

CHARLOTTE PLANNING COMMISSION
Charlotte Town Office
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Charlotte, VT 05445
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March 24, 2020

Vermont State Department of Forest, Parks & Recreation (FPR)
C/O Denis Lincoln
271 North Main Street, Suite 215
Rutland, Vermont 05701

Re: Sketch Plan Review – Application Number PC-20-21-SK

Dear Mr. Lincoln,

The information contained within this letter relays the Planning Commission's understanding of your development proposal for the Mount Philo State Park property located at 5425 Mount Philo Road within the Conservation (CON) zoning district. This letter also cites the Charlotte Land Use Regulations (LURs) pertinent to the proposed development. Please do not hesitate to include any status updates or additional information within your forthcoming application. You may further contact the staff at the Planning and Zoning Office if you wish to seek further guidance in response to this advisory letter.

One public meeting for the proceeding was held to review your Sketch Plan Review application on February 20 (attended by Commissioners Peter Joslin, Vice Chair Charlie Pughe, Jim Faulkner, Gerald Bouchard, Marty Illick, and applicant representative Rick Hedding of FPR). The site visit to the property took place on the morning of Saturday February 15, 2020, attended by Commissioners Peter Joslin and Gerald Bouchard, and Denis Lincoln of FPR.

It is understood by the Planning Commission as displayed on the proposed "*Site Plan*" map included within your application (prepared by SE Group, dated February 2020) and from discussions during the public hearing, that you propose the development of approximately 60 to 70 additional parking spaces at the base of the State Park, roughly doubling the existing parking capacity to a total of about 120-130 spaces, along with a new access road to lessen vehicular congestion at the park entrance.

The Planning Commission has classified your project as a "Site Plan Review", as the project proposes a change of use criteria in accordance with **Section 5.5** of the Charlotte Land Use Regulations (hereafter referred to as "the Regulations"). The Planning Commission is providing the following guidance for your forthcoming Site Plan Review application that should include the following elements:

A. Site Features:

With reference to the submitted map, the project proposes to construct:

1. A two-tier north-south oriented, rectangular parking lot with about 60-70 spaces in each area, interconnected with a drive on both the northern and southern ends.
2. A new contact station, stairs with railings, and stone dust paths.
3. A relocated site access and sign (approximately 300 feet to the north of the existing access on Mt. Philo Road). A proposed shared-use path will enter the park at the existing park entrance, with an anticipated crossing from State Park Road. The sign was stated to be 4' x 6'.
4. Dumpsters with a wood fence enclosure.
5. A composting toilet to replace the existing portable toilets.
6. An earthen berm on the southern end of the parking facility to prevent parking on the grassy area aside the entrance drive. The southerly adjoining meadow will be planted with native species plants, and;
7. A sizeable *Stormwater Treatment Area* just west of the parking area.

B. Site Layout and Design:

The contact station is an accessory structure that is likely under 250 square feet, which should have a setback of at least ten feet (10') from the Town-Highway right-of-way. Your forthcoming application should reflect these figures and adjustments updated within the respective site plan map and building plans. Site maps and building elevations should be submitted for your forthcoming Site Plan Review application, which convey the size, scale, arrangement with dimensional lines (to the town highway ROW), and appearance of the proposed structure.

C. Access:

The primary site access is proposed to be relocated approximately 300 feet north of the existing access at the intersection of Mt. Philo Road and State Park Road. Additionally, a proposed shared-use path will enter the park at the existing park entrance (reconfigured for bicycles and pedestrians) crossing over Mt. Philo Road from State Park Road. Proposed *Manual of Traffic Control Devices* (MUTCD) compliant signage that addresses pedestrian crossings (e.g. MUTCD W11-2, W-11-15, W11-15P, R1-6, R1-6a, etc.) and their installation locations should be added to the site plan map.

Your site plan application should address the access of emergency vehicles with a letter solicited from the Charlotte Volunteer Fire & Rescue Services (CVFRS), approving of the design of the improved parking area and access road off of Mount Philo Road.

D. Parking, Loading, and Service Areas:

The application proposes utilizing pervious material for the parking area. Any additional impervious surfaces intended for vehicles should be made of non-white crushed stone. All designated parking spaces shall have a minimum width of nine (9) feet, a minimum length of 18 feet, and unobstructed access and maneuvering room.

Your parking plan proposal conforms to **Section 3.11** of the Regulations and with the 2010 ADA Standards for Accessible Design, which call for at least one (1) *Required Accessible Parking Space for Total Number of Parking Spaces Provided in Parking Facility* of 1-25 vehicles to be maintained by the property owner. The parking lot is currently planned for 6 ADA spaces. The ADA spaces should each include a sign with the *International Symbol of Accessibility* installed in front of it with the lower edge of the sign at least five feet (5') above the ground, and a marked access aisle for the space that is at least five feet (5') wide to accommodate mobility devices (e.g. vehicle-mounted wheelchair lifts, wheelchairs, walkers, etc.).

The site plan should be updated to include at least one bicycle rack that is installed in proximity to the parking lot, which should be made of non-edged thick tubular steel that is mounted below grade or flange-mounted on concrete.

E. Landscaping and Screening:

An earthen berm is proposed on the southern end of the facility to prevent parking on the grassy area aside the entrance drive. The adjoining southern meadow would be planted with native species plants.

During the public hearing, the Planning Commission suggested planting additional coniferous trees along the western edge of the parking area, to screen it from the viewshed of Mount Philo Road.

F. Stormwater Management and Erosion Control:

A sizeable *Stormwater Treatment Area* is to be constructed just west of the parking area. A full stormwater management and erosion control plan prepared by a licensed professional should be submitted as part of the forthcoming Site Plan Review application (as per **Section 7.8(A)(2)** of the Regulations). Please update the Planning Commission on obtaining a stormwater permit from the State.

G. Outdoor Lighting:

Installation of outdoor lighting was not proposed for this application.

7.6 Water Supply / 7.7 Sewage Disposal

It was understood from the public hearing that you would be installing a composting toilet to replace the portable toilets. Your forthcoming site plan application should address any changes that may trigger wastewater and water supply permit amendments from the State.

In summary, the **following items should be included** in your Site Plan Review application:

1. The site plan map should be updated with:
 - a. The delineation of the Town-Highway right-of-way, and dimensional line to the nearest proposed structure (e.g. the new contact station), which should maintain the minimum ten-foot (10') setback from the road right-of-way boundary.
 - b. Building plans that convey the size, scale, and appearance of the proposed structure.
 - c. Tree screening of the parking area as discussed in **item 5.5(E)**, above.
 - d. A bicycle rack as discussed in **item 5.5(D)**, above.
 - e. MUTCD-compliant signage and placement to address the proposed shared-use path that would cross Mt. Philo Road, as per **item C**, above.
2. A stormwater plan, as per **item F**, above.
3. A letter of approval for the access and parking design from Charlotte Volunteer Fire & Rescue Services, Inc. You may contact Rob Mullin, Assistant Chief at 802.425.3111 Ext. 7, or by email: r.mullin@cvfrs.org
4. An application for a Highway Access Permit (HAP) should be submitted (to be approved by the Charlotte Selectboard). You may mail in a copy of the completed application form (enclosed with this letter or available for download at this link: <https://is.gd/aRNVb0>) to Dean Bloch, Town Administrator, Town Offices, 159 Ferry Road, Charlotte, VT 05445. Please include a check for \$100.00 made out to the Town of Charlotte with your application.
5. Other issues may be considered during the review of your forthcoming Final Plan application. In accordance with **Section 6.3(D)** of the Regulations, this Sketch Plan Review is valid for six months, unless an additional six-month extension is formally requested from the Planning Commission before the expiration date.

Please let me know if I can answer any further questions.

Sincerely,



Peter Joslin, Chair,
Charlotte Planning Commission