

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

November 18, 2008

Andrew Thurber
444 Converse Bay Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-08-20

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. Sketch Plan Review was held at the Planning Commission's meetings on August 21, September 18 and October 16, 2008, and site visits were held on August 21st and October 11th at 2848 Greenbush Road and on September 13th at 444 Converse Bay Road.

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)(1) and 8.2(B)(1) of the Charlotte Land Use Regulations.

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 Preliminary Plan Application (or and Amended Sketch Plan Application) should include a professional evaluation of the historic structures on the site in order to determine (A) their importance for protection; (B) whether restoration of the barn would be possible or would be prohibitively expensive; and (C) whether the proposed (or a revised) configuration of structures will work to preserve the historic character of the structures on the property as well as the district.
2. Consideration should be given to siting all or most of the elderly housing units behind (west of) where the barn is located.
3. Consideration should be given to eliminating the southern most access on Greenbush Road, and providing an access to the elderly housing from the eastern-most access on Ferry Road, or establishing one access on Greenbush Road for all of proposed uses near Greenbush Road.
4. Consideration should be given to shifting Lot D to the west to be directly adjacent to and east of Lot E, or to the south of Lot E, and using one access for Lot D and Lot E.
5. The Planning Commission believes that at least one affordable housing unit should be included in the project.

6. The following sections address the number of dwelling units allowed within a building. Section 8.4 (B)(2) (which governs PRDs) states that “*in no case shall the multi-family dwellings exceed four (4) dwelling units per building, unless the dwelling units are affordable housing as defined in Section 4.4.*” Elderly dwellings within a PRD are a permitted use [Table 2.3(C)5.], however, no maximum number of units is listed; therefore, it is assumed that Section 8.4(B)(2) applies—i.e., a maximum of four elderly dwelling units is allowed within a building within a PRD (unless 75% are affordable).
7. If the project is to include more than two dwelling units in one structure, Site Plan Review will be needed. An application for Site Plan Review can be submitted in conjunction with the Final Plan Application.
8. The proposed plan to use the existing fire pond on Sunset Road (in addition to other measures as described in the summary of your discussion with Chris Davis, Charlotte Fire Chief) is acceptable, provided you can demonstrate that the pond and hydrant are suitable and operational, and provided that the owner(s) of the Sunset Road pond will provide appropriate easements.
9. The Preliminary Plan application should indicate more clearly the proposed use or uses of the main house.
10. If the main house is to include one dwelling unit, and if eight additional dwellings units will be proposed, 45 acres on the Converse Bay Road parcel will need to be conserved in association with the project. If the main house is to be used exclusively for non-residential uses (as allowed by Table 2.3 and Section 4.3), and eight dwelling units will also be proposed, 40 acres on the Converse Bay Road parcel will need to be conserved in association with the project.
11. Consideration should be given to adjusting the configuration of the “conserved areas” on the Converse Bay Road parcel by shifting the eastern area to the east to eliminate the existing eastern building envelope.
12. The Preliminary Plan Application should include the following items:
 - A. A stormwater control plan.
 - B. A plan that indicates the specific repairs needed to make the existing fire pond on Sunset Road operational based on professional evaluation of the pond and hydrant.
 - C. An exterior lighting plan, if any exterior lighting is proposed. The proposed height, type (e.g. metal halide, compact fluorescent, etc.) and wattage of all fixtures should be indicated.
 - D. Proposed open space areas for both the Converse Bay Road parcel and the Greenbush Road parcel. Such open space areas should be at least 50% of each parcel. The open space on the Converse Bay Road parcel should also be designated as “conserved,” since the density from this area is being aggregated onto the Greenbush Road parcel. The open space on the Greenbush Road parcel may be established via building envelopes, “no build areas,” or another similar mechanism, or, alternatively, by an Open Space Agreement with the Town.
 - E. A draft Conservation Agreement for the Converse Bay Road parcel. The Town can provide a boilerplate document.
 - F. A draft Declaration of Covenants which, at a minimum, addresses restrictions related to the Elderly Dwellings and to the open space areas on the Greenbush Road parcel.

- G. Draft easements for access, water, wastewater disposal and utilities for Lots A-E. These may be included within the Declaration of Covenants, or may be separate document(s).
 - H. A draft easement and executed letter of intent to allow use of the fire pond on Sunset Road.
 - I. A draft Roadway Agreement and Waiver for any proposed road. The Town can provide a boilerplate document.
 - J. A draft Sewage Service Agreement, Waiver and Easement. The Town can provide a boilerplate document.
 - K. A draft Fire Pond Agreement, Waiver and Easement (for the Sunset Road pond). The Town can provide a boilerplate document.
13. 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