

TOWN OF ESSEX CERTIFICATE OF OCCUPANCY APPLICATION

DATE OF REQUEST: _____

2003-239

MAP/PARCEL/LOT: _____

NO. 2003-124

The undersigned herewith requests an inspection of the premises and the issuance of "Certificate of Occupancy" of premises, or portion thereof, for use or habitation.

This request is for use only of existing land or buildings.

This request is for new construction or rehabilitated or altered structure which was done under authority of zoning permit # 2003-124 + 2003-239

issued to HANDY SUITES ESSEX on 6-23-03

Premises are at 27 SUSIE WILSON RD., ESSEX

Water service installation inspected and approved by JIM HOWLEY - ENGINEER

Driveway location inspected and approved by DENNIS LUTZ, TOWN ENGINEER

Sanitary sewer connection or septic system inspected and approved by:

Name: JIM HOWLEY, ENG. Date: NOV. '03

Construction was begun OCT., 20 03 and completed _____, 20 04

Approval granted by P.C. or Z.B.A. _____ on _____, 20 _____.

Use of premises intended EXTENDED STAY HOTEL
(type of use)

Applicant's Signature: Mobe Handy Telephone: 802-872-5200
343-3292

By issuance of this Occupancy Permit, the Town of Essex Zoning Administrator hereby acknowledges that the use and/or building construction is in complete conformity with the Zoning Regulations, unless otherwise noted. Field measurements and similar dimensions for setbacks are based in part on evidence supplied by owner. The Town of Essex is not liable for errors or mistakes when it is found that information submitted by the applicant is erroneous or inaccurate.

Certificate of Occupancy has been approved with without _____ conditions.
If with conditions, see attachment outlining same.

Certificate of Occupancy denied _____. Please see attachment with reasons for denial.

7/16/04
Date

Jerry L. Firkey
Jerry L. Firkey, Zoning Administrator

MEMORANDUM

TO: Gabe Handy, d/b/a DDH GSH Trust- Handy Suites

FROM: Jerry L. Firkey, Zoning Administrator 

DATE: July 16, 2004

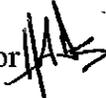
RE: Attachment to Certificate of Occupancy Number 2003-124 For Handy Suites at 27
Susie Wilson Road

The above referenced Certificate of Occupancy has been issued with the following conditions:

- 1) That all site work and other revisions referenced in the attached memorandum dated July 8, 2004 including approval of lighting revisions from the Planning Commission shall be completed no later than October 30, 2003.
- 2) The Town of Essex will hold your check dated July 16, 2004 for the amount of \$7000.00 in escrow until the items referenced in the memorandum have been completed to the satisfaction of the Town of Essex. It is understood that as the work is completed money will be released from the escrow account in minimum increments of 33-1/3 percent.

G:\commdev\permits\handy suites

Memo

TO: Handy Extended Stay Suites CO File
CC: Mr. Gabe Handy
Patrick Scheidel, Town Manager
Dawn Francis, Deputy Town Manager
Jerry Firkey, Zoning Administrator
Dennis Lutz, PE, Public Works Director & Town Engineer
Todd Law, PE, Assistant Town Engineer
Jill Schliesser, Planner
FROM: Herbert A. Durfee, III, CD Director & 1st Assistant Zoning Administrator 
DATE: July 8, 2004
SUBJECT: July 7, 2004 Preliminary Site Visit – Preparation for CO Site Inspection

Based on a phone call to the Community Development Department on Tuesday, July 6, 2004 from Gabe Handy, staff became aware that Mr. Handy seeks a Certificate of Occupancy (CO) for the Handy Extended Stay Suites on Susie Wilson Road. Further, it is staff's understanding that Mr. Handy would like to open for business for the weekend of July 10, 2004.

In light of the above, staff left a message with Mr. Handy indicating that staff would be making a site visit on July 8, 2004 at 1:00 p.m. Staff also described in the message the purpose of the site visit and that while it was not necessary for Mr. Handy to attend he was welcome to attend. Mr. Handy did not return the call.

Staff conducted the preliminary site visit to review the approved plans and the project work completed to date in preparation for the anticipated, official CO site inspection. Staff conducted its site visit on July 7, 2004 beginning at 1:00 p.m. Persons present included Herb Durfee, Dennis Lutz, Todd Law, and Jill Schliesser.

Based on staff's site visit the following outstanding issues were observed that need to be addressed prior to issuance of a CO:

1. The building mounted lights exceed the maximum height approved.
2. Soffit lighting is not installed.
3. Many of the pole lights exceed the maximum height approved. Note: wattage information was not obtained during the site visit.
4. Storm water drains and catch basins need to be checked and cleaned from debris.
5. The Storz water connection and the final location of the fire hydrants need to be approved by the Fire Chief. The Town Engineer is deferring his portion of the approval to the Fire Chief.
6. Until the second phase of the hotel is constructed to specification, the fire hydrant now installed in the eastern end of the parking (i.e., what would be in the front of the motel wing not presently built) needs to be relocated or needs to be more properly protected. If

- it remains in its present location the steel bollards require some protective covers to protect vehicles and persons that may accidentally hit them. In addition, curb stops need to be installed around the hydrant to further protect it from vehicle damage.
7. A "yield" sign attached to the Susie Wilson Road side of sign #6 for approval by the Town Engineer needs to be installed (including attention to its configuration to ensure the yield sign faces the proper direction).
 8. Silt fencing needs to be reinstalled and replaced in several locations but specifically in the storm water detention pond area.
 9. The storm water detention pond needs to be cleaned from debris.
 10. An inadequate number of expansion joints are installed in the sidewalk adjacent the storm water detention pond. The sidewalk needs to be cut and expansion material needs to be installed in the cut area. The wood edge needs to be removed. The concrete block needs to be doweled into. Rebar needs to be placed into the concrete block with non-shrink grout.
 11. Topsoil and appropriate seeding needs to be installed from the sidewalk to the edge of the storm water detention pond. There needs to be a one-foot (1') shoulder between the sidewalk and the topsoil.
 12. The fence/guardrail along the sidewalk adjacent the storm water detention pond is unacceptable. It needs to be replaced according to the approval and the wood must be smoothed to prevent pedestrian injury (e.g., splinters).
 13. The bracing above the detention pond needs to be removed; some additional material may need to be installed to recover the area.
 14. The first easterly section of curb adjacent Susie Wilson Road concerning the left turning exit segment of the Susie Wilson Road access needs to be cut (in an angled fashion) from where it meets the pavement at the end of the right-of-way until about 6" before the curb seam between the first and second curb sections. This will help prevent an in-coming car from hitting it (and losing control and potentially hitting the business sign), especially during winter conditions.
 15. The business sign does not include a planter as approved. Note: the related sign lighting may need to be reset due to installation of the planter. Also, the wattage of the sign lighting fixtures needs to be checked as part of any CO site inspection.
 16. To prevent further soil erosion and slope destabilization from the tapered end of the sidewalk and the eastern end of the Susie Wilson Road access to the first set of shrubbery (i.e., moving in an easterly direction) some replacement of topsoil and installation of erosion control matting needs to be carried out. Also, the Town needs to reserve the right to request modification to the landscaping along the entire Susie Wilson frontage due to the concern of slope destabilization and the resulting potential loss of street trees and other landscaping, the possibility of debris ending up on the sidewalk, and the possibility of debris and sediment infiltrating the applicant's storm water detention pond and the Town storm water system all of which is in an impaired watershed.
 17. The existing debris and sediment needs to be cleaned from the sidewalk.
 18. On the Susie Wilson Road access the double yellow line needs to be repainted so that the lines align with the island and the area inside the yellow lines needs to be painted with "cross hatching."
 19. The construction work required in collaboration with the Pellerin/Coe property must be completed. The work includes at least addressing the fill area at the property line, the

separation between the Pinecrest Drive access and the Pellerin/Coe parking lot, the Pellerin/Coe parking area, and fencing/screening between the motel and the Pellerin/Coe and McIntosh's properties. The Town recognizes that some of the work is the responsibility of the Pellerin/Coe's; thus, a joint letter should be placed on file delineating responsibilities and a schedule for completing improvements. Note: it's unclear whether or not a retaining wall was installed as shown in the approved plans. Clarification needs to be made.

20. The drainage ditch between the Pellerin/Coe property and the motel needs to be completed. Trees need to be removed. The slope needs to be finished and maintained. The fence needs to be installed between the motel and the Pellerin/Coe and McIntosh properties.
21. The storm water outfall and intakes need to be cleaned from debris and sediment to help the pond restore itself to the proper (lower) water level.
- repair* 22. The light pole adjacent the path between the motel and the Towne Marketplace may be installed to low. In any event, it may need to be raised or the fixture re-aligned to allow for emergency vehicle access.
23. The bollards between the motel and the Towne Marketplace are inadequate. The approval called for breakaway bollards. The existing posts need to be replaced with the appropriate bollards.
24. The balcony lights are not Town approved. A Site Plan Amendment application with all appropriate information and revised plans for approval by the Planning Commission needs to be submitted. Note: such approval may require an Act 250 amendment.
25. As-builts are a condition of the CO and will need to be submitted at the appropriate time.
26. Some of the street trees have been planted in a location different from what was approved or the incorrect specie was planted. The Town Tree Warden should sign-off on the "as-built" plantings with attention to the street trees.
27. No bike rack is present on site.
- check* 28. The depressed curb was not installed in the southwesterly corner of the site to prevent non-emergency vehicles from driving around the backside of the building.
- alt. need* 29. The path from the non-built portion of the motel to the Susie Wilson Road sidewalk was not constructed.
30. Some landscaping in front of the motel building was not planted.
- discuss* 31. The eastern parking islands include plantings not approved on the Landscaping Plan (Hardy Shrub Rose instead of Purple Leaf Sandcherries).
32. The Persian Lilacs intended for the western parking islands appear to be missing and/or substituted with another specie of planting.
33. Some Red Chokeberries approved on the north end of the parcel do not appear to have been planted.
34. The ten (10) Mountain Laurel Carousels were not planted on the northwest part of the parcel. Note: this may be due to reconfiguration of the access; however, the Landscaping Plan should be revised as part of the as-builts for approval by the Community Development Director.
35. Overall, the landscaping plan should be rechecked during any scheduled CO site inspection.

36. Note: the site visit only addressed outdoor issues. None of the indoor requirements were addressed (e.g., front desk panic alarm, sign-off by Labor & Industry, welcome package requirement, etc.).

Note: the above list may not be all-inclusive. The list only includes those items identified during the preliminary site visit. Other issues may be identified during any official CO site inspection.

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TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • E-mail: manager@essex.org • Website: www.essex.org

September 9, 2005

Gabriel Handy dba DDH GSH Trust
3164 Shelburne Road
Shelburne, VT 05482

Re: Certificate of Occupancy #2003-239 & 2003-124

Dear Gabe:

This letter will certify the release of any conditions placed upon the above-referenced Zoning Permits, and further certifies that all of the work for which your escrow was posted has been satisfactorily completed regarding your Planning Commission Site Plan Amendments. I have authorized the release of the \$7,000.00 escrow, posted in the name of Darcy Church, on July 16, 2004.

Thank you for your cooperation with this matter.

Sincerely,

Jerry L. Firkey, Zoning Administrator

cc: Dennis Lutz, P.E., Town Engineer/Director of Public Works
Doug Fisher, Finance Director

g:/commdev/escrow/handy-Darcy Church release ltr sept05

TOWN OF ESSEX ESCROW FOR HANDY SUITES		58-3/116 5240751562	126
81 MAIN STREET ESSEX JUNCTION, VT 05452		9/8/05	
Pay to the order of	DARCY CHURCH	\$ 7028.50	
SEVEN THOUSAND TWENTY-EIGHT AND 50/100			
Banknorth Vermont	111 Main Street Burlington, VT 05401	<i>Renee Mamy</i>	MP
⑆011600033⑆ 5240751562⑆ 0126			

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