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**TOWN OF CHARLOTTE
PLANNING COMMISSION
MAY 7, 2015**

APPROVED

Minutes are subject to correction by the Charlotte Planning Commission. Changes, if any, will be recorded in the minutes of the next Planning Commission meeting.

MEMBERS PRESENT: Jeff McDonald, Chair; Peter Joslin, Paul Landler, Gerald Bouchard, Marty Illick, Charles Pughe. **ABSENT:** Donna Stearns.

ADMINISTRATION: Jeannine McCrumb, Town Planner/Zoning Administrator.

OTHERS: Chris Von Trapp, Liam Murphy, George Aube, Susan Smith, Donna Walker, Jason Barnard, James LaBerge, Carlie Krolick, Jeremy Saxton, Hannah Smith, David Krolick, Sarah McGarghan, Kevin McGarghan, Cheryl Walker, Linda Reynolds, Gary Pittman, and others.

AGENDA ITEMS:

- 7:05 PM PC-15-08 Final Plan Hearing for Harriet Patrick Trust for a Boundary Adjustment between properties at 1355 Church Hill Rd. (M05B02L07.1 and M05B02L07)
- 7:25 PM PC-15-09 Final Plan Hearing for Susan Smith for a Minor Subdivision at 5166 Lake Rd.
- 7:45 PM PC-15-10 Final Plan Hearing for George & Claire Aube for a Minor Subdivision at 1052 Carpenter Road.
- 8:05 PM PC-15-11 Final Plan Hearing for Charlotte Senior Center for Site Plan Review for a 330 square foot addition at 212 Ferry Rd.
- 8:25 PM Other Business
 - Workplan Discussion
 - Upcoming meeting schedule
 - 'Mail'

CALL TO ORDER

Mr. McDonald, Chair, called the meeting to order at 7:00 p.m., and welcomed Charles Pughe as a new Planning Commission member.

APPROVE REGULAR AGENDA AND CONSENT AGENDA

The agenda was approved, with the addition of Deliberative Session.

Consent Agenda:

add: Krasnow application letter; Vera/Fischer Solar Array proposed at 2087 Ferry Road; Shelburne Zoning Changes - Signs.

PUBLIC COMMENT

None.

47 **REVIEW MINUTES FROM PRIOR MEETING (4/16/15)**

48 **MOTION by Mr. Joslin, seconded by Mr. Bouchard, to approve the Planning**
49 **Commission minutes of 04/6/2015 as written, with edits:**

- 50 • **Page 2, line 65 – insert “George and Gunner McCain, McCain Consultants”**
51 **following “...neighbors”; line 82 – replace “Almont” with “Almon”;**
- 52 • **Page 3, line 114 - replace “already developed into the” with “to be added to**
53 **the”;**
- 54 • **Page 6, line 259 – rewrite the sentence as “Mr. Joslin recused himself as a**
55 **neighbor to the Krasnow application and departed the meeting.”**

56 **VOTE: 5 ayes, 1 recused (Mr. Pughe), 1 absent (Ms. Stearns); motion carried.**

57

58 **PC-15-08 FINAL PLAN HEARING FOR HARRIET PATRICK TRUST FOR A**
59 **BOUNDARY ADJUSTMENT BETWEEN PROPERTIES AT 1355 CHURCH**
60 **HILL RD. (M05B02L07.1 AND M05B02L07)**

61 Chris Von Trapp, applicant representative, appeared on behalf of the application.

62

63 **STAFF NOTES**

64 Mr. McDonald, Chair, reviewed staff notes.

65

66 Ms. McCrumb, Town Planner, clarified that the application was a boundary adjustment.

67

68 **APPLICANT COMMENTS**

69 Mr. Von Trapp reviewed that the Harriet Patrick property included four deeded lots. Ms.
70 Patrick was seeking the following:

- 71 • A boundary adjustment to add four acres and a pond from the 24.5 acre Lot 2 to
72 the existing 3.1 acre Lot 1, for a total of 7.1 acres. That would leave Lot 2 with
73 20.5 acres.
- 74 • Lot 1 currently was planted in lawn, gardens and a vineyard. It was located
75 behind the “Tavern” lot. No building envelope was proposed.
- 76 • The “Tavern” lot included a historic building with a single family dwelling, an
77 accessory apartment, and office space. The “Tavern” lot would not be impacted.
- 78 • A Carriage barn lot on the north. The Carriage barn included a two-car garage
79 and one-bedroom apartment.
- 80 • The acreage of the individual lots was unknown.
- 81 • The applicant’s intent was not to merge the three lots. The intent was to sell the
82 three lots to one buyer.

83

84 **PLANNING COMMISISON QUESTIONS/COMMENTS**

85 Mr. McDonald said that all easements should be addressed in the application. Mr. Von
86 Trapp replied that there were no easements written for the benefit of the application.

87

88 Ms. McCrumb said that deed language was needed for any future development on the
89 bare lots.

90

91 Mr. Landler suggested that more accurate written information was needed for the
92 application.

93

94 Mr. McDonald suggested a continuation of the application. The applicant should show all
95 easements, future wastewater easements, individual lot acreage, and proposed boundary
96 adjustment lines on the site map.

97

98 Mr. Bouchard asked where the access to the back lot was, and to the 20.5 acre lot off
99 Route 7. The state was cutting back on granting access easements off Route 7, stated Mr.
100 Bouchard. Ms. McCrumb pointed out that the access to the 20 acre lot was currently an
101 agricultural easement.

102

103 Mr. Von Trapp suggested that it might make sense to merge the “Tavern” lot with the
104 enlarged back lot. That would render the access issue a non-issue, said Mr. Von Trapp.

105

106 **MOTION by Mr. Joslin, seconded by Mr. Landler, to continue PC-15-08 Final Plan**
107 **hearing for the Harriet Patrick Trust for a Boundary Adjustment between**
108 **properties at 1355 Church Hill Rd. (M05B02L07.1 and M05B02L07) to June 4,**
109 **2015.**

110 **VOTE: 6 ayes, 1 absent (Ms. Stearns); motion carried.**

111

112 **PC-15-09 FINAL PLAN HEARING FOR SUSAN SMITH FOR A MINOR**
113 **SUBDIVISION AT 5166 LAKE RD.**

114 Susan Smith, owner, and Jason Barnard, Consulting LLC, appeared on behalf of the
115 application.

116

117 STAFF NOTES

118 Mr. McDonald, Chair, reviewed staff notes.

119

120 APPLICANT COMMENTS

121 Mr. Barnard reviewed a revised site map as follows:

- 122
- 123 • A proposed building envelope has been shifted from the knob top to north-
124 northeast at the 211th elevation contour line following further discussions with a
neighbor.
 - 125 • The survey plat changes would be e-mailed to the surveyor for the final Mylar.
 - 126 • Changes to the building envelope would be added to a revised Final Plat.
 - 127 • The re-located building envelope would be staked out.
 - 128 • The proposed building envelope was smaller by one-tenth of an acre.
 - 129 • The lot owner might want an outbuilding, such as a garage, in the future.
 - 130 • The well was located off the corner near the neighbor’s lot.
 - 131 • A wastewater permit was under review.
 - 132 • A highway access permit has been approved by the Selectboard. A 15”x30’
133 culvert was a requirement.

134

135 PLANNING COMMISSION QUESTIONS/COMMENTS

136 Mr. McDonald asked that the driveway access and culvert size be shown on the site plan.

137

138 Mr. Bouchard asked for clarification of the driveway slope grades. Mr. Barnard stated
139 that an 8-10 percent grade wouldn't be exceeded.

140

141 Mr. Murphy, representative for the Krolick's, thanked Ms. Smith for her willingness to
142 change the building envelope location. The Krolick's concerns were addressed. The
143 Mylar should be revised to reflect the 211th contour, and the building envelope corners
144 should have permanent markers, said Mr. Murphy.

145

146 Mr. Barnard said that the meets and bounds would be marked on an updated Mylar Plat.

147

148 Mr. McGarghan, an abutting neighbor, asked for clarification regarding the Krolick's
149 concerns. Mr. Murphy briefly explained that the proposed house location at the knob top
150 was a concern, and that was addressed.

151

152 There were no further questions.

153

154 **MOTION by Mr. Landler, seconded by Ms. Illick, to close the hearing regarding**
155 **PC-15-09 Final Plan Hearing for Susan Smith for a Minor Subdivision at 5166 Lake**
156 **Road.**

157 **VOTE: 6 ayes, 1 absent (Ms. Stearns); motion carried.**

158

159 **PC-15-10 FINAL PLAN HEARING FOR GEORGE & CLAIRE AUBE FOR A**
160 **MINOR SUBDIVISION AT 1052 CARPENTER ROAD.**

161 George Aube, owner, and Jason Barnard, Consulting LLC, appeared on behalf of the
162 application.

163

164 STAFF NOTES

165 Mr. McDonald, Chair, reviewed staff notes.

166

167 APPLICANT COMMENTS

168 Mr. Barnard explained the slope of the existing driveway as follows:

169

- 170 • There was a 9 percent slope from the edge of the road past a gate.
- 171 • The entrance of the driveway would be shaped and widened by Mr. Aube for the
172 first 10-15', and was less than an 8 percent slope.
- 173 • The remaining driveway was a 5 percent, or less, slope.

173

174 There was discussion regarding a proposed 5 acre lot that encompassed existing farm
175 structures and a wastewater system, and the remaining 100 acres of farmed agricultural
176 land.

177

178 PLANNING COMMISSION QUESTIONS/COMMENTS

179 Mr. Joslin asked if any of the land in the large lot was designated as conserved land. Mr.
180 Aube replied no; it was farmed agricultural land.

181

182 Ms. McCrumb said that a master plan would be requested in the Planning Commission's
183 decision related to any further development regardless of lot size. The current application

184 was not a PRD. In future any additional ‘number’ of lots would kick it up to a major
185 subdivision, pointed out Ms. McCrumb.

186

187 Mr. Joslin asked for clarification of the new house in relationship to Mr. Aube’s existing
188 home. Mr. Barnard explained that a new house was proposed further west-southwest
189 behind the existing Aube house. No building envelope was shown due to all the existing
190 farm structures, said Mr. Barnard.

191

192 Mr. McDonald suggested adding a building envelope to the site map. Ms. McCrumb said
193 that agricultural buildings were exempt and weren’t required to be in a building envelope.

194

195 Ms. Illick asked what the important resources were, if any. Carpenter Road was a Scenic
196 Road, which might call for a building envelope designation, noted Ms. Illick.

197

198 Mr. Joslin said a small building envelope was reasonable.

199

200 Mr. McDonald noted that to keep the road corner/intersection clear of a ‘village’ look and
201 to retain an agricultural look a small building envelope could be included.

202

203 Mr. Barnard said that the Plat would be amended to reflect a setback as 10’ north of a
204 shed. Everything else would remain the same, said Mr. Barnard.

205

206 In response to a question regarding location of utilities, Mr. Barnard noted location of
207 utility poles on-site and across the road. There were existing subsurface power lines to
208 the barn and existing overhead lines to the house would continue to run overhead to the
209 new house, said Mr. Barnard.

210

211 There were no further questions.

212

213 **MOTION by Mr. Joslin, seconded by Mr. Bouchard, to close the hearing regarding**
214 **PC-15-10 Final Plan Hearing for George & Claire Aube for a Minor Subdivision at**
215 **1052 Carpenter Road.**

216 **VOTE: 6 ayes, 1 absent (Ms. Stearns); motion carried.**

217

218 **PC-15-11 FINAL PLAN HEARING FOR CHARLOTTE SENIOR CENTER FOR**
219 **SITE PLAN REVIEW FOR A 330 SQUARE FOOT ADDITION AT 212 FERRY**
220 **RD.**

221 Gary Pittman, Senior Center representative, appeared on behalf of the application.

222

223 STAFF NOTES

224 Mr. McDonald, Chair, reviewed staff notes.

225

226 APPLICANT COMMENTS

227 Mr. Pittman reviewed that the Selectboard has agreed to allow the Senior Center to act as
228 Project Manager. The Friends of the Senior Center would pay for the project, stated Mr.
229 Pittman.

230

231 Ms. McCrumb clarified that the application was for site plan review, and was not a
232 subdivision. Any changes to the existing building required approval through the Planning
233 Commission, said Ms. McCrumb.

234

235 Mr. Pittman noted a proposed 330 square foot addition to the current building. The
236 proposal didn't impact existing parking spaces, or changes to the lighting, said Mr.
237 Pittman.

238

239 PLANNING COMMISSION QUESTIONS/COMMENTS

240 Ms. Illick asked how Section 5.5 of the regulations was impacted. Ms. McCrumb asked
241 Mr. Pittman if there were additions to impervious surfaces. The Center was losing 100
242 square feet of gardens. Would other garden space be added to maintain the current garden
243 space, asked Ms. McCrumb. Mr. Pittman replied that the two existing gardens would be
244 removed and replaced with two new 10'x5' plots.

245

246 Ms. Illick asked if the new gardens could function as rain infiltration gardens to handle
247 water runoff. Mr. Pittman said that the Center would look at rain garden designs. The
248 Center was working in collaboration with the Ferry Road master planning regarding
249 drainage, said Mr. Pittman.

250

251 Ms. McCrumb suggested that the Planning Commission condition approval to locate 100
252 square feet of garden area to replace the current grass space to act as an infiltration area,
253 or for water drainage, which was better than just a lawn.

254

255 **MOTION by Ms. Illick, seconded by Mr. Joslin, to close the hearing regarding PC-**
256 **15-11 Final Plan Hearing for Charlotte Senior Center for Site Plan Review for a 330**
257 **square foot addition at 212 Ferry Rd.**

258 **VOTE: 6 ayes, 1 absent (Ms. Stearns); motion carried.**

259

260 DELIBERATIVE SESSION

261 Mr. Joslin recused himself due to a conflict of interest and departed the meeting at 8:35
262 p.m.

263

264 **MOTION by Ms. Illick, seconded by Mr. Bouchard, to enter Deliberative Session.**
265 **Vote: 5 ayes, 2 absent (Ms. Stearns, Mr. Joslin); motion carried.**

266

267 **MOTION by Ms. Illick, seconded by Mr. Landler, to exit Deliberative Session and**
268 **adjourn.**

269 **Vote: 5 ayes, 2 absent (Ms. Stearns, Mr. Joslin); motion carried.**

270

271 ADJOURNMENT

272 The meeting was adjourned at 9:15 p.m.

273

274 Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.

275