

CHARLOTTE PLANNING COMMISSION
Charlotte Town Office
PO Box 119
Charlotte, VT 05445
Phone: 802-425-3533

October 28, 2016

Courtney Roman
87 Maple Street
Essex Junction, VT 05452

Re: Sketch Plan Review – Application Number PC-16-133-SK

Dear Ms. Roman,

The purpose of this letter is to summarize the Sketch Plan Review for your Site Plan for the proposed event barn located at 783 Mt. Philo Road in the Town of Charlotte. A public hearing for the project was held at the Planning Commission meeting on October 20, 2016. A site visit conducted prior to the meeting on Saturday at 9:00 am (attended by the applicant, and Planning Commissioners; Marty Illick., Charlie Pughe, Gerald Bouchard, and Peter Joslin). Although it is not required by 24 VSA Chapter 117 to notify the adjoining property owners of a Sketch Plan Review, the Town nevertheless sent notification of the public meeting to each of the abutting neighbors, posted hardcopy notices at the Town offices, the Old Brick Store, and the Spear Street Store, and posted an electronic notice on the Town's website (on the Meeting Calendar).

The Planning Commission has classified your project as a "Site Plan Review for an Adaptive Reuse of a Barn" in accordance with Section 4.3(H) and Section 5.5 of the Charlotte Land Use Regulations (hereafter referred to as "The Regulations"). This means that you will need to submit a Final Site Plan Application (based on the recommendations from the Planning Commission stated in this letter), to include any waiver requests within six months of the date of this letter. You will need to participate in one subsequent public hearing, in accordance with Section 5.5(D) of the regulations. Upon receipt of the Final Site Plan Application, a Final Hearing will be scheduled.

The Planning Commission agrees with the following aspects of your application, which you had articulated at the Sketch Plan Hearing on October 20th;

1. Two adjoining lots of a prior subdivision (PC-14-25 – visit: <http://bit.do/cQztB>) would be purchased for the sole purpose of the hosting an event barn. Amendment of the current plan for two residential parcels. No additional structures would be added to either lot.
2. Upgrades and repairs on the barn would retain the historic character.
3. The main entrance to the barn would be at the eastern side of the barn (not on the roadway side of the barn)
4. Replacement of windows and barn doors, as well as cosmetic work on the interior.

5. Removal of the collapsed shed and cleaning up of the two remaining small sheds on the property.
6. Aside from the addition of the parking, the remaining grounds of the property would be brush-hogged.
7. At some point gardens would be developed to be employed as “farm-to-table” for events.
8. A new well will need to be drilled.
9. A wastewater permit has been submitted to utilize the septic system on the abutting property located directly across Mt. Philo Rd. You have estimated that the septic capacity of the seasonal event barn is likely to equal that of the two residential properties, which is currently approved.
10. An acre-sized parking area would be developed, which could accommodate up to 160 vehicles (but not anticipated to exceed 80 vehicles per event). The parking area may be either gravel, turf, or a permeable grass material. A gravel driveway would be built to provide access to the basement at the northern end of the barn for catering vehicles. A gravel walkway would also be installed providing access from the parking lot to the main entrance of the barn.
11. All parking would be contained on the proposed parking lot. No parking would be allowed along the roadside.
12. A traffic director will be employed at every event to safely guide traffic from and to the roadway.
13. Two curb cuts have been approved (one existing at the barn, and another recently approved north of the barn).
14. Lighting from the parking area to the barn would be string lighting that would run low to the ground accentuated by milk cans.
15. Efforts will be undertaken to soundproof the barn.
16. No activities will take place outside of the barn aside from photoshoots
17. No patio spaces or tables with chairs would be placed outside for events.
18. Events would be capped at 150 people.
19. Events would not exceed more than 60 events per year, or two times per week from May through October.
20. Events would be served by a temporary pop-up kitchen.
21. Construction of a permanent kitchen is not part of this application, but may be revisited as part of future application to the Zoning Board of Adjustment (ZBA).
22. The current landowner (Scott Hardy) has stated that he would be willing to invest in the installation of triple-pane windows (to mitigate the potential sound from events) in the house across the street from the barn if it will help in the approval of the Site Plan application.

The Planning Commission recommends that the following concerns should be addressed within your Final Site Plan Application;

1. Greater mitigation of the headlights from vehicles exiting the venue upon the neighboring house across the street from the barn to the west, as well as the neighbors and their horse barn to the east. This may entail landscaping around the parking area and the driveways, or other measures to be approved by the Planning Commission.

2. Mitigation measures to address access and egress to the site in consideration of the posted (45 mph) speed limit and the 85th percentile speed of 59 mph measured south of the location.
3. Address concerns about alcohol consumption and driving after events.
4. Submission of the survey presented at the October 20, 2016 public hearing for this sketch plan.
5. Correspondence with the Preservation Trust of Vermont and the Vermont Division of Historic Preservation with regard to restoration of the barn.

Your submission of the site plan should include the following (according to Section 5.5, Site Plan Review on page 72 of the Regulations – visit: <http://bit.do/cQzqi>);

1. A Site Layout & Design, including the size, scale, arrangement and appearance of the proposed development, as well as the setback distances from property lines or public rights-of-way, and landscaping or screening to mitigate the visual impacts of development (you may refer to *“Landscape Plants for Vermont”*, by Norman E. Pellett and Mark C. Starrett, University of Vermont Extension Service, 2002 – please visit:

<http://www.uvm.edu/pss/mg/archive602/mg/LPV2002/LPV.htm>).

2. Parking, Loading, & Service Areas, including on-site parking, loading and service areas which shall be provided in accordance with the requirements of Section 3.11 of the Regulations (see page 30 at the following link: <http://bit.do/cQzqC>), and the provisions that will be made for safe on-site vehicular and non-vehicular circulation in relation to the location of the parking area and the barn.

3. Outdoor Lighting, including the location, type and level of illumination of all outdoor lighting installations. Design of the installations shall utilize standards outlined in Section 3.9 of the Regulations (see page 29 at the following link: <http://bit.do/cQzqC>).

4. Open Space Area designated as protected open space, which resulted from the Scott Hardy Minor Subdivision / PRD decision PC-14-25 (please visit: <http://bit.do/cQztB>) and delineated in the subsequently submitted subdivision plat.

5. Stormwater Plan; The Planning Commission requests that your application address buffering any development or activity for the wetland stream area.

The application for the Sketch Plan has been posted on the Town’s website under the Planning and Zoning page, or at the following link: <http://bit.do/cCydT>.

Please let me know if I can answer any further questions.

Sincerely,

Jeff McDonald, Chair, Charlotte Planning Commission

