Town of East Montpelier

ZONING PERMIT

NOTICE

Date Issued: January 18, 2014

Effective Date: February 2, 2014

Location: 4583 US Rte 2

Owner: Alan Lendway & Stephen Ribolini

For: Twin Valley Seniors, Inc. Use of Blueberry Hill Commons Bldg

Application # 13-043

Approved by: **C. Bruce Johnson**

East Montpelier Zoning Administrator

Do not start project or commence use prior to the Effective Date. If this permit is based upon a Development Review Board approval, be advised that any appeal of that approval could affect the validity of this permit – do not start project or commence use until that DRB approval is final and clear of any appeal process. This application is available for inspection at the Town Office. This poster must be displayed on the property, in full view of the public way, for 15 days.
WARNING: State permits may be required for this project. Contact the state Permit Specialist, at (802) 476-0195, before beginning any construction.

TOWN of EAST MONTPELIER

P.O. Box 157
East Montpelier, VT
05651-0157

C. Bruce Johnson, ZA
eastmontadmin@comcast.net
(802) 223-3313 ext. 204

January 18, 2014

Alan Lendway & Stephen Ribolini
407 Barre Street
Montpelier, VT 05602

Re: East Montpelier Zoning Application #13-043

Dear Mr. Lendway & Mr. Ribolini:

Please find enclosed the written decision of the East Montpelier Development Review Board approving, as presented, the Twin Valley Seniors, Inc. application #13-043 for a change of use to allow the Twin Valley Senior Center to house its operations at your Blueberry Hill Commons building located at 4583 US Rte. 2. As property owners, you have the right to appeal the decision of the Development Review Board. 10 V.S.A. §8504, 24 V.S.A. §4471 and V.R.E.C.P. 5 provide guidance on appeals to the Environmental Division of the Vermont Superior Court, but should you wish to appeal you should seek the advice of an attorney to determine your rights and duties in this particular situation. Generally any appeal must be filed with the Environmental Division within 30 days of the issuance of the decision.

Based on the above-referenced DRB approval I have issued East Montpelier Zoning Permit #13-043 for the requested use of the Blueberry Hill Commons building located at 4583 US Rte. 2. Included with this approval is permission to install a small sign (approximately 2' x 6') on the Blueberry Hill Commons sign platform.

The original of the permit has been provided to Ms. Copeland on behalf of Twin Valley Seniors, Inc. Please feel free to contact me if you have any questions concerning this matter.

Sincerely,

C. Bruce Johnson
East Montpelier Zoning Administrator

TOWN OF EAST MONTPELIER
DEVELOPMENT REVIEW BOARD

FINDINGS & DECISION

In the matter of: Twin Valley Seniors, Inc.
4583 US Rte. 2
Parcel # 10-082.000 Tax Map # 09-00-97.200

East Montpelier Zoning Application #13-043

INTRODUCTION & PROCEDURAL HISTORY

1. On December 12, 2013, Rita Copeland, on behalf of Twin Valley Seniors, Inc., submitted a zoning permit application with the Town of East Montpelier for a change of use of a portion of the Blueberry Hill Commons building, owned by Alan Lendway and Stephen Ribolini, located at 4583 US Rte. 2.

2. The property in question is located in the Commercial District – Zone A and in Conservation Overlay Area S, the aquifer protection zone. The application is subject to conditional use review as a use similar in nature to other allowable uses.

3. A public notice was duly published in the Times Argus on December 23, 2013 for a hearing, which was conducted on January 7, 2014.

4. Blueberry Hill Commons owner Stephen Ribolini, Twin Valley Senior Center Executive Director Rita Copeland, and Zoning Administrator Bruce Johnson appeared and participated in the January 7, 2014 hearing. There was no additional public comment.

5. The Board members who voted on this issue were Curtis, Welch, Lane, Catlin, Santor, Cueto, Watson, and Kappel.

FINDINGS OF FACT

1. The applicant proposes to use approximately 2,800 square feet of the first floor of the Blueberry Hill Commons building. The majority of the space was recently the home of the Lighthouse Christian Church (use approved under Zoning Permit #08-076). The remainder of the space is currently leased as professional office space. The applicant also requests a 2' x 6' sign to be hung from the existing Blueberry Hill Commons sign platform.

2. The Blueberry Hill Commons building currently has 3 apartments on the second floor and an apartment on the first floor in addition to the space intended for use by the Twin Valley Senior Center.

3. The applicant intends to move all its operations from the current location in Marshfield and hopes to expand on its current offerings. The expectation is to be open Monday through Friday at least from 9:00 a.m. to 2:00 p.m., although longer hours, special activity evenings, and possibly some weekend hours are planned for the future.

4. Each day the facility is open up to 35 meals are served and 160 meals are delivered off-site as part of the Meals-on-Wheels program. These numbers may increase as the Senior Center grows into its new home. No state health permit is necessary as the meals are provided on a free, voluntary donation-only basis. The existing septic has been deemed adequate for the requested use.

5. There will be no exterior alterations to the building and no changes to the grounds. Interior renovations include the addition of a kitchen and opening up the wall between the former church space and the current office space. No additional exterior lighting is contemplated.

6. There is a large existing parking area on-site. There are 8 parking spaces for the four apartments and an additional 52 spaces available for Senior Center use. The Senior Center will be served by two bus runs. This is expected to serve as the main mode of transportation for the majority of Senior Center clients.

7. The requested sign is of a similar size and will be located in the same space as the sign previously approved for the Lighthouse Christian Church. The Blueberry Hill Commons sign platform is allowed under Zoning Permit #95-056.

CONCLUSIONS

The standards for the issuance of a conditional use permit are set forth in Section 5.4 of the East Montpelier Land Use & Development Regulations plus, in cases where the property at issue is within Conservation Overlay Area S (the aquifer protection zone), the supplemental district standards set forth in Table 2.6 (E). It is found that the five general standards in Section 5.4 (C) and the supplemental district standards in Table 2.6 (E) have been reviewed, and the proposed use will not adversely affect any of them. It is further found that the specific standards in Section 5.4 (E) are not applicable to the project. As part of conditional use review Section 5.3 (C) site plan standards have been evaluated and incorporated into this decision.

DECISION

By unanimous vote, the DRB approves Conditional Use Permit #13-043, to allow the requested change of use of a portion of the Blueberry Hill Commons building from a combination of house of worship and professional office space to senior activity center.

Warning: State permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 476-0195 to speak to the state Permit Specialist before beginning any construction.

Dated this 17th day of January 2014.

Richard Curtis, Jr. – Chair
East Montpelier Development Review Board

Notice: The applicant, appellant or other interested person who has participated in a regulatory proceeding of the DRB may appeal the decision rendered by the DRB within 30 days of the issuance of such decision, to the Environmental Division of the Vermont Superior Court, in accordance with 24 V.S.A. §4471.

1. "Participation" in a DRB proceeding shall consist of offering, through oral or written testimony, evidence of a statement of concern related to the subject of the proceeding.
2. The notice of appeal shall be filed by certified mailing, with fees, to the Environmental Division of the Vermont Superior Court and by mailing a copy to the East Montpelier Zoning Administrator, who shall supply a list of interested persons (including the applicant if not the appellant), to the appellant within five (5) working days. Upon receipt of the list of interested persons, the appellant shall, by certified mail, provide a copy of the notice of appeal to every interested person. If any one or more of those persons are not then parties to the appeal, upon motion they shall be granted leave by the court to intervene.

Addl 1571

Permit # 13-043
Zoning District A
Overlays CDAS

ZONING PERMIT APPLICATION
TOWN OF EAST MONTPELIER
PO Box 157, East Montpelier, VT 05651

Date Received: 12/12/13
Parcel # 10-082.000
Tax Map # 09-06-92.200

****

A. 1. Name of Landowner: STEPHEN RIBOLINI / ALAN LENDWAY Phone No. 229-8334
2. Address of Landowner: 407 BARRE ST MONTPELIER, VT 05602
3. Applicant (other than owner): Twin Valley Seniors Phone No. 426-3447
4. Address of Applicant: PO Box 143 Marshfield VT 05658
5. Location of Property: US RT 2 # 41583

B. Application is made (check appropriate boxes):

To:
- ☐ Construct
- ☐ Repair
- ☒ Alter
- ☐ Extend
- ☐ Remove
- ☐ Change use

For:
- ☐ One ☐ Two-family dwelling
- ☐ Multi-family dwelling
- ☐ Accessory Structure
- ☒ Commercial / Business
- ☐ Light Industrial
- ☐ Industrial

For:
- ☐ Subdivision of land
- ☐ Boundary adjustment
- ☐ Extraction of earth resources
- ☐ Ground water withdrawal
- ☐ Landfilling
- ☐ Other

Describe work to be performed: convert Church space to Twin Valley Senior ctr.
Install new Kitchen

C. Lot description:
1. acreage 1.5
2. road frontage 375 Ft.
3. depth front yard ..... Ft. (Road centerline to building)
4. depth side yards ..... Ft. ..... Ft. (building to lot lines)
5. depth rear yard ..... Ft. (building to lot line)

Important - Submit site location map which describes the property on which the proposed land development is to occur. The map should indicate the length in feet of each boundary, the location and dimensions in feet of the development within the property, the distance from that development to all adjacent property lines and the distance to the public road centerline. Each parcel created by land development should be clearly described.

READ CAREFULLY:

In accordance with 24 V.S.A. §4446, no development or subdivision of land may begin in the Town of East Montpelier until all applicable municipal land use permits and approvals have been issued.
The undersigned requests a zoning permit as described above, understanding that the permit will be voided and penalties imposed, if the land development is not completed as described. The permit will be voided if development is not substantially commenced within one year from date of issue. The undersigned hereby applies on the basis of the representations contained herein, and to the best of his/her knowledge believes them to be true.

Landowner Stephen Ribolini Date 12/8/13
Applicant Rita Copeland/Twin Valley Seniors Inc Date 12/12/13

****

Zoning Permit Fee: $225.00 Cash ____ Check 811 Date 12/12/13 Rec'd by D.B
DRB Hearing Fee: $____ Cash ____ Check ____ Date ____ Rec'd by ____

Make checks payable to the "Town of East Montpelier"

F. **Action by Zoning Administrator:**

1. ☒ Granted ☐ Denied Date ..... Reason.....

.....

2. Appealed to Development Review Board ..... By .....
Date

Notice: Appeal from a decision or act of the Zoning Administrator must be made in writing to the Development Review Board &/or Town Clerk within 15 days of the decision or act. The appeal fee is $150.00.

3. Final Action: Permit # 13-043 Date Issued 01/18/14 Effective Date 02/02/14

DO NOT start this project prior to the effective date, as the statutes require a 15-day appeal period. If this permit is based upon a Development Review Board approval, be advised that any appeal of that approval could affect the validity of this permit – do not start project or commence use until that DRB approval is final and clear of any appeal process.

Zoning Administrator

Warning: State permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 476-0195 to speak to the state Permit Specialist before beginning any construction.

G. **Action by Development Review Board:**

1. Public Notice Date 12.23.13
2. Date(s) of Hearing 1.7.14
3. ☒ Granted ☒ Without conditions ☐ With conditions (See written decision for conditions)
4. ☐ Denied (See written decision for reasoning)

Chairman, Development Review Board

Important Notice:

The DRB's written decision was issued on: 01/18/14

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1. "Participation" in a DRB proceeding shall consist of offering, through oral or written testimony, evidence of a statement of concern related to the subject of the proceeding.
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Twin Valley Seniors, Inc.
Old Schoolhouse Common
PO Box 143
Marshfield, Vt 05658

December 12, 2013

East Montpelier Zoning Committee
P.O. Box 157
East Montpelier, Vt. 05651

Dear Committee:

It gives me great pleasure to submit the attached application to the East Montpelier zoning committee to inform you that Twin Valley Seniors, Inc. has contracted with Blueberry Associates, a Vermont LLC at 407 Barre Street, Montpelier, Vermont to lease the previous church space at Blueberry Hill Commons for the Twin Valley Seniors.

The Twin Valley Seniors serves six towns, Cabot, Marshfield, Plainfield, East Montpelier, Calais and Woodbury. The center serves adults 55 years of age and older, as well as family members and caregivers of seniors. We offer free door to door transportation, information & referrals, free tax preparations, health clinics, meals on site and home delivered meals to the homebound residents in the six towns. We have Bingo and games, exercise classes, entertainment, classes and lectures, parties, trips celebrations and picnics.

I am attaching TVSC strategic plan which includes our mission statement.

We will want to have signage made to display TVSC and the existing sign space under Blueberry Commons will be sufficient. This space is 26 inches long by 73 ¾ wide. Parking space is very adequate for TVSC as there are eight parking spaces for tenants and 52 spaces for other parking. TVSC has bus transportation for most of the seniors attending the center; in the future we would need the spaces to accommodate community functions.

We hope you will consider approval of this application and the owner and I would be happy to attend a meeting with you to answer any questions or concerns you may have.

We are looking at a March 1, 2014 move and as soon as approved by the zoning board we will be acting upon the transition from the Old School House Common in Marshfield to Blueberry Commons in East Montpelier.

Rita Copeland

Rita Copeland

Executive Director ----
Contact info: RitaCCope@myfairpoint.net or phone at 454-7750.
Twin Valley Seniors, Inc.

TVSC Strategic Plan 2013-2018

Mission Statement

The mission of the Twin Valley Senior Center is to facilitate the social, emotional and physical well being of independent senior citizens in our service area (Marshfield, Plainfield, Cabot, Calais, Woodbury and East Montpelier) by providing access to community resources, services and activities that maintain senior citizens' independence and wellness to remain in their communities.

Core Values

We believe a supportive community environment is one where:

- Seniors are recognized as a valuable asset. Seniors have the opportunity to contribute and expand their talents and knowledge.
- Seniors have access to a full spectrum of services, including social, emotional, educational and recreational opportunities appropriate to their unique needs and interests.
- Seniors of all economic circumstances are served.

We recognize the value of seniors in our communities through their links to our heritage and history. We recognize there are many ways to learn from them and for them to share. Their involvement in the communities through intergenerational experiences enriches and strengthens the communities.

In January 2013, the staff and Board of Directors of Twin Valley Senior Center began working on a strategic plan for the center as growth and space are needed. The plan was initiated in preparation for a new senior/community center.

Vision

We envision a thriving Center open five days a week with approximately 75 seniors coming to the center each day. We envision serving a meal each day at the center and delivering Meals on Wheels to homebound seniors at least three days each week. We envision a center that attracts both younger and older seniors with engaging health, informational and social programming. We see our center as an

intergenerational hub in the community that helps to improve overall physical, social and emotional health of the residents in six towns that we serve.

Purpose

The TVSC initiated a strategic planning process in order to guide planning for future programs, services and staff. Several factors pointed to the need for thoughtful planning for the future. Our population is aging, the senior population has increased in the last few years and seniors are living longer than ever before. We also recognize that the impending programmatic shift of senior centers to serve all community members also provides us with an opportunity to reflect on what it might mean for us to have programs for younger and older seniors. We anticipate some changes as a result of serving a wider age range.

Planning Process

The staff of the Senior Center and the Board of Directors drafted the following Strategic Plan in February and March 2013. As we move forward, we want to receive input from seniors, (current participants and non-participants at the center), younger adults in our community, staff from other local agencies that serve seniors, and additional senior center staff and volunteers. The research will include focus groups, questionnaires, surveys (mailed in appeal letters, passed out Town Meetings, posted in libraries, churches and Town Clerk offices) and interviews.

Goal 1: Increase the overall capacity of the Senior Center by having a center with additional space and program capacity.

Objectives to meet Goal 1:

- During 2013-2014 work to locate a new location for the Senior Center that we can afford to rent.
- Negotiate and fundraise for any needed renovation and increased cost of the new space. (Capital Campaign)
- Work with all Center partners to move service delivery to the new location so that there is seamless provision of services to

our clients.

- Use existing grant funds to purchase needed kitchen and program equipment, and supplies for the new location.
- Recruit community volunteers to assist in moving the center and preparing the new space to open.
- Organize a grand opening event to publicize the new space and thank all of our supporters.
- Work to establish a financial base that will maintain a stable location through the creation of a reserve account and a long-term goal of owning our Center space.

Goal 2: Improve the service and program provision at the Senior Center with additional staff capacity.

Objectives to meet Goal 2:

- Seek additional funding to hire an additional cook to have a total of two full-time cooks and also hire an assistant cook.
- Seek grant funding to allow us to hire an Assistant Director for the Center. This person will focus on coordinating volunteers, overseeing programs at the center and some fundraising.
- With the addition of a Center Assistant Director, the Center Director will focus more of her time on community outreach, marketing, program planning and service coordination with other local and regional agencies.
- Recruit 10-20 additional Center volunteers, with a focus on recruiting younger volunteers to bring more intergenerational interaction to the Center.
- Carry out a community survey and several focus groups to determine community interests and needs related to programming for younger seniors aged 50-70.
- Fundraise to create a computer center at the Senior Center to facilitate greater access to information for our community's seniors.
- Based on the responses from the community, plan and implement more educational and social activities for seniors both young and old.

Goal 3: Improve the Center's outreach capacity to all six towns that we serve: Marshfield, Plainfield, Cabot, Calais, Woodbury and East Montpelier.

Objectives to meet Goal 3:

- Implement a biannual mailing to all residents of the Senior Center's service area explaining our services and programs.
- Create a Twin Valley Senior Center website to better market our services to all older individuals in our community.
- Recruit four new Board members to join the Board of Directors to ensure participation from all six villages that we serve.
- Continue to use social media, specifically Front Porch Forum as an effective way of recruiting volunteers and to publicize our services to all seniors.
- Explore other media outlets for outreach such as local radio and television

Goal 4: Build a solid financial base for the Senior Center

Objectives to meet Goal 4:

- Seek additional grant funding from 2-3 sources
- Organize and implement one large fundraising event each year (ball, gala, etc.)
- Organize and implement several consistent fundraisers each year (raffles, hunters' breakfast, bingo, etc.)
- Continue to build our contact list for our semi-annual appeals and other fundraisers.
- Create a savings account to serve as a financial reserve account to cover budget shortfalls and to save for a building purchase in the next five – ten years.
- Explore income generating enterprises to support the Center.
- Explore fee for services.

Funding and Support

The senior center was founded in 1983. The program began with volunteers doing the meals and programs. Housing of the center was at many different locations in the area. At the end of 2008 with the direction of a new Director the center grew in size adding many new congregate people. Meals on Wheels were always out sourced to another company. At the beginning of 2009 the center started its Meals on Wheels program with the same food cooked at the center. This required the hiring of a part-time cook. The meals were packaged and

delivered by dedicated volunteers. This program addition increased the program tremendously. This was done with support from CVCOA (Central Vermont Council on Aging) and grant money.

The center is supported by a CVCOA contract that pays for the meals served. Other sources of income are from town appropriations, private donations, meal donations and the largest part by fundraising of staff and volunteers.

As the center continues to grow, need for space, assistant to help director with operations, increase of wage for cook and increased hours for book keeper is vital to retain their employment.

Services and Programs

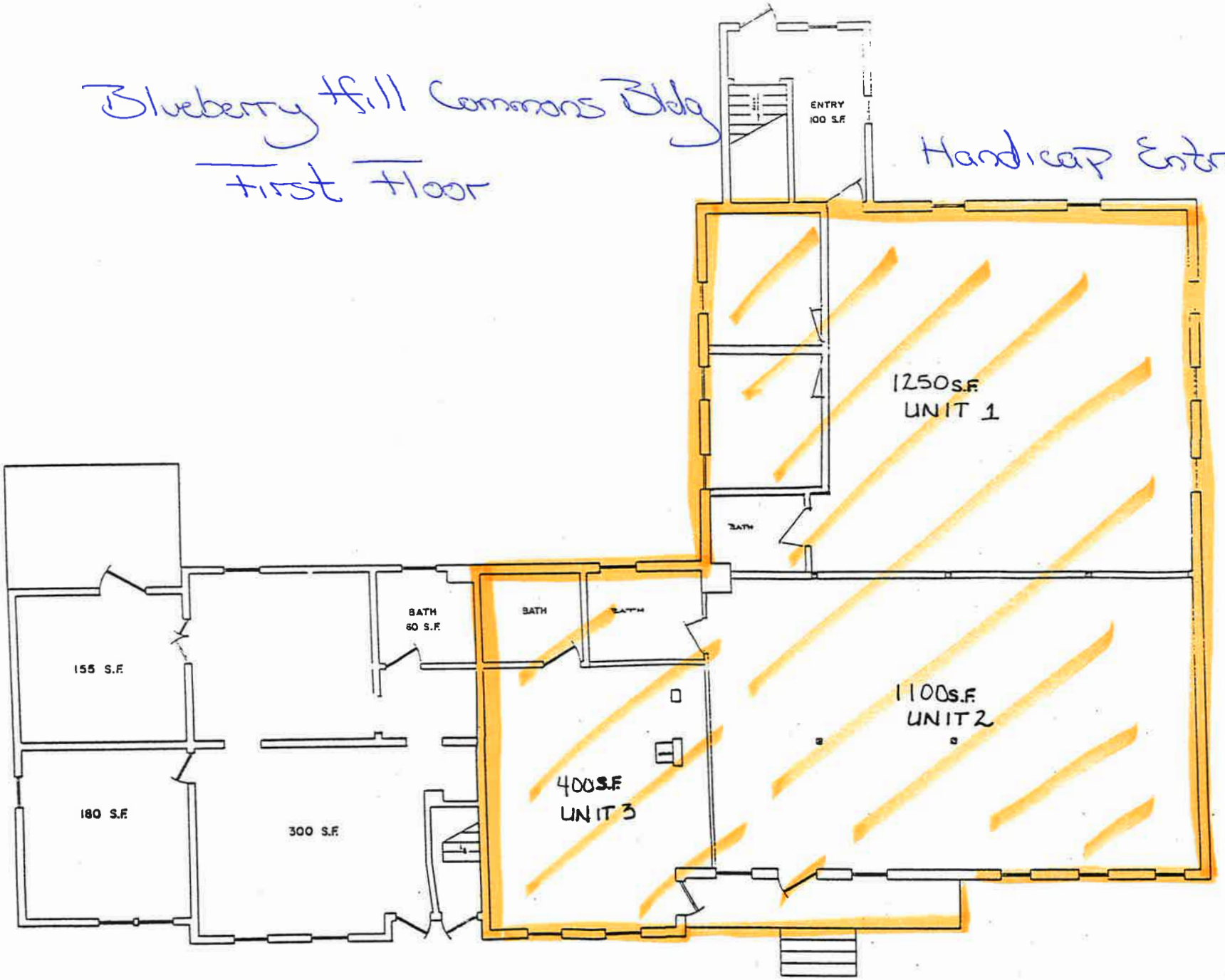
There has been a wide variety of services provided by the center, from information and referral programs for healthy exercise, activities, trips, free clinics for blood pressure, foot clinics, tax aide, local services more. Some of these programs are sponsored in partnership with other local agencies. We also collaborate with organizations to have young students volunteer at the center to interact with the seniors.

The senior center serves approximately 1,000 meals monthly at the center and through the Meals on Wheels program. These meals are by donation only, regardless of ability to pay. There is no membership dues required to utilize the services we offer.

The facility has changed and grown to meet some of the needs and there is more that can be done. In 2011 rent of an additional room was necessary to accommodate the Congregate and Meals on Wheels program. However, continued growth, space and staff is needed to reach out to build, and expand the center to accommodate an intergenerational community environment and to move forward and expand upon our mission.

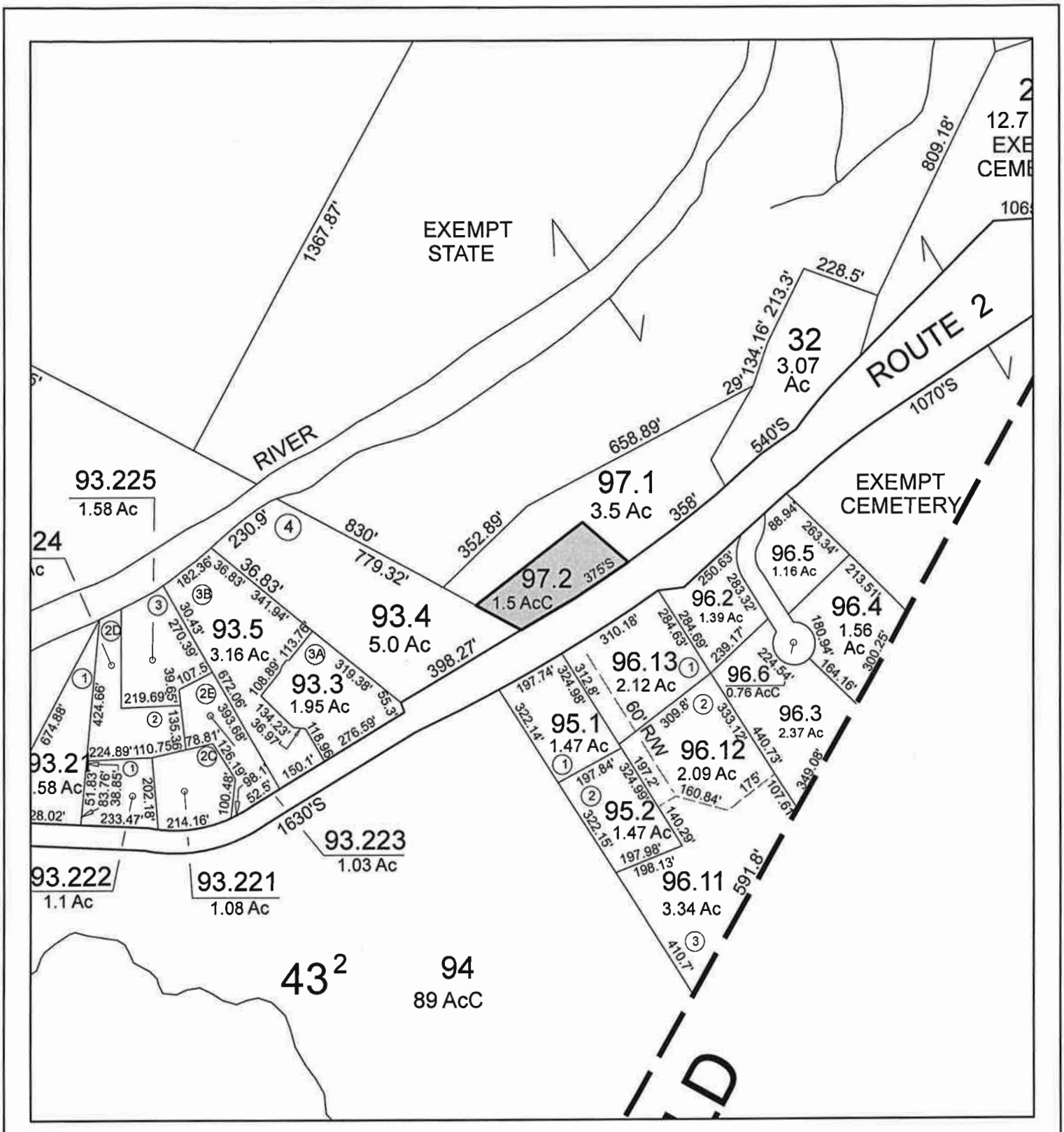
Blueberry Hill Commons Bldg

First Floor



EXISTING FIRST FLOOR PLAN
BLUEBERRY HILL

MARCH 1999 SCALE: 1"=4'



Blueberry Hill -- 4583 US Rte 2

Town of East Montpelier

0 200 400

Feet

12/19/2013