

**TOWN OF CHARLOTTE
PLANNING COMMISSION
SITE PLAN REVIEW**

Name of Applicant(s):

Andrew Thurber and Kathryn Perkins

Property Address: 2848 Greenbush Road **Mailing Address:** 444 Converse Bay Rd, Charlotte

Phone Number: 802-318-6228

Signature of property owner(s) authorizing application if different than applicant: N/A

Parcel ID No. : ___ 00004-2848 _____ **Zoning District(s):** ___ Village Commercial _____

Size of parcel: ___ 3.2 _____ acres **Sketch Plan Review Date:** ___ December 1, 2016 ___

Previous subdivision of parcel?: Name ___ None ___ **Date** _____ **Map #** _____

Previous Site Plan Approval?: Date _____ None _____ **Map #** _____

Location of proposed project: _ 2848 Greenbush Road, southwest corner of Greenbush Road and Ferry Road _

Description of proposed project: ___ Convert 2 residential units to mixed use offices and 1 residential unit ___

Proposed number of parking spaces ___ 10 ___ **Location of parking/loading areas** ___ See site plan _____

Existing and proposed means of access to site: _____ See site plan and attached description _____

Are there existing or proposed easements? _ Yes _ **Existing or proposed trails, paths, walkways?** _ No _

How will sewage disposal be addressed: ___ Existing system was built for higher requirements ___

How will water be addressed: ___ Existing well is high volume and proposed use is less than current use ___

How will drainage be addressed? ___ On site, see attached _____

Is lighting proposed? ___ Yes ___ **Is signage proposed?** ___ Yes ___ **Is landscaping proposed?** ___ Minimal ___

Are there historic structures on the site? ___ Yes ___ **What state or federal permits are required?** ___ None _____

***Applicant must address the standards enumerated in the Charlotte Land Use Regulations found at Section 5.5-(D) (E) and attach as supplements to this application any plans, engineered designs, or specifications required.**

Official Use Only:

Application # _____

Received:

Fee Paid _____

Date of Hearing _____

Supplemental information ...

Sketch Plan review was held on December 1, 2016, application number PC-16-161-SK

Description of proposed project:

Today there are two residential units on the 3.2 acre lot. The main house is a 2-story 3138 sq ft 4BR/2BA unit, and the attached ell apartment is a 2-story 1BR/1BA unit. From 1991 to 2003 this site was the home of the owner-occupied Deerpath School day care.

This proposal is to convert 2335 sq ft of the main house to office space. Areas of both floors of the main house will be used as offices, with shared bathroom and kitchen areas. There is a large common entrance area and a large upstairs hall that will not be used as office space and will be kept clear, see attached floor plans. The apartment will continue to be a 1BR/1BA single family dwelling. The anchor tenant will be a local law firm occupying 2 downstairs rooms plus an entrance hall. 5 additional rooms for offices will be available (1 downstairs, 4 upstairs) but tenants have not yet been identified.

Both of the uses in this Mixed Use proposal are Permitted Uses in the Village Commercial District: #9 Dwelling/Single Family and #15 Office (Max. 3,500 sq. ft.). This proposal meets all density and coverage requirements. This proposal is compliant with the town plan & applicable local regulations.

This proposal does not include any significant exterior or interior changes to the main house or outbuildings.

An ADA-compliant ramp will be installed along the eastern wall of the apartment next to the shared entrance, providing compliant access to the first floor.

There will be minor interior changes in the main house in order to create an office within what is now a large contiguous dining space on the first floor by adding a single wall, and to ensure accessibility for the first floor shared bathroom.

Mixed use of this property is appropriate given the location, the history of the site and district, and the office needs of residents of Charlotte. Additional details about parking, historic character and other aspects follow.

Proposed number of parking spaces, location of parking/loading areas:

10 parking spaces are required for this project: 8 for the office spaces (1 space / 300 sq ft) plus 2 for the single family dwelling. Our proposal is to continue to use some of the parking as used today, and to add additional spaces. To the extent possible the parking will be kept close to the buildings and follow current usage patterns, with some additional spaces being added toward the south of the property.

The attached site plan shows the proposed location of the 10 parking spaces, including 1 ADA-compliant space close to the building with the offices. Additional details about access, fencing, lighting and drainage are included below. Any new parking areas will be surfaced with non-white crushed stone.

A small bicycle rack will be placed near the buildings, exact location is not yet determined.

Existing and proposed means of access to site:

There are two existing curb cuts on Greenbush Road, which will be referred to as north and south.

The north cut will be shifted about 10 feet to the south to support ADA parking, and will become a one-way entrance to the property.

The south cut will be moved about 35 feet to the north in order to achieve several goals:

1. Headlights of traffic exiting the property will shine mostly onto the garage across the street, instead of on the residence to the south.
2. The grade from the parking onto Greenbush Road is less to the north, allowing better visibility and easier and quieter exit for cars.
3. Additional parking spaces will be able to be placed further north, thus:
 - a. Keeping parking more in character of the current usage
 - b. Keeping parking further from adjacent residences
 - c. Taking advantage of the grade from Greenbush Road to help lower the southern-most parking from the sight lines from Greenbush Road and adjacent properties
 - d. Preserving green space and views on the property

Are there existing or proposed easements? The existing 15 ft boundary easement for the benefit of the adjacent property to the south is not affected by this proposal. The existing Green Mountain Power right of way is not affected by this proposal.

How will sewage disposal be addressed: The current 870 gpd mound system with 500 gallon tank and pump station was designed and built to meet the needs of the Deerpath School day care. The design flow requirements under the Wastewater System and Potable Water Supply rules are lower for the proposed use than for the previous or current uses.

How will drainage be addressed? The existing natural drainage patterns and slope of the property are more than sufficient to mitigate any run off from the parking areas, using existing buffer areas. No additional impact on the Ferry Road ditch is expected.

Is lighting proposed? Yes, compliant with town plan & applicable local regulations:
Building Lighting, Barn lighting, Parking lighting, Directory sign lighting. See attached lighting plan.

Is signage proposed? Yes, compliant with town plan & applicable local regulations:
House name sign(s), Business directory sign, Law firm sign, One-way driveway sign, ADA parking sign, Private parking sign(s). Details and sketches are attached.

Is landscaping proposed? Only to the extent that parking and access require it.

Parking fencing: Two new fence sections (typical height 3 to 4 feet) will be installed along Greenbush Road to shield parked cars from Greenbush Road, helping to minimize the impact on sight lines and to block headlights and parking area lighting. Similar fences are already present in front of other properties along Greenbush Road, see attached image.

Entrance walkway: A stone walkway will provide access to the main front door from the parking area.

Are there historic structures on the site? The Charlotte Four Corners district is on the Vermont State Register of Historical Places. This proposal maintains the historic character and integrity of the property and district. A full report of the history of the site and buildings was prepared in 2009 and is available in electronic form upon request.

Existing and proposed traffic generation: Existing 2 units with 5BR total has seen up to 7 vehicles, plus temporary visitor parking. Proposed use will see modest increase in daytime traffic and reduction in evening traffic. Traffic will be in character for the property, the district and both Greenbush Road and Ferry Road.

Proposed phasing schedule:

Immediate occupancy by law firm with small sign on wall by front door while other work proceeds.

ADA-related parking, ramp and bathroom compliance will be a highest priority.

The two parking spaces next to the main house will not be created until after May 1 2017 when the maple tree can be moved; until then the northern-most angled space will serve as the ADA space.

Not all signs and lighting will be installed immediately; they will be installed by end of 2017.

Other relevant information from the Sketch Plan application ...

Map Reference Slide No. 130 Deed Reference: Vol 171 Page 13

Frontage: Approximately 355 feet along Greenbush Road, approximately 580 feet along Ferry Road

Proposed covenants, easements, conserved land agreements, road maintenance agreements, roadway waivers, wastewater system maintenance agreements, wastewater waivers, fire pond agreements, trail easements and offers, and other associated deed restrictions: None

Proposed homeowner or tenant association or agreements: None

Proposed performance bonds or sureties: None