

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

January 22,

Steven Davis and Elizabeth Leonard
P.O. Box 445
Hartford, VT 05047

Re: Sketch Plan Review; Application PC-09-27

Dear Mr. Davis and Ms. Leonard,

The purpose of this letter is to summarize the Sketch Plan Review for the proposed development of your parcel at 2572 Hinesburg Road creating three additional perpetually affordable single family dwellings, held at the Planning Commission's meetings on November 19, 2009 and January 7, 2010, and for which a site visit was held on December 5, 2009.

While recognizing that the proposed development will not create fee simple lots, the Planning Commission notes that the Charlotte Land Use Regulations defines "subdivision" as:

The division of any parcel of land into two or more parcels, lots or other legal division of land for the purposes of offer, transfer, lease of 30 or more years that allows land development or conveyance. The term also includes planned unit and planned residential development.

Therefore, the Planning Commission classified the project as a Major Subdivision and Planned Residential Development (PRD) in accordance with Sections 6.1(C)(2) and Chapter VIII of the Charlotte Land Use Regulations.

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

1. The Preliminary Plan Application should clarify the legal status and location of the existing parcel boundaries.
2. Details for the proposed surface and subsurface drainage system should be provided.
3. The road may be 14 feet in width, as allowed by the Charlotte Volunteer Fire and Rescue Service, Inc. *Recommended Standards for Developments and Homes*, and the "turnaround" may also be eliminated. However, if, in your judgment, the minimum parking requirement of two spaces per dwelling unit will not be sufficient for the likely usage, the road may be wider than the minimum allowed dimension in order to allow for parallel "overflow" parking along the road.
4. Road cross sections should be submitted.

5. Dwellings should be oriented either parallel or perpendicular to Hinesburg Road.
6. The survey should depict proposed portions of the common area that will be designated for private use.
7. A proposed landscaping plan should be submitted.
8. The Planning Commission notes that the applicant has already constructed two dwellings on the parcel, and is in the process of constructing third. Therefore, considering the full build-out of the project will create six dwellings, a fire pond and dry hydrant is required by Section 7.5 of the Land Use Regulations. However, you may submit a request for a waiver from this provision, as allowed by Section 4.4(G) of the Land Use Regulations, which seems appropriate considering the dwellings are proposed to have sprinkler systems.
9. The Preliminary Plan Application should include a proposed utility plan which depicts how power, telephone and cable will be brought to each dwelling. This may be a sketch which has been created by or reviewed by the appropriate utility companies.
10. The following documents should be submitted with the Preliminary Plan application if common facilities are being proposed:
 - A. Draft wastewater, water and access easements
 - B. Draft maintenance and operation agreement(s) for the water and wastewater systems
 - C. Draft Wastewater Agreement, Waiver and Easement (indicating the Town will not be asked to maintain the wastewater system, but will be allowed to in an emergency—the Town can provide a boilerplate).
 - D. Draft Water Agreement and Waiver (indicating the Town will not be asked to maintain the water system—the Town can provide a boilerplate); and
 - E. Draft Roadway Agreement and Waiver (indicating the Town will not be asked to maintain the road—the Town can provide a boilerplate).
 - F. A description of the process indicating how the dwellings will be maintained as affordable housing in perpetuity, and associated documentation.

Other issues may come up during the review of the Preliminary and Final Plan applications. 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