

CHARLOTTE PLANNING COMMISSION
Charlotte Town Office
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April 2, 2019

Margaret Woodruff
Charlotte Library
115 Ferry Road
Charlotte, Vermont 05445

Re: Sketch Plan Review – Application Number PC-18-210-SK

Dear Mrs. Woodruff,

The purpose of this letter is to summarize the Sketch Plan Review for a proposed 2,100 square foot addition to the southern side of the Charlotte Town Library. The development is proposed to occur within the Village Commercial (VCM) zoning district within the West Charlotte Village (WCV) district.

A public meeting for the project was held at the Planning Commission meeting on February 21, 2019, which was attended by Planning Commissioners: Peter Joslin (Chair), Charlie Pughe (Vice Chair), Gerald Bouchard, Dick Eastman, Shawn Coyle, and David Kenyon. Also in attendance were the Town Planner, and the applicant representatives from the Library Board of Trustees: Nan Mason (Treasurer) and Robert Smith (Vice-Chair). A site visit was conducted at the library site prior to that meeting at 6:30 PM.

Notice of the public meeting were posted at the Town Office, the Old Brick Store, and the Spear Street Store on February 8, 2019. Electronic notice was posted on the Town of Charlotte website "Meeting Calendar".

The Planning Commission has classified your project as a "Site Plan Review" in accordance with Section 5.5 of the Charlotte Land Use Regulations (hereafter referred to as "the Regulations"). To complete the Site Plan Review, you will need to submit an application, including any waiver requests within six months of the date of this letter and participate in at least one subsequent public hearing, in accordance with *Section 9.9(3)* of the Regulations.

The Planning Commission has provided the following observations and recommendations for your forthcoming Site Plan Review application, which should be addressed in addition to the regular submission requirements stated within the Regulations.

1. As per *Section 3.11* of the Regulations, your forthcoming Site Plan Review application should address the following elements:

- A. Table 3.1 of the Regulations indicates that the use of *“Office/ Professional, Government, Business”* requires at least **one (1) off-street parking space per 300 sq. ft. of gross floor area** for the proposed facility. This would indicate that with a 2,100 square foot addition, your Site Plan Review application will be required to include an additional seven (7) parking spaces to meet the future demand. The use for *“Library”* also falls under this total when referencing the national parking generation rates published by the Institute of Transportation Engineers (ITE).
 - B. The current building has a listed area of **3,502 sq. ft.** and hosts eleven (11) parking spaces, which are adjacent to the southern elevation of the building. This closely matches the required amount of parking (i.e. 11.67 spaces) for the facility. Rounding up, the 0.67 space would indicate the need for an additional space.
 - C. The Childrens’ Center to the north, across Ferry Road is listed at **2,914 sq. ft.** and hosts an estimated eighteen (18) parking spaces on the property. As Table 3.1 indicates that for a use of *“School/Day Care (10 or more children)”* requires **3 spaces per 10 children permitted daily at the facility.** It is unclear how many children attend the center on average. Classroom capacity information on the center’s website suggests fifty-nine (59) children comprising age groups from 3 months to 5 years (plus after-school programs for ages 5-7). Here, eighteen (18) spaces could accommodate up to sixty (60) attending children on any one-day period. The need for an additional (off-site) parking space to serve the library was discussed at the public meeting.
 - D. The outstanding parking capacity that should be met calls for **nine (9) additional spaces;** that is 7 spaces (to address the increased 2,100 sq. ft. capacity of the library), plus the 2 spaces (to replace those proposed for removal) that would need to be constructed or allocated somewhere in reasonable proximity to the library.
 - E. The Charlotte Town Office is listed at **4,228 sq. ft.** and hosts an estimated twenty-five (25) parking spaces along the southern side property (this total does not include the library’s 11 spaces). Table 3.1 indicates that for a use of *“Public Assembly (church, theater, meeting hall, etc.)”*, at least **one (1) parking space per 200 sq. ft. of gross floor area, or 1 per 4 seats at capacity, whichever is greater** would be required for the building. This equates to twenty (20) parking spaces for eighty seats, or twenty-five (25) spaces for one-hundred seats. *An e-mail was sent to the Vermont Division of Fire Safety, Office of the State Fire Marshal enquiring into the capacity of the Town Office building to help finalize this determination. No response has yet been received.*
2. As per *Section 5.5(E)* of the Regulations, your forthcoming Site Plan Review application should include the following elements:
 - A. Site Features, which should consider the protection of significant site features (e.g. existing trees and wetland on the property). Other features discussed should include any proposed stormwater infrastructure improvements and anticipated

future parking requirements. A map delineating the existing Class II wetlands and their respective fifty-foot (50') buffers on the property should be included on the forthcoming Site Plan map.

- B. Site Layout and Design: Site maps and building elevations should be submitted, which ensures that the size, scale, arrangement, and appearance of the proposed structure(s) remain harmonious with the character of the area, and does not have an undue adverse aesthetic impact. The 15' side yard setbacks of the proposed building will need to be verified in a forthcoming Site Plan map.
- C. Access: The property would be served by the current access from Ferry Road. Greater pedestrian traffic from the Childrens' Center to the north might be anticipated due to the proposed increased parking discussed in *Section 3.11*, above. However, it is unclear if there is adequate overflow parking at the Childrens' Center. If so, pedestrian traffic from the Childrens' Center to the library is a concern.
- D. Parking, Loading, and Service Areas: One to two existing on-site parking spaces adjacent to the library are proposed for removal as part of the expansion. One parking space at the Childrens' Center lot across Ferry Road to the north may potentially offset part of the increased demand for the library.

Any improvement of the back lawn area of the Town Offices for increased parking should consider possible impact on the previously identified 1.2 acres of wetlands on the property reviewed by the State (DEC Water Quality Division) within the Conditional Use permit (application #96-050) from June 1996.

- E. Landscaping and Screening: In February 1996, the property was approved for Site Plan of the library. The minutes from the meeting stated that replacement trees would be red maples and crab apple trees. An advisory letter from Zoning Administrator Burnham in 1998 listed as a condition of the Certificate of Occupancy that replacement trees include matching Siberian Crabapples in the front yard and 3" caliper Red Maples on the west side.

For this application, the existing garden to the south of the library, a red maple tree to the southwest of the library building, the side sidewalk, and the footpath to the Quinlan School would be impacted by the proposed development. The forthcoming Site Plan Review application should address the replacement of these items, and include a statement about the timing of planting and the replacement of trees (or other plantings) that do not survive.

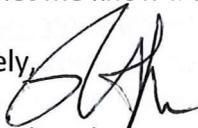
- F. Stormwater Management and Erosion Control: In accordance with applicable standards covered in *Section 5.5(E)(6)* and *Section 7.8* of the Regulations, you will be required to submit a stormwater and erosion control plan with your application. The plan should address the contents of the 2015 "Ferry Road Stormwater and Pedestrian Feasibility Study", prepared by DuBois & King, Inc., which is available on the Town's website. The stormwater plan should indicate potential impacts upon the property pertaining to the imperious surfaces (including any additional required parking spaces discussed in item C above), along with any stormwater mitigation

proposed in the library's participation in the Lewis Creek Association's Ahead of the Storm (AOTS) program as discussed in your application.

- G. Outdoor Lighting: You will need to submit an outdoor lighting plan that is in conformance with standards outlined in *Section 3.9* of the Regulations.
3. The following Areas of High Public Value (AHPV) were determined to exist on the property.
- A. Primary Agricultural Soils (Primary and Statewide - PAS): Prime and Statewide exist on the entire parcel.
- B. Surface waters, wetlands and associated setback and buffer areas: Class II wetland was found to exist along the southern portion of the parcel in 1996 by the Vermont Department of Environmental Conservation, which issued a Conditional Use permit (application #96-050) for development for the existing Town Office parking area. This permit would need to be amended if this lot is considered for increased capacity to meet the necessary demand discussed in *Section 3.11*, above.
- C. Water supply source protection areas (SPAs): The Charlotte Childrens' Center System (System ID: VT0020761) is an active Groundwater Source Protection Area that exists upon the property. The Charlotte Town Office and Library, a public water source (6" wide x 421' deep), was constructed in June 1997.
- D. Historic Districts, Sites, and Structures: "*Four Corners Historic District*" (#0403-04) exists adjacent to the west of the Library site.
4. The proposed use of this project within the VCM district would not require an additional application for Conditional Use approval with the Zoning Board of Adjustment (ZBA), unless any development is determined as necessary to occur within the side yard setback. If so, an attempt will be made to consolidate both of your forthcoming land use development applications (e.g. the Site Plan Review, and the Conditional Use Review) for a joint public hearing with the Planning Commission and the ZBA.
5. According to the Charlotte Zoning Administrator, a water supply and wastewater permit amendment will not be required unless the number of employees of the library are proposed to increase.
6. 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.

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

Sincerely,



Peter Joslin, Chair,
Charlotte Planning Commission