

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

April 8, 2008

Carol Swearingen
169 Mount Philo Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-07-23

Dear Ms. Swearingen,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed three-lot subdivision held at the Planning Commission's meetings on January 17 and March 20, 2008, and a for which a site visit was held on March 20.

The Planning Commission classified the project as a Minor Subdivision in accordance with Section 6.1(C)(1) of the Charlotte Land Use Regulations.

The Planning Commission also provides the following comments and recommendations for the Final Plan Application, which supplement the requirements of the Charlotte Land Use Regulations:

1. Considering the prime agricultural soils on the northern and eastern portion of the parcel, and the riparian area that borders the eastern end of the parcel, the Planning Commission recommends that the Final Plan Application be submitted as a Minor Subdivision and as a Planned Residential Development (PRD), as provided in Section 8.2(B)(3) of the Charlotte Land Use Regulations. The PRD provisions allow resources on the parcel (such as prime agricultural soils) to be retained in a large block, thereby helping to preserve such resources. The PRD provisions also allow proposed lot dimensions to be reduced to less than the standard five acre lot with 50 foot setbacks.
2. Preferably, all lots would be served by the existing accesses ("curb-cuts"). If this is not feasible, you should explain why in the Final Plan Application. If there are valid reasons for not using the existing accesses, one new access may be considered.
3. In accordance with Section 8.4(C)(1) of the Charlotte Land Use Regulations, at least 50% of the parcel should be conserved (i.e. as "open space"). One of the lots should include the "open space," unless it is to be conveyed to an adjoining property owner. The "open space" should be labeled on the survey.
4. The survey should depict building envelopes for all lots. Measurements should be indicated for the boundaries of the building envelopes, and for the distances between the building envelopes and lot lines.
5. The Final Plan Application should include the following items:

- A. A draft Conservation Agreement for at least 50% of the parcel (i.e. the “open space”). The Town can provide a boilerplate document.
- B. A draft easement document or deed language for wastewater disposal facilities that are not going to be located on each respective lot.
- 6. Prior to submitting the Final Plan Application, you should obtain a Highway Access Permit from the Selectboard for any new curb-cuts. The existing agricultural access is not considered a curb-cut for residential purposes, so this will need a permit if you are proposing a residential curb-cut in that location.
- 7. Prior to submitting the Final Plan Application, you should obtain a preliminary review of the proposed Conservation Agreement by the Selectboard.
- 8. If the area above the garage is being occupied as an apartment, you will need a zoning permit. Please check with the Zoning Administrator.

Other issues may come up during the review of the Final Plan application. In accordance with Section 6.3(D) of the Charlotte Land Use Regulations, the Sketch Plan is valid for six months.

Please let me know if I can answer any questions.

Sincerely,

Dean Bloch, Town Planner
For the Charlotte Planning Commission