

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

July 26, 2011

Benjamin and Anne Mason
2687 Greenbush Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-10-23

Dear Mr. and Mrs. Mason,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed project involving the conversion of an existing barn on your property into a residence. Sketch Plan Review was held at the Planning Commission's meetings on July 1, 2010, October 7, 2010, December 1, 2010, and July 7, 2011, and a site visit was conducted prior to the meeting on July 7th.

It is noted that the application form you submitted originally indicates that you are proposing to convert two barns into two single family dwellings, however, at the most recent meeting you indicated that you currently proposing to convert one barn into a single family dwelling.

The Planning Commission classified the project as a Planned Residential Development. As indicated in Section 8.4 of the Charlotte Land Use Regulations, the subdivision process and standards will be used to review the project, even though you are not proposing to subdivide the parcel. Since you are proposing to convert an existing barn into a single family dwelling (to be rented), the project will be analogous to a Minor Subdivision, so therefore it will require one application, the Final Plan Application. We will schedule a public hearing after you submit the application.

The Planning Commission also provides the following comments and recommendations for the Final Plan Application, which supplement the requirements of the Charlotte Land Use Regulations:

1. The plat should depict your property boundaries, the location of all structures on the parcel, and a demarcation of the area to be conserved.
2. The site plan should depict the location of all structures on the parcel, the parking area, wastewater disposal area(s), and well(s). You may include this information on the plat rather than submit a separate site plan.

3. The application should include an inventory of wells in the vicinity of the project, including their location, depth and yield.
4. Exterior lighting, if any is proposed, should be included on the site plan. The proposed height, type (e.g. metal halide, compact fluorescent, etc.) and wattage of all fixtures should be indicated.
5. A draft Open Space Agreement and a draft Density Reduction Easement for the area to be conserved should be submitted with the application. The Town can provide boilerplate documents, which you will need to customize for your application.

Other issues may come up during the review of the Final Plan Application. In accordance with Section 6.3(D) of the Charlotte Land Use Regulations, the Sketch Plan is valid for six months, or, upon the granting of an extension by the Planning Commission, one year.

Please let me know if I can answer any questions.

Sincerely,

Dean Bloch, Town Planner
For the Charlotte Planning Commission