

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

May 16, 2008

John S. Freidin
1020 Town Line Road
Charlotte, VT 05445

Re: Sketch Plan Review; Application PC-08-04

Dear Mr. Freidin,

The purpose of this letter is to summarize the Sketch Plan Review for your proposed two-lot subdivision held at the Planning Commission's meetings on February 21 and March 20, 2008, and for which a site visit was held on March 1.

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 a significant portion of the parcel includes flood hazard area (according the Flood Insurance Administration), wetland, and wildlife habitat (see related recommendations below), the Planning Commission recommends that the Final Plan Application should 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.
2. The survey plat should indicate or describe which portion of Town Line Road is a Town Highway and which portion is a private road.
3. In accordance with Section 8.4(B)(6)(a) of the Charlotte Land use Regulations, the Planning Commission must find that the project will minimize the adverse effects upon the resources identified as significant in Table 7.1. At this time the Planning Commission believes that the building envelope for Lot 2 should be sited as close as possible to the existing dwelling in order to minimize impacts of the project on wildlife habitat. The wildlife habitat analysis (discussed below) will help to determine how important such a layout will be. Additionally, at this time the Planning Commission believes that at least 50% of the parcel should be designated as open space [as is the standard procedure in the Rural District under Section 8.4(C)(1)] via an Open Space Agreement with the Town. Should you decide to conserve a portion of your property with a third party such as the

Charlotte Land Trust or the Nature Conservancy in advance of submission of the Final Plan Application, that area could be used towards the open space requirement.

4. The following items should be submitted with the Final Plan Application:
 - A. A grading plan (if there is going to be significant cut/fill or blasting), site plan and cross section for the proposed driveway.
 - B. Appropriate plans to improve the private road and shared driveway to comply with the Charlotte Volunteer Fire and Rescue Services Recommended Standards for Developments and Homes if the road and driveway do not meet these standards. At the minimum a site plan and cross section should be submitted.
 - C. An analysis of the prospective impacts to wildlife habitat in the vicinity of the building envelope and driveway. The Town may be willing to share the cost of this analysis depending on the consultant, analysis protocol and scope of work. If you decide to proceed with the Final Plan Application, the choice of consultant, scope of work and budget can be further discussed and mutually agreed to.
 - D. A draft Open Space Agreement for at least 50% of the parcel. The Town can provide a boilerplate document if the agreement is to be with the Town.
 - E. A draft Roadway Agreement and Waiver for the private road. The Town can provide a boilerplate document.
 - F. A draft easement document or deed language (for the access easement).
5. Prior to submitting the Final Plan Application, you should obtain a preliminary review of the proposed Open Space Agreement by the Selectboard.

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