

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

September 19, 2003

Greenwood America, LLP  
Attn: Mel Hawley  
Country Home Products  
P.O. Box 25  
Vergennes, VT 05491

**Re: Sketch Plan Review; Application PC-03-20**

Dear Mr. Hawley,

The purpose of this letter is to summarize the Sketch Plan Review held at the Planning Commission's meeting on September 4, 2003. The Planning Commission classified your application as a Major Subdivision, and also makes the following comments and recommendations for the Preliminary Plat Application, which supplement the requirements of the Charlotte Zoning and Subdivision Bylaws:

1. Of the two concepts presented at the Sketch Plan Review on September 4<sup>th</sup>, Concept 2 was the more favored.
2. The Planning Commission encourage you to design the project keeping in mind potential zoning changes that include bonuses for affordable and elderly housing.
3. A Landscape/Mitigation Plan, with identification of existing trees to be preserved, as well as new landscaping should be submitted.
4. An engineered fire pond plan (capable of holding at least 90,000 gallons throughout the year) should be submitted.
5. The Charlotte Fire Department should be consulted early on in connection with this proposed project and the Planning Commission encourages you to start communications with them so that they are fully aware of your proposed development and can provide appropriate input throughout the planning process.
6. A traffic impact study should be submitted.
7. The proposed timing of the buildout should be provided.
8. The following documents should be submitted:
  - X Road easement from Kellner (or agreement to provide easement).
  - X Roadway Agreement and Waiver
  - X Sewage Service Agreement and Waiver
  - X Fire Pond Agreement and Waiver
  - X Open Space Agreement

- X Covenants indicating rights to use and responsibility for maintenance of all common land and facilities, including the road, fire pond and utility lines (including water and wastewater). (“Boilerplates” are available from the town for all documents except the road easement and covenants. Please note that these are guides and require modifications to address particular issues relative to the project).
- 9. The preliminary plat application should delineate the resources in the proposed open space area. To the greatest extent possible these should be quantified them in terms of acreage.
- 10. The Planning Commission feels that the town should retain the existing trail easement. The town will attempt to work with the design of your project in siting a permanent location of the trail.

In accordance with Chapter IV Section 1 of the Charlotte Subdivision Bylaws the Sketch Plan is valid for six months. Please let me know if I can be of any further assistance.

Sincerely,

Dean Bloch  
Town Planner