

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

May 20, 2011

Nancy Sabin
2346 Greenbush Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-11-07

Dear Ms. Sabin,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed development of two affordable apartments within the existing accessory structure that housed the Needleworks shop, which is located on the same parcel as your residence at 2346 Greenbush Road. As proposed, the project requires the transfer five acres of density from another parcel. Sketch Plan Review was held at Planning Commission meetings on April 21 and May 5, 2011, and a site visit was conducted on May 5th prior to the meeting.

The Planning Commission classified your project as a Minor Planned Residential Development for Affordable Housing in accordance with Sections 4.4 (B), 6.1(C)(1) and 8.2(B)(3) of the Charlotte Land Use Regulations.

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

The Final Plan application should include the following items:

1. A proposed survey plat that depicts the property boundaries of 2346 Greenbush Road, the footprint of the buildings, the existing and proposed parking areas, and the percentages of building and lot coverages.
2. A survey of the parcel that will provide the density for the project, with the area to be designated as "open space" demarcated and labeled with its acreage, and with a table indicating the current density and the reduced density if the application is approved.
3. A wastewater disposal plan for existing and proposed dwellings at 2346 Greenbush Road.
4. A general description of the apartments, including square footage and number of bedrooms.
5. A description of the exterior appearance of the apartments.
6. Information as to the energy efficiency of the proposed apartments.
7. Documentation of the proposed rental rates.
8. Information regarding the administration and management of the affordable apartments, including the person(s) and/or organization that will be responsible for monitoring and insuring long-term affordability.
9. Draft documents that will transfer five acres density from and designate open space on the parcel providing the additional density (the Town can provide boilerplate documents).
10. A letter from the owner of the property that will be providing density authorizing the 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. Please let me know if I can answer any questions.

Sincerely,

Dean Bloch, Town Planner
For the Charlotte Planning Commission