

CHARLOTTE PLANNING COMMISSION

Charlotte Town Office

PO Box 119

Charlotte, VT 05445

Phone: 802-425-3533

December 12, 2016

Andrew Thurber & Kathryn Perkins

444 Converse Bay Rd.

Charlotte, VT 05445

Re: Sketch Plan Review – Application Number PC-16-161-SK

Dear Mr. Thurber & Ms. Perkins,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed Change of Use to 2848 Greenbush Road in the Town of Charlotte. A public meeting for the project was held at the Planning Commission meeting on December 1, 2016. A site visit conducted prior to the meeting at 2848 Greenbush Road (attended by the applicant Andrew Thurber; Planning Commissioners Peter Joslin, Marty Illick, Gerald Bouchard, and David Kenyon; Jason Stockwell of 2899 Greenbush Rd.; and Charlotte Town staff Daryl Benoit). 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 notice on the Town of Charlotte website Meeting Calendar, and posted hard copy notices at the Town offices, the Old Brick Store, and the Spear Street Store.

The Planning Commission has reviewed your project as a site plan review for change of use criteria in accordance with Section 5.5(E) of the Charlotte Land Use Regulations (hereafter referred to as “the Regulations”). Upon submittal of your forthcoming Site Plan Review Application, a public hearing will be scheduled. You will need to submit your application, including any waiver requests within six months of the date of this letter.

The Planning Commission is providing the following comments and recommendations for the Site Plan Review Application, which should be addressed in addition to the submission requirements of the Charlotte Land Use Regulations;

1. As you have requested having a reduced parking capacity in your Site Plan from what is outlined in Table 3.1 “Minimum Off-Street Parking Requirements” of the Regulations, you may submit a request for a waiver within the “Parking, Loading, and Service Areas element of your Site Plan Review on the basis that;
 - a. Green areas are to be set aside and maintained as open space for future conversion to parking, loading and/or services areas in the event that the spaces

initially permitted are subsequently deemed inadequate to meet demonstrated need.

2. Your Site Plan should specify how the entirety of the floor space will be utilized. Where the ell will serve as the allowed single residential dwelling unit (as per Section 4.12 in the Regulations), the primary structure on the property (currently listed at 3,799.4 sq. ft. of net floor area) is proposed to be converted into office space. Office space within the Village Commercial District (VCM) is a permitted use up to 3,500 sq. ft. of total gross floor area.

According to the Planning Commission minutes from the December 1, 2016 public meeting, you had explained that the proposed change of use of the property included;

- a. A first floor front office, and a proposed office in the former dining room
- b. A downstairs bathroom to be shared by the office tenants
- c. A small exterior sign by the existing mailbox on Greenbush Road
- d. A larger "house name" sign at the Greenbush Road/Ferry Road corner as a location/destination landmark
- e. Proposed parking for up to 14 potential spaces that would stay within the character of the neighborhood
- f. Office and residential uses are permitted uses within the Village Commercial district and the proposal meets the density requirements for an office use

The minutes also reflect that there are 4 upstairs bedrooms, of which two are connected and could possibly serve as additional office space. If you wish to use this additional space for that purpose, and the total gross floor area used within the house for office space exceeds 3,500 sq. ft., then you will need to apply to the Zoning Board of Adjustment (ZBA) for a Conditional Use permit. In this instance, you may submit applications to both the Planning Commission (for a Site Plan Review) and the ZBA (for Conditional Use) concurrently. Decisions from either board are not contingent upon one another.

As per Section 5.5(E) of the Regulations, your forthcoming Site Plan Review application should include the following elements;

- 1. Site Features**, especially with regard for site clearing for potential future parking requirements;
- 2. Site Layout and Design**, especially considering the proposed fencing and signage which you had discussed during the public meeting;
- 3. Access**, with regard for traffic management;

4. **Parking, Loading, and Service Areas** in accordance with Section 3.11 of the Regulations;
5. **Landscaping and Screening**, which was addressed at the public meeting;
6. **Stormwater Management and Erosion Control**, according to applicable standards covered in Section 7.8; and
7. **Outdoor Lighting** in conformance with standards outlined in Section 3.9, and in further consideration of neighbors' concerns that were voiced at the public meeting.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Joslin', written over a faint circular stamp.

Peter Joslin, Vice Chair,
Charlotte Planning Commission

Dated at Charlotte, Vermont this 12 day of December, 2016.