

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

December 22, 2003

Mr. Charles Stearns
6889 Spear Street
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-03-26

Dear Mr. Stearns,

This letter is to summarize the Sketch Plan Review held at the Planning Commission's meetings on October 2 and December 4, 2003 for the subdivision of your parcel on Spear Street.

The Planning Commission understands that you are in discussion with affordable housing groups for the creation of at least two affordable housing units, and commends you for this effort.

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 Subdivision Bylaws:

1. The layout of lots should approximate the most recent submission (reviewed on December 4th) with the following changes.
 - A. The lots along the east side of the parcel (ie: Lots 2, 3 & 4) should be smaller, so that they are all bordered between the woods on the adjacent parcel to the east, the septic field to the south, and the access roadway to the west.
 - B. You may explore creating an additional lot adjacent to Lot 5 as a financial offset for creating smaller lots and some affordable housing.
 - C. The access roadway leading from Lot 4 to Lot 5 should be located as far south and as obtrusive (from Spear Street) as possible.
2. A survey of the yields of drilled wells within a quarter of a mile of the subject property should be submitted.
3. A fire pond and dry hydrant designed in accordance with the Charlotte Fire and Rescue Recommended Standards should be submitted. The fire pond should be engineered to hold at least 90,000 gallons at all times.

4. Plans should indicate the number of acres in “open space” excluding road and septic areas, and also the number of acres associated with each resource within the open space, ie: agricultural and habitat resources.
5. The following draft documents should be submitted. (“Boilerplates” are available from the town for the first four documents. Please note that these are guides and require modifications to address particular issues relative to the project):
 - A. Roadway Agreement and Waiver
 - B. Sewage Service Agreement, Waiver and Easement
 - C. Fire Pond Agreement and Waiver
 - D. Open Space Agreement
 - E. Letter from a non-profit affordable housing organization indicating that they will be working with you.
 - F. Sewage System Operation and Maintenance Agreement
 - G. Covenants or deed language indicating the allowed use of and responsibility for maintaining all common land and facilities including: the road, the wastewater disposal system, the fire pond, and open space; also including document references (ie: the above documents) and an agricultural access easement to southern portion of parcel.

In accordance with Chapter V 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