

TOWN OF MONTGOMERY  
DEVELOPMENT REVIEW BOARD  
NOTICE OF PUBLIC HEARING

The Public Hearing will be **Thursday February 22, 2024** at 5:30 at the Montgomery Public Safety Building, 86 Mountain Rd, Montgomery, Vermont.

Galen Hagen, Lauren Hagen, Jarrett Hagen-Peter, and Brigitte Hagen-Peter have submitted an application for Conditional Use Approval for a change of use, from a single family dwelling to a lodging establishment for short term rental. The application is for an existing structure on parcel ID#00042.024X of .79 acres at 321 Comstock Bridge Road. This is in the Rural/Residential Zoning District. A lodging establishment in the Rural/Residential Zoning District requires Conditional Use Approval. The parcel is within the river corridor. Improvements to existing structures in the river corridor require Hazard Area Review. The public hearing will be a combined review for Conditional Use and Hazard Area Review.

Further information may be obtained from the Zoning Administrator, Ellen Fox, or at the Montgomery Town Clerk's Office.

**An interested person must participate in the local proceeding as a prerequisite to the right to any subsequent appeal.**

Certificate of Mailing:

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Further information may be obtained from the Zoning Administrator, Ellen Fox, or at the Montgomery Town Clerk's Office.

**An interested person must participate in the local proceeding as a prerequisite to the right to any subsequent appeal.**

Notice of Hearing and copy of the application to the applicant:

Galen Hagen, Lauren Hagen, Jarrett Hagen-Peter, Brigitte Hagen-Peter  
74 N Underhill Station  
Underhill, VT 05489

Notice of Hearing to all abutters:

Parcel ID	Name 1	Name 2	Address	City	State	ZIP
00012.006X.	HANCOCK CHARLES A		PO BOX 405	MONTGOMERY CTR	VT	05471
0N118.160X.	CHASE FOREST R III		2371 NORTH MAIN ST	EAST BERKSHIRE	VT	5447-7701
00048.005X.	MULLER JOHN	MULLER EILEEN	7 MELVIN AV	FARINGVILLE	NY	11738
00001.016X.	MONTGOMERY TOWN /WATER TREATMENT	WATER TREATMENT PLANT	PO BOX 356	MONTGOMERY CTR	VT	05471
00042.019X.	HEATHCOTE DEREK & JUDITH M LIFE ESTATE	HEATHCOTE JOANNA MARY & ANDREW GEORGE	4300 DE MAISONNEUVE AVE. APT.917	WESTMOUNT QUE	CANADA	H3Z3C7
00042.022X.	LABOUNTY GARY S		270 COMSTOCK BRIDGE ROAD	RICHFORD	VERMONT	05476
0N118.165X.	SALMON CHARLES	LERMONTOV OLGA	222 RAVEN RIDGE	RICHFORD	VT	05476

I attest that these documents were mailed by me by first class mail this 2<sup>nd</sup> day of February 2024.

  
Ellen Fox, Zoning Administrator

**TOWN OF MONTGOMERY, VERMONT**  
**APPLICATION TO DEVELOPMENT REVIEW BOARD**

**APPLICANT (s):** Name (s) Galen Hagen, Lauren Hagen, Jarrett Hagen-Peter, Brigitte Hagen-Peter Phone: (802) 999-9527  
 Address 321 Comstock Bridge Road

**PROPERTY:** Parcel I.D. No. 00042.024X Zoning District Rural Residential  
 Location 321 Comstock Bridge Road  
 Date Acquired 12/07/2023 Town Land Records - Book 55 Page 389  
 Present Use Single Family Dwelling Proposed Use Lodging Establishment (STR)  
 Lot Size 0.79 Acres Depth ~160' Frontage on Public Road or R.O.W. ~200'

**TYPE OF APPLICATION:**

- ( ) Appeal from a decision of the Administrative Officer  
 (x) Application for a Conditional Use Permit  
 ( ) Application for a Variance from the Town's Zoning Regulations  
 ( ) Approval of lot(s) accessed via Right-of-Way of record  
 ( ) Site Plan approval for Subdivision  
 ( ) Request for interpretation of Zoning Regulation or Map  
 State reason for Application: Periodic use of residence as short term rental when not in use as a second home.

RECEIVED/PAID  
 JAN 25 2024  
 TOWN OF MONTGOMERY

**ADDITIONAL INFORMATION REQUIRED WITH APPLICATION:** A plot plan must be submitted with this application to show; property boundary lines with dimensions, easement and right-of-way lines, all existing and proposed structures and alterations, proposed subdivision of land, scale and true north, location of sewage and water supplies, and other relevant information.

I hereby certify that the information in this application, (including attachments), is true and correct.

Signed: [Signature]  
 Applicant (s) or Authorized Agent

Date: 1/25/24

Submit to Town Clerk with required fee: \$200.00 + \$15.00 (Checks payable to Town of Montgomery).

\*\*\*\*\*

**FOR USE BY DEVELOPMENT REVIEW BOARD**

DRB Application No. \_\_\_\_\_ Zoning Permit Application No.: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ Notice of Hearing Date: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Decision of Board: Approved ( ) Denied ( ) Date of Decision: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Secretary, Development Review Board

Original to DRB and copies for applicant, listers, town clerk

Town of Montgomery  
PO Box 356 Montgomery CTR Vermont 05471

www.montgomeryvt.us

[montgomeryzoning@gmail.com](mailto:montgomeryzoning@gmail.com)

Fee Schedule: <https://montgomeryvt.us/wp-content/uploads/2023/01/Zoning-Fee-Schedule.-rev-2019.pdf>

## APPLICATION FOR BUILDING/ZONING PERMIT

Applicant: Name(s) Galen Hagen, Lauren Hagen, Jarrett Hagen-Peter, Brigitte Hagen-Peter Phone (802) 999-9527

Mailing Address 74 N Underhill Station Road, Underhill, VT 05489 Email lg.hagen19@gmail.com

Physical Property Address: 321 Comstock Bridge Road

Project: ☐ New Building ☐ Improvement/Addition ☐ Subdivision ☒ Other (explain below)

Description: Condition Use Approval for Lodging Establishment for periodic use of residence as short term rental when not in use as a second home.

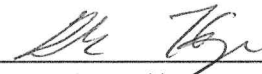
New Building/Addition: Length (ft) N/A Width (ft) N/A Height (ft) N/A Total Sq. Footage N/A

Setbacks: Edge of Road right-of-way (ft) N/A Rear line (ft) N/A Left line (ft) N/A Right line (ft) N/A

New Subdivision: Lot # N/A Frontage N/A Depth N/A | Lot # N/A Frontage N/A Depth N/A

I hereby certify that the information in this application (including attachments) is true and correct. \*All owners must sign\*

**IMPORTANT: Attach a map or sketch to show property boundaries, easements and right of way, locations of existing and proposed structures and land alterations, water supply, sewage systems, roads, and driveways. Indicate scale and North.**

Signed  1/25/24  
signature(s) date

Submit this application with a zoning fee of \$ 50.00 + \$15.00 (recording fee). Payable to Town of Montgomery.

### For use by Administrative Officer Only

Decision: ☐ Denied ☐ Approved Permit # \_\_\_\_\_

Permit approved subject to conditions specified below and is valid (except if appealed)  
beginning on \_\_\_\_\_ and expiring on \_\_\_\_\_

Conditions: All land development must comply with State & Federal Regulations. All additions/renovations to dwellings, new Single Family, and new multi-family dwellings (in buildings up to 3 stories) must meet the Vermont Residential Building Energy Standards. \_\_\_\_\_

Signed \_\_\_\_\_  
Administrative Officer Date of decision

An interested person may appeal a decision by the Administrative Officer, within 15 days of the date of such decision, to the Development Review Board.

{Blank Area Below for Recording Stamp}

RECEIVED/PAID	
Date Received	
JAN 25 2024	
TOWN OF MONTGOMERY	
Zone Class	RURAL RESIDENTIAL
Parcel ID #	00042.024 X
Town Bk/Pg	





→ N

MAP OF SETBACKS  
producer by:  
Ellen Fox  
Zoning Administrator  
Feb. 1, 2024

1.29.2024

Ellen Fox, Zoning Administrator  
Town of Montgomery, Vermont  
Public Safety Building  
86 Mountain Rd. / VT-242  
Montgomery Center, VT 05471

Re: Conditional Use Application, 321 Comstock Bridge Road

Dear Ellen and Members of the Development Review Board,

We'd like to apply for a conditional use permit to meet the town's expectations in order to use our home at 321 Comstock Bridge Road as a short-term rental when not in use by us, the owners.

We plan to allow up to eight guests, with the four bedrooms configured as follows:

- Bedroom 1: King Bed
- Bedroom 2: King Bed
- Bedroom 3: Full XL and Twin XL Beds
- Bedroom 4: Queen Bed

Two gravel parking areas are configured as follows:

- Main parking area is approximately 30' wide by 26' deep
- Secondary parking area is approximately 22' wide and 26' deep
- The two parking areas can accommodate up to five vehicles, but renters would be allowed a maximum of four vehicles.

Rental insurance will be in place prior to renting and will be submitted to the town annually. The following rules (at a minimum) will be posted on any listings and in the Guest Welcome Book:

- No overnight camping
- Maximum of four vehicles
- No parking on the street and only in designated parking spots within the two parking area
- Quiet hours between 10:00pm and 06:00am must be respected
- Pets are not allowed on the property

We intend only to rent through Airbnb to protect both ourselves and the renters. Therefore, Airbnb will automatically collect and pay occupancy taxes on behalf of hosts whenever a guest pays for a booking.

Safety is top priority, and we have the following in place:

- 911 address is posted on the property in a visible location.
- More than the minimum required smoke and CO detectors of the 10-year photoelectric lithium powered tamper resistant type in each room and on each floor.
- ABC dry chemical fire extinguisher in each of the upstairs bedrooms as well as a portable fire escape ladder for emergency window egress.
- ABC and Kitchen-type dry chemical fire extinguisher as well as a fire blanket in the kitchen.
- ABC type fire extinguisher in the cleaning closet if the one in the kitchen is unable to be accessed.
- Instructions on how to use all safety equipment are in the welcome book.
- Short-Term Rental Safety, Health, and Financial Obligations Form will remain onsite with all required contact information.

In regards to the flood corridor and river corridor:

- The property is not in a special flood hazard area but is in the defined ANR River Corridor. However, it is our understanding that the use of the home as a short-term rental does not increase the risk for fluvial erosion any more than using it as a single-family home based on the large horizontal and vertical buffer between the house and the river as well as subsurface geologic conditions.
- There is approximately 75 feet from the top of the river bank to the house and Comstock Bridge Road is also in between the two. The house is built above the top of the river bank by approximately 20 feet. In addition to the distance between the house and river, there is significant vegetation on the slopes that will help mitigate erosion near the river.
- The house is built on ledge which will be very effective in limiting long term erosion.
- There is no further development associated with this CU request that may increase the potential for materials to be swept into the Trout River and wouldn't cause any burden to public services more so than a primary residence.

As fellow Vermonters, we appreciate what the town is trying to accomplish, and we will ensure any renters follow these rules. We will encourage renters to treat the property, town and area with the same respect we would.

Thank you for your time and consideration of our Conditional Use Approval.

Respectfully,

Lauren & Galen Hagen, Brigitte & Jarrett Hagen-Peter









HOME IS BUILT ON LEDGE WHICH  
IS RESISTANT TO ERODING

~20' ABOVE RIVER BANK

VEGETATIVE BUFFER ON  
OPPOSITE SIDE OF THE ROAD  
FOR EROSION PREVENTION

AMPLE VEGETATIVE SLOPE UP  
TO THE HOUSE FOR EROSION  
PREVENTION AND SCREENING



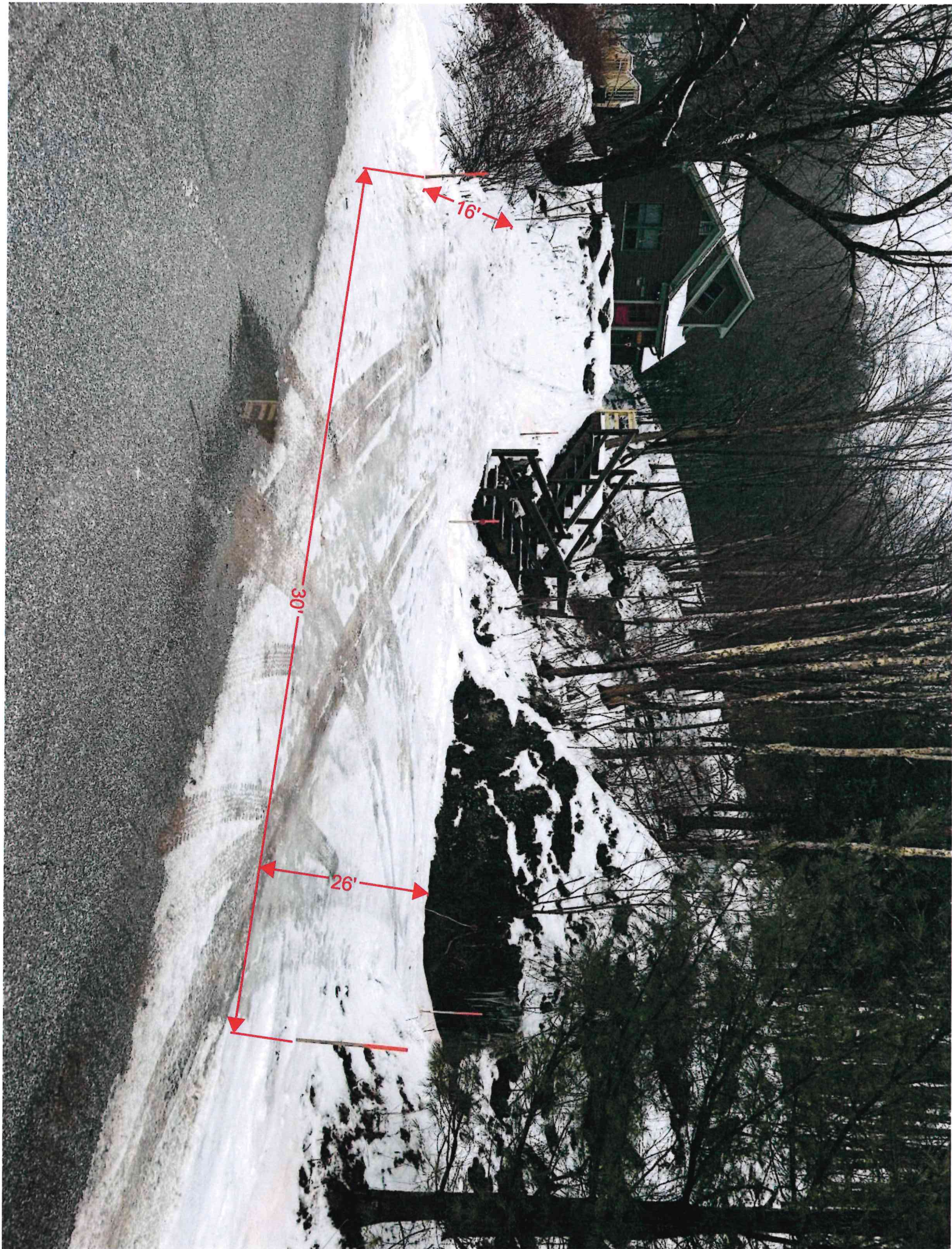


AMPLE VEGETATIVE SLOPE UP  
TO THE HOUSE FOR EROSION  
PREVENTION AND SCREENING

~75' SETBACK FROM RIVER TO HOUSE

VEGETATIVE BUFFER ON  
OPPOSITE SIDE OF THE ROAD  
FOR EROSION PREVENTION













WELCOME TO  
**THE CLIFF  
HOUSE**

*Make yourself  
at home!*

MONTGOMERY, VT

## **We're so glad you're here!**

Welcome! We are so thankful you have chosen to stay with us.

Cliff House is a quirky Vermont home that sits on a rock cliff above the Trout River, just 10 minutes from Jay Peak Resort. The location offers the quintessential Vermont experience, situated in a quaint Vermont community with views of the river, access via a covered bridge, and endless recreation right outside your door! Skiing, biking, hiking, fishing, golfing, and more abound in the area known for its covered bridges and mountain views.

Please don't hesitate to contact us if you need anything at all!

### CONTACT INFORMATION

321 Comstock Bridge Rd

Montgomery, VT 05471

Call or text | (802) 999-9527

Email | [TheCliffHouse@SojournLLC.net](mailto:TheCliffHouse@SojournLLC.net)

**EMERGENCY OR MEDICAL NEEDS  
CALL 911**



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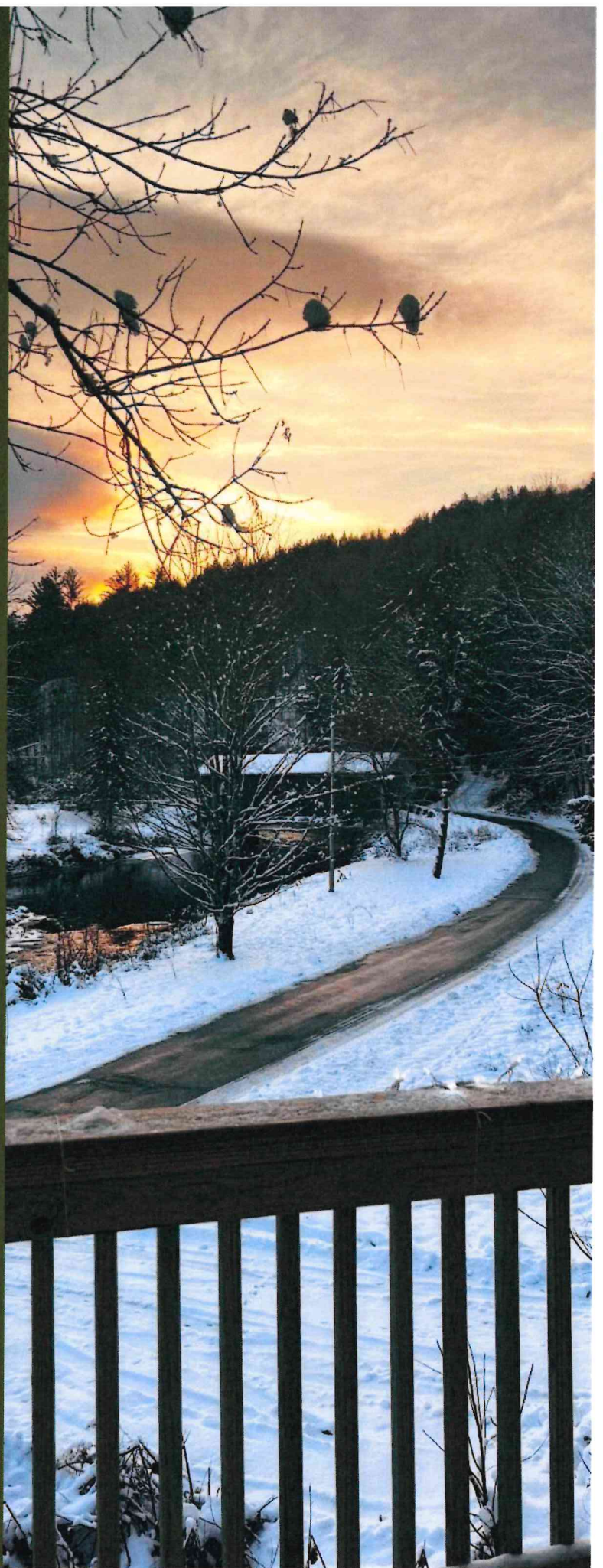




## Amenities

The home itself offers a cozy respite from your daily life and is the perfect après space to unwind after your outdoor adventures with all of the amenities needed for a group of 6-8 to comfortably spread out.

- WI-FI
- Free Parking for up to 4 cars
- Fully equipped, new eat-in kitchen with dining room table.
- Dedicated Coffee Station (French Press, Grinder, pour over stove top espresso, or the good old fashion large coffee pot).
- Laundry
- Smart TV with FireStick, Books, games (and toys!) for the whole family
- Office nook
- Jetted tub in the primary bedroom
- Propane grill on the wrap around porch.
- Local touches, including coffees, teas, artwork, books/guidebooks, and more
- Amazing views of surrounding mountains and of the iconic Comstock covered bridge.







## YOUR BASECAMP FOR ADVENTURE

This town is a gateway to what Vermonters lovingly refer to as the Northeast Kingdom, offering pristine wilderness and endless outdoor recreation. Some of our recommendations for places to visit and things to do include:

- Long Trail State Forest | The Long Trail, Vermont's historied thru-hike with portions sharing the Appalachian Trail, bisects the state North to South but offers excellent day hikes near Montgomery
- Hazen's Notch State Park | Beautiful trails for hiking, cross-country skiing, and snowshoeing Access the Catamount Trail for cross-country and backcountry skiing
- Access the VAST (Vermont Association of Snow Travelers) network of trails via Montgomery Center for snowmobiling

### **...or relaxation**

- Unwind and enjoy the many relaxing services that the Spa Vermont has to offer...a massage, rejuvenating facial or manicure is just a 5 min drive away
- Visit the therapeutic Salt Cave down the street in Montgomery Center

## Jay Peak Resort

Being a short drive from Jay Peak is one of the highlights to staying at the Cliff House. Spend time on the mountain skiing or snowboarding either solo or with your family. Jay Peak is very kid friendly. If skiing or snowboarding isn't your thing, spend the day at the indoor waterpark, ice rink, golf course, climbing walls or movie theater!

Jay Peak Kids Care is available to those staying in Airbnb's close to the resort!

Check the Jay Peak website for events that may be happening during your stay!

[www.jaypeakresort.com/](http://www.jaypeakresort.com/)



## Cafes & Restaurants

Our favorite go-to places for some tasty treats or sit down meals.



### Cafe OMA

Perfect place to grab a warm coffee and a delicious muffin, scone or breakfast sandwich.

Cafe Oma also serves as our go to spot for incredible sandwiches for a quick lunch.



### Black Lantern Inn

The relaxing atmosphere of this farm to table restaurant is walking distance from the Cliff House.

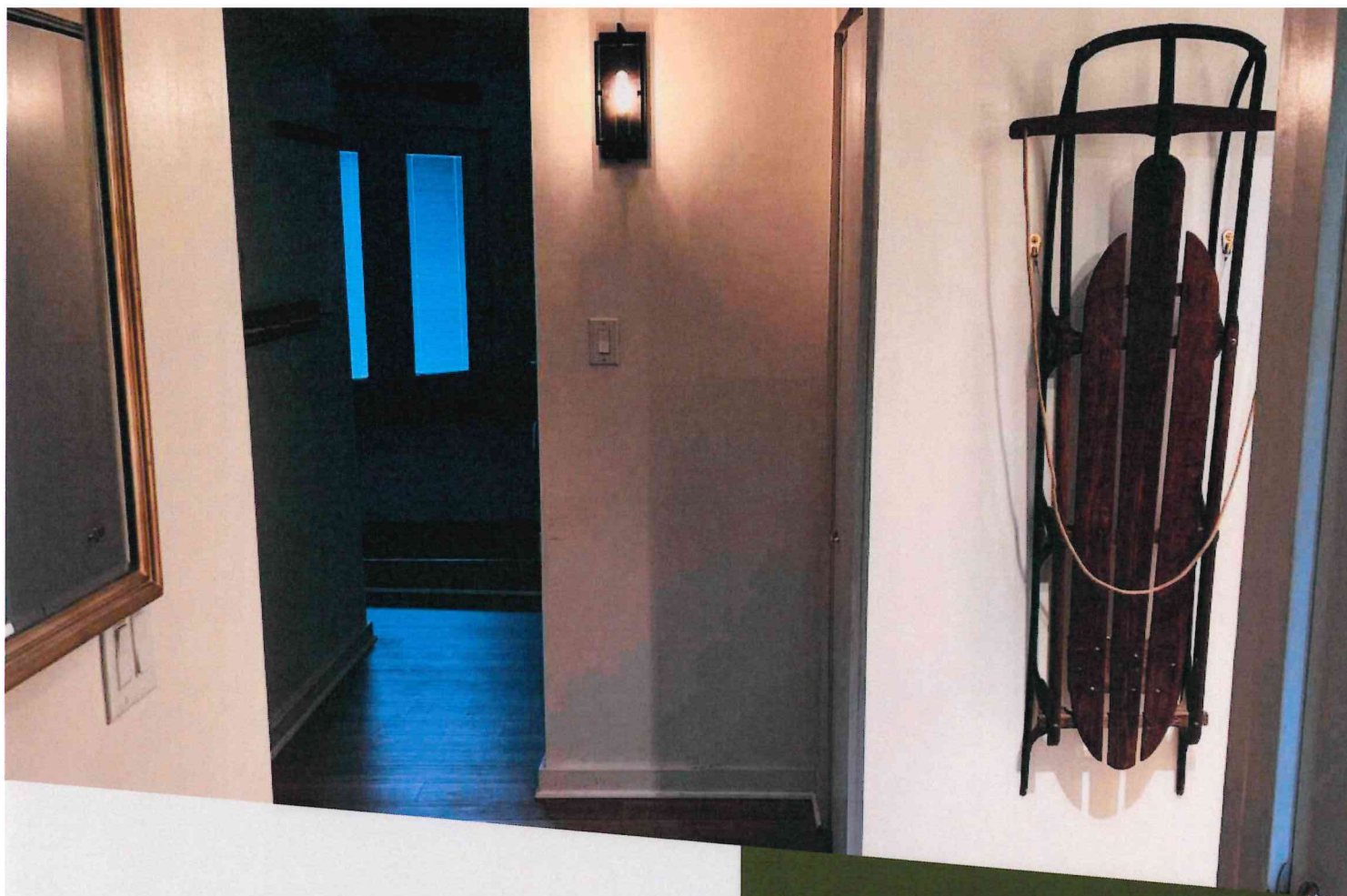


### Snow Show Lodge & Pub

For a more lively scene and pub style food, this is our go to! At about a 5 min drive away its a great place to stop by after a day on the mountain.







## House Rules

- No overnight camping
- No parking on the street and only in designated parking spots in the parking area
- Quiet hours between 10:00pm and 06:00am must be respected
- Pets are not allowed on the property
- No smoking in the house
- No more than 8 people allowed overnight
- No Parties or large gatherings

## CONTACT INFORMATION

Call or text | (802) 999-9527

Email | [TheCliffHouse@SojournLLC.net](mailto:TheCliffHouse@SojournLLC.net)

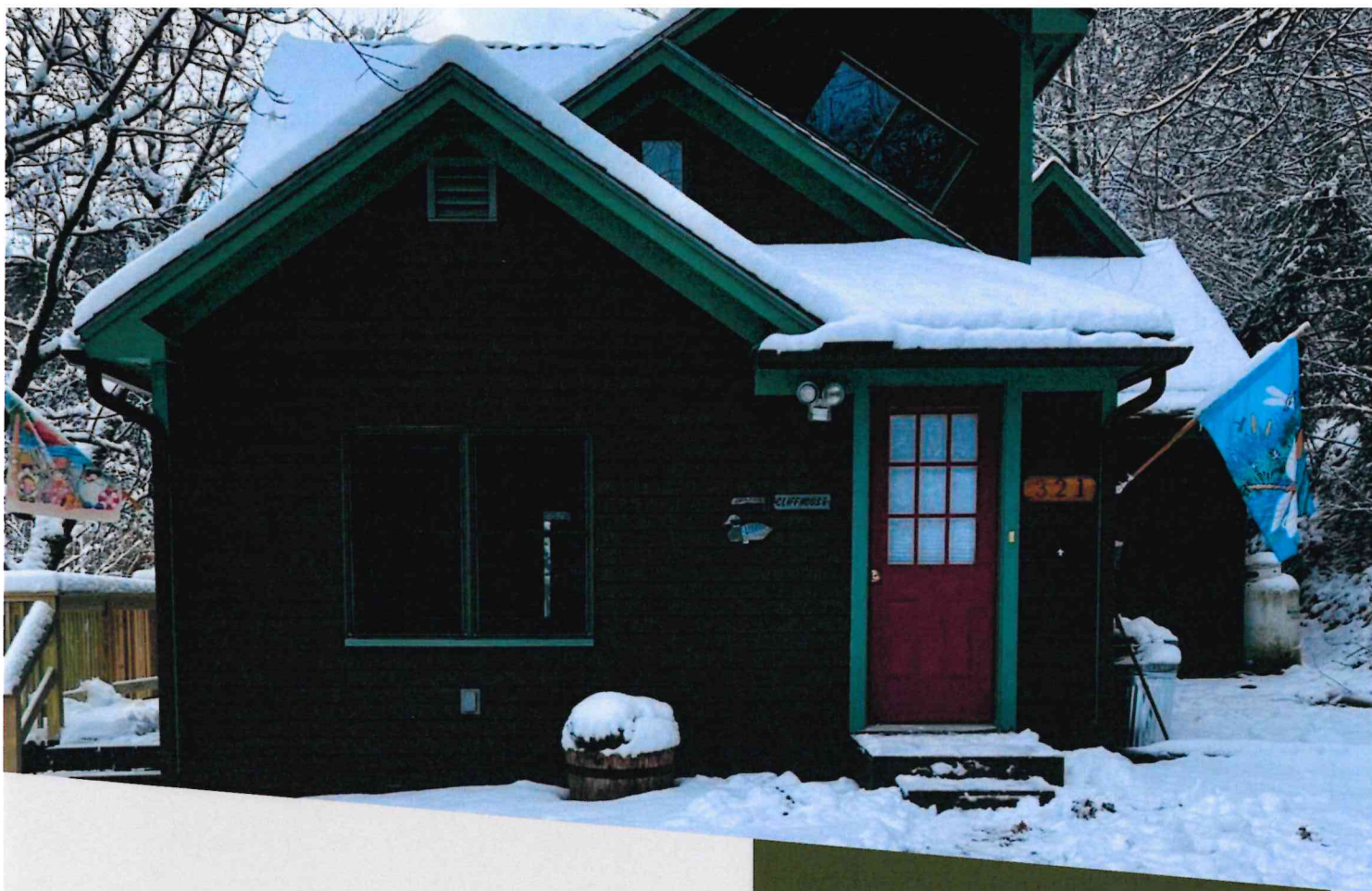
...or message us through the Airbnb app!

## WIFI

Username: Cliff House  
Password: Cliffhouse1223







## Check In

CHECK IN TIME IS 3PM

We're excited for you to start your getaway at our beloved Cliff House.

Please follow the steps below for an easy check in:

- No parking on the street. Please only in designated parking spots in the parking areas
- You will be given your own unique code to enter into the keypad located on the red door on the side of the house
- Please use this entrance as much as possible, particularly for skis and boots, as it is our "mud room"
- Please do not hesitate to reach out with any questions via the Airbnb app or by phone (802) 999-9527

## Check Out

CHECK OUT TIME IS 11AM

Thank you for choosing our home for your getaway. We really hope you loved it as much as we do. Please follow the steps below before leaving the Cliff House:


- Load and run the dishwasher with any dirty dishes
- Put all sheets and pillow cases in laundry baskets
- Ensure fridge is clean of your food/drinks
- Ensure all windows and doors are closed and locked
- Leave thermostat at "auto" and 68 degrees
- Reviews and feedback are greatly appreciated!



Follow us!

@ VT\_Cliffhouse\_rental\_



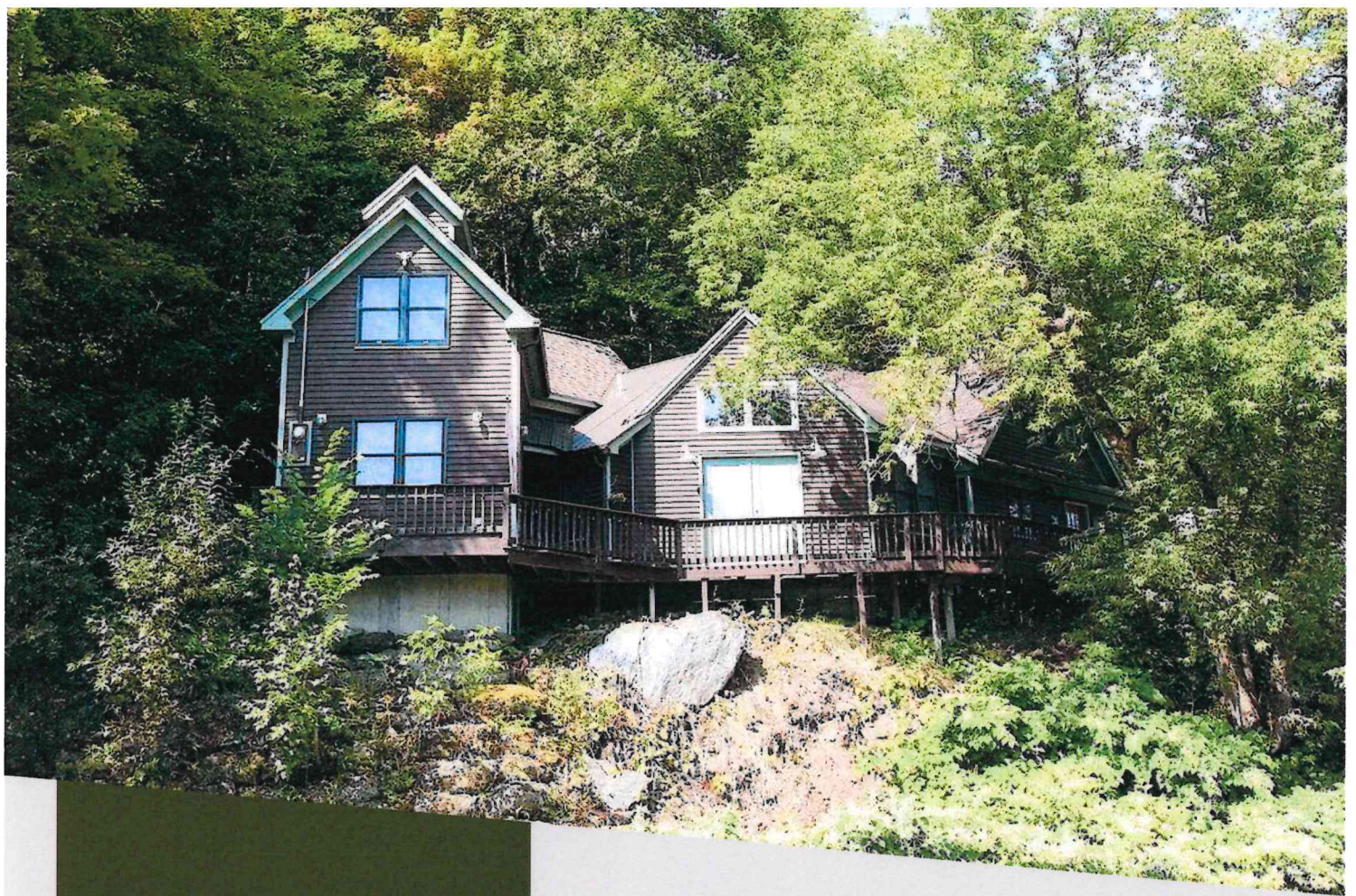
Three keys are scattered on a light-colored, veined marble surface. One key is at the top left, another at the top right, and a larger, more ornate key is centered below the word 'SAFETY'.

# SAFETY

We hope that it's information you don't have to recall during your stay but we want to outline the fire and safety aspects of the home:

- There are numerous tamper resistant smoke and CO detectors around the house, with a minimum of at least one outside each sleeping area. Make a plan with your guests should one go off. **They do not automatically notify the local fire and emergency department so you will need to call if necessary.**
- In each of the upstairs bedrooms, in a closet space, there is an ABC dry chemical type fire extinguisher as well as an emergency escape ladder should you need to egress the room by window.
- In the kitchen under the sink, there is a ABC and Kitchen dry chemical type fire extinguisher as well as a fire blanket. There is also an ABC type fire extinguisher in the cleaning closet should you not be able to get to the one under sink.
- There are numerous plug-in, battery powered, flashlights throughout the house in various wall sockets with a minimum of at least qty.1 per bedroom. Please just use these in emergencies and please put back if used. There are other flashlights in the kitchen drawer under the coffee station if needed for general use.





**THANK YOU  
FOR STAYING  
AT THE  
CLIFF HOUSE!**

*We hope you  
enjoyed your  
stay!*

**Please come back soon!**

Thank you for staying at the Cliff House and truly hope you had an enjoyable experience. We would love to hear any feedback via the Airbnb app or email us at [thecliffhouse@sojournllc.net](mailto:thecliffhouse@sojournllc.net).

A positive review on Airbnb greatly helps us when others are looking for a place to stay, so if you enjoyed your stay then we would appreciate if you left us a positive review!

We hope to see you again!

You can follow us and keep up with local events, any promotions and any exciting upgrades to the house on Instagram @VT\_Cliffhouse\_Rental\_

*Thank you for choosing us!*

*-The Cliff House Team*