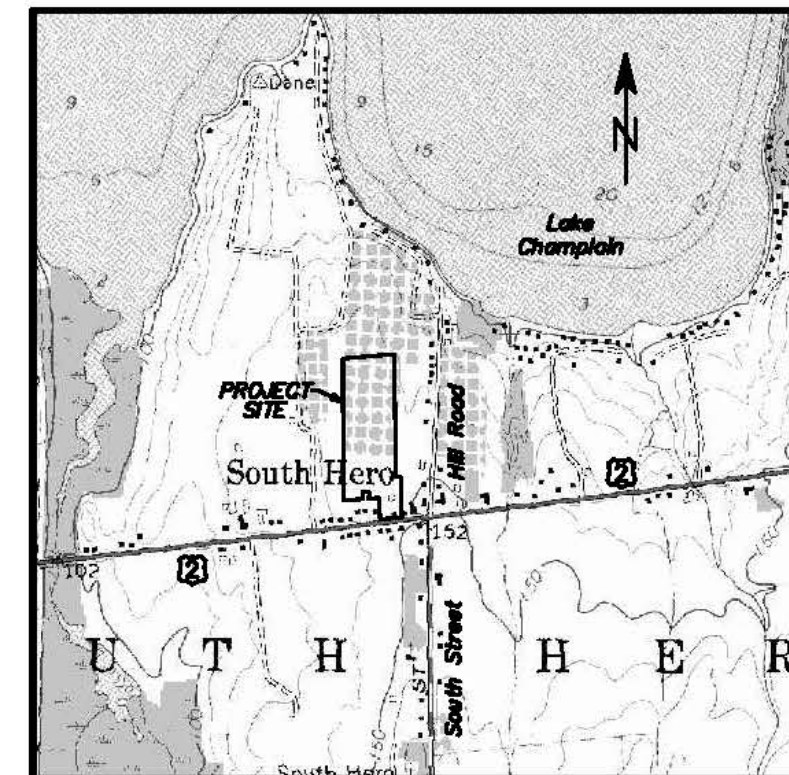


Prepared By: Stephen Revell, CPG
Qualified Hydrogeologist

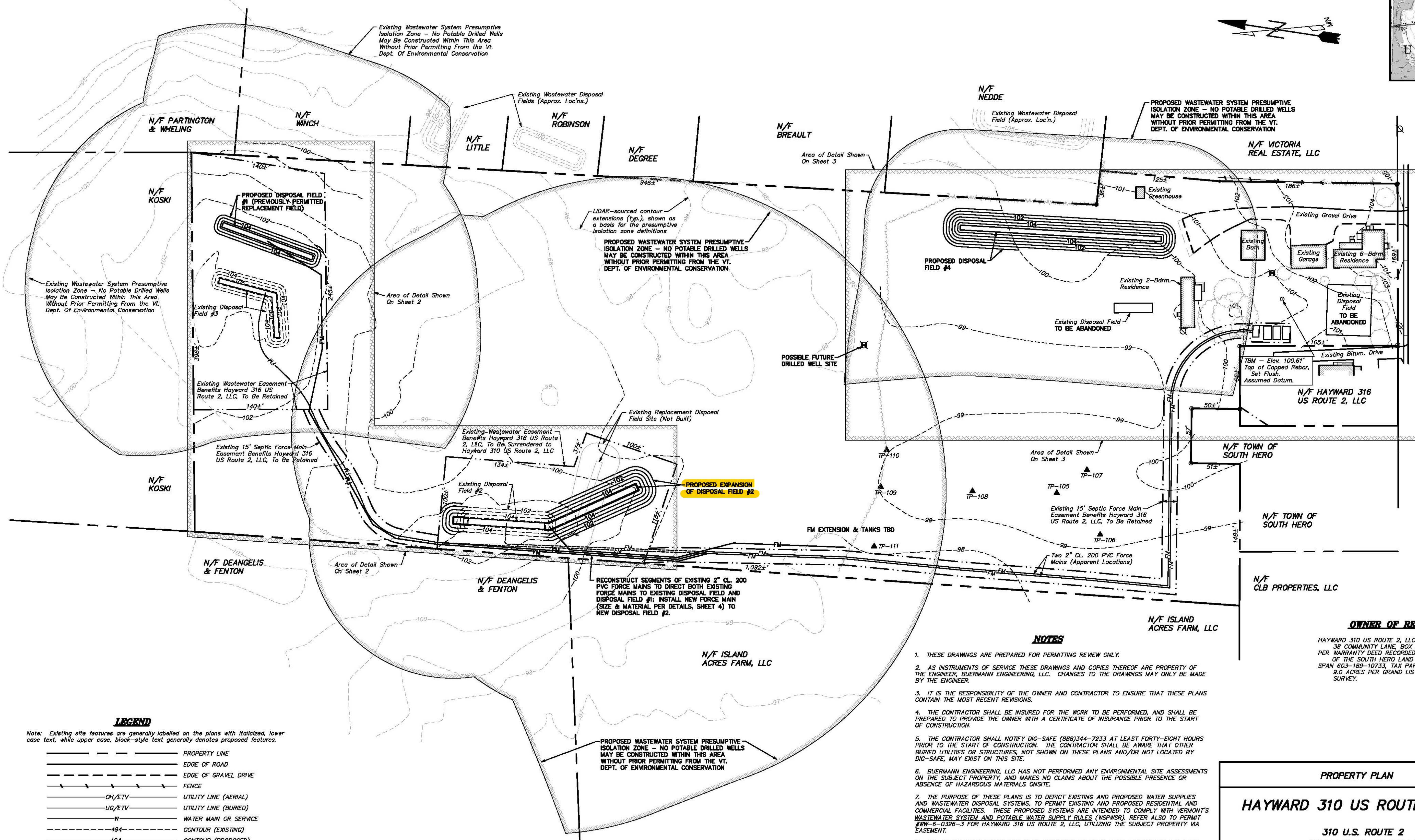
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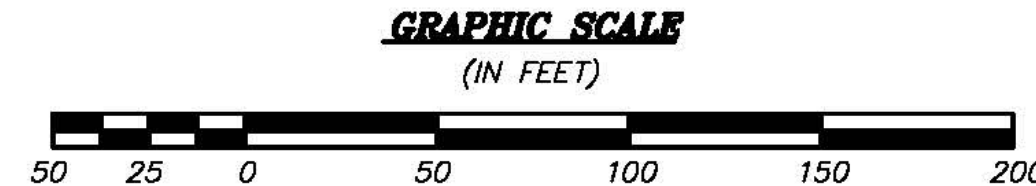
LOCATION MAP
N.T.S.



Note: Existing site features are generally labelled on the plans with Italicized, lower case text, while upper case, black-style text generally denotes proposed features.

LEGEND

---	PROPERTY LINE
---	EDGE OF ROAD
---	EDGE OF GRAVEL DRIVE
---	FENCE
---/ETV	UTILITY LINE (AERIAL)
---UG/ETV	UTILITY LINE (BURIED)
---	WATER MAIN OR SERVICE
---	CONTOUR (EXISTING)
---	CONTOUR (PROPOSED)
---	DITCH OR SWALE
▲ TP-B	TEST PIT
⊕	WATER WELL
⊕	UTILITY POLE
⊕	CONCRETE MONUMENT
⊕	IRON PIPE
⊕	IRON REBAR
⊕	CURB STOP VALVE
503.8	SPOT ELEVATION



- NOTES**
1. THESE DRAWINGS ARE PREPARED FOR PERMITTING REVIEW ONLY.
 2. AS INSTRUMENTS OF SERVICE THESE DRAWINGS AND COPIES THEREOF ARE PROPERTY OF THE ENGINEER, BUERMANN ENGINEERING, LLC. CHANGES TO THE DRAWINGS MAY ONLY BE MADE BY THE ENGINEER.
 3. IT IS THE RESPONSIBILITY OF THE OWNER AND CONTRACTOR TO ENSURE THAT THESE PLANS CONTAIN THE MOST RECENT REVISIONS.
 4. THE CONTRACTOR SHALL BE INSURED FOR THE WORK TO BE PERFORMED, AND SHALL BE PREPARED TO PROVIDE THE OWNER WITH A CERTIFICATE OF INSURANCE PRIOR TO THE START OF CONSTRUCTION.
 5. THE CONTRACTOR SHALL NOTIFY DIG-SAFE (888)344-7233 AT LEAST FORTY-EIGHT HOURS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE AWARE THAT OTHER BURIED UTILITIES OR STRUCTURES, NOT SHOWN ON THESE PLANS AND/OR NOT LOCATED BY DIG-SAFE, MAY EXIST ON THIS SITE.
 6. BUERMANN ENGINEERING, LLC HAS NOT PERFORMED ANY ENVIRONMENTAL SITE ASSESSMENTS ON THE SUBJECT PROPERTY, AND MAKES NO CLAIMS ABOUT THE POSSIBLE PRESENCE OR ABSENCE OF HAZARDOUS MATERIALS ON-SITE.
 7. THE PURPOSE OF THESE PLANS IS TO DEPICT EXISTING AND PROPOSED WATER SUPPLIES AND WASTEWATER DISPOSAL SYSTEMS, TO PERMIT EXISTING AND PROPOSED RESIDENTIAL AND COMMERCIAL FACILITIES. THESE PROPOSED SYSTEMS ARE INTENDED TO COMPLY WITH VERMONT'S WASTEWATER SYSTEM AND POTABLE WATER SUPPLY RULES (WSPWSR). REFER ALSO TO PERMIT #WW-6-0326-3 FOR HAYWARD 316 US ROUTE 2, LLC, UTILIZING THE SUBJECT PROPERTY VIA EASEMENT.
 8. THE COUNT OF EXISTING RESIDENTIAL BEDROOMS IS BASED UPON INFORMATION FROM THE SOUTH HERO TOWN LISTERS AND THE LANDOWNER.
 9. BOUNDARY INFORMATION SHOWN IS APPROXIMATE, BASED UPON INFORMATION FROM THE OWNER, FIELD EVIDENCE FOUND, A "PLAT OF LANDS OF WILLIS FIELD TRUST" (DATED APRIL, 2021 BY RICHARD W. BELL LAND SURVEYING, INC.), AND SOUTH HERO TAX MAPS. TOPOGRAPHY SHOWN WAS OBTAINED BY BUERMANN ENGINEERING, LLC ON MAY 13, 2021. ADDITIONAL WASTEWATER SYSTEM INFORMATION IS FROM VERMONT WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT #WW-6-0326-3 AND PLANS BY KREBS AND LANSING CONSULTING ENGINEERS, INC., APPROVED BY THIS PERMIT. CONTOURS AND ELEVATIONS REFERENCED THEREIN HAVE BEEN ADJUSTED TO THE ASSUMED DATUM SHOWN HERE. THE PROPERTY LINES, EASEMENTS, AND OTHER REAL PROPERTY DESCRIPTIONS PROVIDED ON THESE PLANS AND IN RELATED PERMIT APPLICATIONS ARE FOR THE USE OF THE PERMITTING AUTHORITIES ONLY. THEY DO NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN 26 V.S.A. SECTION 2902(4), AND SHALL NOT BE USED IN LIEU OF A SURVEY AS THE BASIS OF ANY LAND TRANSFER OR ESTABLISHMENT OF ANY PROPERTY RIGHT.
 10. REFER TO SHEET 6 FOR RESULTS OF SOILS INVESTIGATIONS.

OWNER OF RECORD
HAYWARD 310 US ROUTE 2, LLC
38 COMMUNITY LANE, BOX 2, SOUTH HERO, VT 05486
PER WARRANTY DEED RECORDED AT VOLUME 154, PG. 38-40
OF THE SOUTH HERO LAND RECORDS.
SPAN 603-189-10733, TAX PARCEL ID NO. RT310,
9.0 ACRES PER GRAND LIST, 10.78 ACRES PER REFERENCED SURVEY.

PROPERTY PLAN	Date 12/23/2022
HAYWARD 310 US ROUTE 2, LLC	Project Number 974
310 U.S. ROUTE 2 SOUTH HERO, VERMONT	Plan Scale 1" = 50'
BUERMANN ENGINEERING, LLC 7 Sanderson Road, Milton, Vermont 05488	Sheet 1 of 7
Tel.: (802) 893-1308 www.belvt.com	S11R00

ARPA Funds 6/2023

New Town Park Infrastructure and Pavilion	\$	135,000.00
Salt Shed	\$	150,000.00
South Hero Meeting House	\$	100,000.00
White's Beach Improvements	\$	15,500.00
Weekend in the Islands	\$	500.00
Town Office Technology Upgrades	\$	3,400.00
South Hero Recreation Park Boardwalk Improvements	\$	12,000.00
Total	\$	416,400.00

Budget Estimate for Phase 1 of new Town Park

Ammenity / Activity	Description	Phase I	
Soft Costs:			
Civil Engineering professional fees	Engineer to prepare conceptual plans and preliminary construction details	\$2,000	<i>in additional to money previously budgetted by Rec. Commission</i>
Permitting	VTRANS highway access permit	\$250	<i>paid to State of Vermont</i>
Local Site plan permit		\$0	<i>if fee is waived by selectboard</i>
Local Boundary line adjustment permitting		\$0	<i>if fee is waived by selectboard</i>
Survey (of town parcel for BLA plat)		\$1,500	
Infrastructure required to support park amenities:			
Parking Areas	Road surface and parking area as shown in site plan - to be installed by Town Highway Department, starting from US Route 2.		<i>estimate supplied by Town of South Hero road dept. Work to be completed by Town. Estimate adjusted for parking depth and area</i>
Stone	Pervious drive at 20" thick (\$125/SF x 33,271 sf)	\$41,580	
Road Fabric		\$4,720	
Diesel Fuel		\$550	
Electrical conduit to transformer		\$4,000	
Force main (for potential future use)		\$1,000	
Swale and culvert		\$5,000	
Paved apron off US Route 2		\$6,000	
Pull stations and transformers (Vermont Electric Coop)		\$15,000	
Landscaping			
New trees		\$10,200	
Split rail fencing		\$4,800	
Harley rake and seed park area grass		\$3,000	
Park amenities:			
Performance pavillion		\$35,000	
Additional park amenities and features in future phases		\$0	
	TOTAL:	\$134,600	<i>Total request for ARPA funding or fundraising for Phase 1. Must be committed prior to Land Donation.</i>

November 8, 2023

Page | 3

The dormer section is a stable configuration similar to the south section, but the shallower pitch of the roof negates the sliding snow effect, and this area would need to meet 40 psf requirements.

First Floor Framing:

The first floor framing/crawlspace is accessible from a trap door in the electrical closet at the north-east corner of the building and a small door near the south end of the building adjacent to the vault under the raised office.

The following was observed:

- The floor joists at both access locations are 2x8 joists @ 16" oc
- At the north access, a 4-2x8 beam was measured about 8 feet from the north wall. In this area, the 8 foot span joists have a reasonable capacity but the beams have about 30 psf live load capacity.
- At the south access, the joists span about 14 feet and have a capacity of about 30 psf.
- There is a pattern of sagging along the length of the meeting room that suggests beams are spaced at varying dimensions from about 10 feet to 15 feet apart with a joist capacity of about 30 to 70 psf live load. The varying floor elevations suggest deflection or deterioration of the framing, or both.
- The crawlspace is extremely damp with a soil floor less than 2 feet below the first floor. There is no vapor barrier on the crawlspace floor. This lack of moisture control has contributed to the high moisture content in the crawlspace.
- Access was limited so the condition of much of the framing could not be directly observed. However, the high moisture content and past presence of mold indicate that deterioration (rot) of portions of the framing is likely. Several access holes would need to be opened to assess more of the framing.

Foundations:

The foundations are cast in place concrete and appear in generally good condition. Exploratory test pits should be dug to determine the depth of the footings for frost protection. If there is not 5 feet of soil cover, insulation can be added below grade to provide protection.

Attic/second Floor Framing:

The attic floor supports only insulation and is supported off the rafters and by a center bearing wall between the offices and meeting room.

List of state and federal permits that may be required by location
 Prepared by Jay Buermann, Civil Engineer

BUERMANN ENGINEERING, LLC

7 Sanderson Road, Milton, VT 05468

Tel: (802) 893-1308

www.belvt.com

email: jay@belvt.com

PRELIMINARY PROJECT REVIEW SCREENING

Project: South Hero Town Offices

Date: May 28, 2024

Permit	Generally Required For	Likely Required?	
		318-320 (North Side)	329-333 (South Side)
Vt. Stormwater Permit #3-9050	New/redeveloped impervious surface is > 1/2 acre, OR expanding impervious > 5,000 sf to bring site total over 1.0 acre.	Yes	No (0.68 ac. site total)
Vt. Stormwater Permit #3-9020	Total construction impact greater than 1.0 acre	No	No
US Army Corps Permit	Impact to a significant wetland, or impact below/beyond shoreline (elevation 98.0 on Lake Champlain)	No	No (but mapped hydric)
Vt. Wetland Permit	Impact to a significant wetland or buffer zone (usually 50 ft. adjacent to wetland)	No	No
Vt. Highway Access Permit	New access, or increased traffic for existing access, or any local Site Plan Review, at State highway	Yes	Yes
Vt. Water Supply Permits	New water services/mains more than 500 ft. long, or serving 10+ residences or 25+ occupants; or new public water supplies	No	No
Vt. Wastewater System & Potable Water Supply Permit	New or increased demand on water supplies or wastewater systems, or revising building use or property lines, or new exterior water/sewer pipes	Yes	Yes
Vt. Act 250 (a.k.a. "Land Use") Permit	Creation of 10+ residential lots within 5 years (or 5+ lots in Towns without Subdivision & Zoning regulations), or a non-residential development on 10+ acres (or on 1+ acre in Towns without Subdivision & Zoning regulations, such as Isle La Motte or Alburgh)	No	No
VT Historic Preservation	Review might be triggered, depending upon funding source; both sites have history, but might not be deemed "significant" for further investigations or preservation	Unknown	Unknown
US Fish and Wildlife	Review might be triggered, depending upon funding source; no significant impacts expected (esp. bat habitat)	Unknown	Unknown
Hazardous Waste Sites	Nearest mapped hazardous waste (low risk sites, no direct permitting impact expected)	Adjacent	Approx. 50 feet

The above summary of work requiring specific permits is generalized and does not reflect all the details of what work may trigger the need for a permit. The "likely required" is based upon the Engineer's preliminary understanding of the project scope as defined by the Client, and/or the Engineer's preliminary review of the project site from State database imagery. This Preliminary Project Review Screening is intended to provide the Client with an initial guide of potential permit requirements; subsequent project planning and investigations may alter the need for these permits, and/or additional permits (not listed here) may prove necessary. The Client remains solely responsible for obtaining ALL necessary permits prior to construction.

Notes:

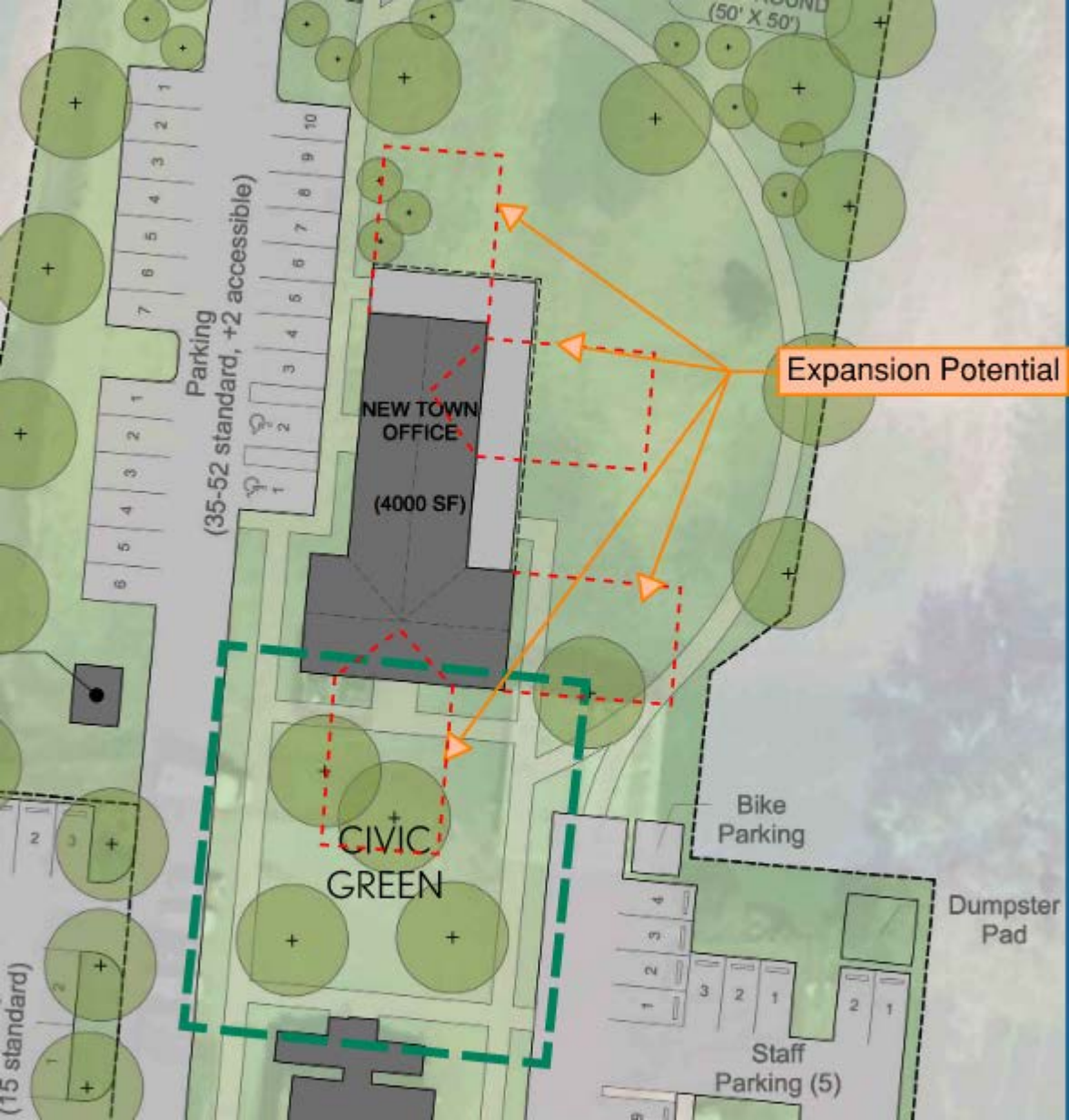
Anticipate that VTrans will strive, on either site, to refine and better restrict the US2 accesses. On either site, if wastewater disposal is not economically feasible, then holding tanks may be a viable option.

Sequence of required approvals for the proposed town office, if across the street

- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
 - 2. Town Park needs a site plan review by the DRB, requiring an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
 - 3. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
-

Sequence of required approvals for the proposed town office, if next to current Town Office ----

- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
- 2. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**



Expansion Potential

NEW TOWN OFFICE
(4000 SF)

Parking
(35-52 standard, +2 accessible)

CIVIC GREEN

Bike Parking

Dumpster Pad

Staff Parking (5)

(15 standard)

BOUND (50' X 50')

SOUTH HERO TOWN OFFICE
SITE ONE

