

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

September 28, 2017

Debra Kassabian and Michael Dunbar (Gemini Properties, LLC)  
477 Thompsons Point Road  
Charlotte, Vermont 05445

Re: Sketch Plan Review – Application Number PC-17-95-SK

Dear Mrs. Kassabian and Mr. Dunbar,

The purpose of this letter is to summarize the Sketch Plan Review for a proposed land development project on your 5.3-acre property located at 3488 Ethan Allen Highway. The development is proposed to occur within the Village Commercial (VCM) zoning district.

A public hearing for the project was held at the Planning Commission (PC) meeting on August 17, 2017. A site visit was conducted at the property prior to that meeting, which was attended by Planning Commissioners Peter Joslin (Vice-Chair), Dick Eastman, Gerald Bouchard, David Kenyon, and Charlie Pughe. Also in attendance were the applicants, and the Town Planner.

Although it is not required by 24 VSA Chapter 117, notice of the public meeting was mailed out to all of the adjoining property owners and was also published in “The Citizen” newspaper on the week of July 27, 2017. Furthermore, hardcopy notices were posted at the Town offices, the Old Brick Store, and the Spear Street Store. Electronic notice was posted on the Town of Charlotte website Meeting Calendar.

The PC has classified your project as a “Site Plan Review” for a change of use criteria in accordance with Section 5.5 of the Charlotte Land Use Regulations (hereafter referred to as “the Regulations”). To complete the Site Plan, you will need to submit a Final Plan Application, including any waiver requests within six months of the date of this letter and participate in at least one subsequent public hearing, in accordance with Section 6.5 of the Regulations.

The PC is providing the following observations and recommendations for the Final Plan Review Application, which should be addressed in addition to the regular submission requirements articulated within the Regulations ( to view the Regulations, visit: <https://is.gd/c1Jwx2> ).

1. As per Section 5.5(E) of the Regulations, your forthcoming Site Plan Review application should include the following elements;
  - A. Site Features, which should consider the protection of significant site features (such as the trails, vegetation, and the forest habitat on the western portion of the property) and anticipated future parking requirements;

- B. Site Layout and Design: Your proposed site layout is well-developed. Be sure to address the proposed signage for the project in accordance with Section 3.13 of Regulations. Furthermore, it would be advisable to check with the Vermont Agency of Transportation (VTrans) regarding State regulations for any proposed signage. For further information, please visit; <http://vtrans.vermont.gov/highway/sign-information>
  - C. Access with regard to traffic management. Although it is not specifically under the purview of the Town, it is advisable to check in with VTrans District 5 for any issues they may have regarding potential traffic impacts related to the proposed project.
  - D. Parking, Loading, and Service Areas will need to be in accordance with Section 3.11 of the Regulations, and in compliance with the 2010 ADA Standards for Accessible Design. To calculate the required parking capacity for the site, refer to **Table 3.1** of Chapter III, page 32 of the Regulations.
  - E. Landscaping and Screening: The proposed landscaping improvements in your Sketch Plan are extensive and detailed. Please ensure that your forthcoming Site Plan application addresses the items discussed in Section 5.5(E)(5) and Section 7.9 of the Regulations;
  - F. Stormwater Management and Erosion Control should be discussed in accordance with applicable standards covered in Section 5.5(E)(6) and Section 7.8 of the Regulations;
  - G. Outdoor Lighting should be in conformance with standards outlined in Section 3.9 of the Regulations.
2. The proposed change of use of your project within the VCM district will require an additional application for Conditional Use approval with the Zoning Board of Adjustment (ZBA). It was stated that an attempt would be made to consolidate both of your forthcoming land use applications (e.g. the Site Plan Review, and the Conditional Use Review) for a joint public hearing with the PC and the ZBA. The ZBA has declined this option. Therefore you will need to participate in separate public hearings for each Board (which may run concurrently). Upon receipt of your applications, the appropriate hearings will be scheduled.
  3. Other issues may be considered during the review of your forthcoming Final Plan application. In accordance with Section 6.3(D) of the Regulations, this Sketch Plan Review is valid for six months.

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

Sincerely,

Daryl Benoit (Town Planner),  
For the Charlotte Planning Commission