

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

June 20, 2008

Brad Simpkins
P.O. Box 540
Charlotte, VT 05445

Re: Sketch Plan Review-PC-08-17

Dear Mr. Simpkins,

The purpose of this letter is to summarize the Sketch Plan Review for the Site Plan Review application for the proposed tea room café at the Charlotte Berry Farm, held at the Planning Commission's meeting on June 12, 2008.

As a result of the Sketch Plan Review, the Planning Commission makes the following recommendations for the Site Plan Review application, which supplement the requirements of the Charlotte Land Use Regulations:

1. The Planning Commission has concerns regarding the café portion of the application, particularly as this affects vehicular circulation on the site. The site plan application should explain the details of this proposed use.
2. The site plan and accompanying application material should include the location, height, footcandles and fixture cut sheets for exterior lighting (including any on the sign). The Chittenden County Regional Planning Commission's lighting guidelines should be consulted—they are available at www.ccrpcvt.org under Publications on the left side of the home page.
3. The parking area should include an appropriate number of accessible spaces in compliance with the ADA, and at least one bicycle rack should be indicated on the site plan.
4. The proposed surfacing of the parking area should be indicated.
5. The location of the sign should be indicated on the site plan.
6. The site plan should include a signature block for the Planning Commission Chair's endorsement. If the site plan is approved, a mylar 18"x 24" will be required.

Additional issues may come up at the Site Plan Review hearing.

As you know, the Planning Commission will review the criteria under Section 5.5 (Site Plan Review) of the Charlotte Land Use Regulations, and the Zoning Board of Adjustment will review criteria under Section 5.4 (Conditional Use Review) of the Regulations. Assuming you submit both applications at the same time, the respective hearings will be scheduled simultaneously in order to expedite the review process.

Please let me know if I can answer any questions.

Sincerely,

Dean Bloch, Town Planner
For the Planning Commission