

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

July 11, 2011

Andrew Thurber  
2848 Greenbush Road  
Charlotte, VT 05445

**Re: Sketch Plan Review; Application PC-11-15**

Dear Mr. Thurber,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed project involving your properties at 2848 Greenbush Road and 444 Converse Bay Road, which was held at the Planning Commission's meetings on June 16, 2011, and for which a site visit was conducted prior to the meeting.

The Planning Commission classified the project as a Major Subdivision and Planned Residential Development involving non-contiguous parcels, in accordance with Sections 6.1(C)(2), 8.2(B)(1) & (2), 8.4(B)(4) of the Charlotte Land Use Regulations. This means that you will have two additional applications, the Preliminary Plan Application and the Final Plan Application. We will schedule a public hearing after you submit each application. The Planning Commission also noted that the multi-unit dwellings proposed as elderly housing will require Site Plan Review, the hearing for which can be held in conjunction with one of the subdivision hearings.

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

1. The plat for the Converse Bay Road parcel should delineate, label and indicate the acreage of the proposed open space/conserved area, which should be at least 50% of the combined acreage of both parcels.
2. The plat for the Greenbush Road parcel should include building envelopes for Lots B, C and D. The building envelopes for Lots C and D should be relatively near the road, but should be deep enough into each lot to allow for some variation between the layout of the prospective dwellings and structures.
3. The proposed reduced setbacks on Lots A and B are acceptable provided that the multi-unit structure incorporates design features to keep fire from spreading from the barn to the multi-unit structure. It is likely that details for these design features will be required

- to be submitted with the Final Plan application, and these will also need review by the Fire Chief.
4. Section 5.5(E)(4)(b) of the Charlotte Land Use Regulations states that parking and service areas should, to the extent feasible, be located to the side or rear of structures. Nevertheless, the Planning Commission recognizes that the topography and the importance of accessibility to the elderly housing justify siting the parking and services to the front (east) of the elderly housing units, as proposed. However, some landscaping may be needed to address the prospective visual impact.
  5. The proposed use of the existing fire pond on Sunset Road, rather than the development of a new fire pond and dry hydrant, is acceptable provided you can demonstrate that the pond and hydrant can be made operational.
  6. The prospective impact of the project on existing wells in the vicinity should be addressed.
  7. The Preliminary Plan Application should include the following items:
    - A. A plan that indicates the specific repairs needed to make the existing fire pond and dry hydrant on Sunset Road operational, based on an evaluation by a civil engineer and/or the Charlotte Fire Department.
    - B. An inventory of wells in the vicinity of the project.
    - C. An analysis of the visual impact of the proposed parking area along Greenbush Road, and, if warranted, proposed landscaping. This may be included on the site plan.
    - D. 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.
    - E. Draft easements for access, water, wastewater disposal and utilities for Lots A-D, as appropriate. These may be included within a Declaration of Covenants, or they may be separate documents.
    - F. A draft document(s) which addresses, at a minimum, restrictions related to the elderly housing, administration and enforcement of these restrictions, and allowed uses of and responsibilities for maintaining commonly owned facilities.
    - G. A draft Sewage Service Agreement, Waiver and Easement. The Town can provide a boilerplate document.
    - H. A draft Open Space Agreement and a draft Density Reduction Easement and Transfer of Development Rights for the Converse Bay Road parcel. The Town can provide boilerplate documents.
  8. Prior to submitting the Final Plan Application you will need to obtain a Highway Access Permit from the Selectboard for new curb-cuts. You may, however, apply for the necessary Highway Access Permits prior to submitting the Preliminary Plan Application.

Other issues may come up during the review of the Preliminary and Final Plan Applications. 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